

COLLEGE PRAYER

Vande Maataram

Vande Maataram

Maataram

Sujalaam Sufalaam

Malayaj Sheetalaam

Sasyashyaamalaam Maataram

Vande

Shubhrajyotsna

Pulakit Yaaminiim

Phulla Kusumita

Drumadal Shobhiniim

Suhaasinim Sumadhura Bhaashhinim

Sukhadaam Varadaam

Maataram Vande Maataram

VTM NSS COLLEGE

DHANUVACHAPURAM

THIRUVANANTHAPURAM-695 503

Accredited by the NAAC at 'B' Level



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0471-2230919(Principal)

Fax: 0471-2230919

E-mail : vtmnsscollege@yahoo.in

Website: vtmnsscollege.ac.in



NATIONAL ANTHEM

Jana-Gana-Mana-Adhinaayaka, Jaya He

Bhaaratha-Bhaagya-Vidhaata

Panjaab-Sindhu-Gujarat-Maraatha

Dravida-Utkala-Banga

Vindhya-Himaachala-Yamuna-Ganga

Uchchala-Jaladhi-Taranga

Tav-Shubh-Naamey-Jaage

Tav-ShubhAshishMaange

GaheTavJayagaadha

Jana-Gana-Mangala-Daayaka, Jaya He

Bhaaratha-Bhaagya-Vidhaata

Jaya He, Jaya He, Jaya He

Jaya JayaJayaJayaHe.....

The learners are inspired to seek and entrench true knowledge and wisdom by inculcating in them, the exalted ideals of the universal, spiritual and human values. A fervent desire to break the fetters of ignorance, subjugation and isolation forms the kernel of learning. The institution, with its glorious past and opulent cultural heritage ennoble and enliven the surrounding rural population.

CORE VALUES

We exist as an institution, for the students are the backbone of our academic life...

We live with civility, honesty and integrity...

Creativity, inquiry and scholarship are our culture....

We embrace diversity and inclusion for democratising education....

We relentlessly pursue excellence....

We teach...we learn...we interact...we nurture...

We grow citizens for tomorrow...

We believe in the spirit of truth and honesty...

PERSONAL MEMORANDUM

2017-2018

Name:.....

Class:.....Core:.....

Complementary (I)

Complementary (II)

Admission Number..... Class Number:.....

Name of Guardian:.....

Home

Address:.....

.....

Tel.No. (Res.)

(Mobile)

(Office).....

OUR VISION

*The vision of the institution is “to interlace a culture of civility with equity and excellence, by believing in a democratic dissemination of knowledge that transcends all barriers of segregation”. The college as a whole aims to set a suitable epistemological milieu for the learners to enhance their competence holistically. With the institution’s vision to spread knowledge and to create professionally equipped and responsible citizens of the society, it recognizes the need to impart quality education and academic distinction to the students. It is a beacon of excellence in the realm of education and enables the learners to attain proficiency in strategic and life skills. It has always pursued the path laid down by **Sri Mannathu Padmanabhan** to nurture and elevate the hopes and aspirations of a community from decadence and disintegration. The dissemination of knowledge and the pursuit of excellence resonate with the transcendent principles of the founding father. His vision still inspires the dedicated learning community, in furthering exploration, discovery and creativity. The sylvan surroundings in which the college is situated is conducive to a peaceful academic atmosphere. This deepens the perceptions of the institution to hold its rich tradition, yet oriented towards modernity. Presently, the college is passing through a transitional period of hectic development in academic and non-academic activities in order to impart innovative and best practices in education. The college keeps abreast its vision, mission and goals in its relationship, accomplishments and service to the learning community, the society and the nation at large.*

OUR MISSION

The mission of the College is “to build up an epistemological platform for exploring new realms in science and technology, art and culture, to improve the socio-economic status of the community and to instil values of life, diligence and skill in students”. The institution, as a pedestal of learning endeavours to spread the light of knowledge and life skills among the students, ensures an all-inclusive and sustainable development. It is committed to address the needs of the society in general and the students in particular and fervently desires to protect the distinctive culture and tradition of the local milieu. It envisages in imparting knowledge to the heterogeneous student community with affability, justness and finesse, transcending all barriers of segregation. It strives to provide a scaffold where the learners are equipped with technological advancements also, along with the values of life, diligence and divergent skills. A holistic development is sought by imbibing the values ingrained in the motto:

Let true knowledge and wisdom be kindled for those on the pedestal of learning with sublime qualities of cosmic, spiritual and human values”

OUR CHARIOTEERS

1.	Prof Chandrasekharan Nair	1964 June-1970 June
2.	Prof M P Panicker	1970 July-1972 April
3.	Prof G Balakrishna Pillai	1972 May-1976 June
4.	Prof K Gopalakrishnan Nair	1976 July-1977 October
5.	Prof K Parameswaran Pillai	1977 November-1978 May
6.	Prof L Bhargavi Amma	1978 June-1978 October
7.	Prof C G Rajappan Nair	1978 November- 1979 June
8.	Prof P N Kesava Kurup	1979 July-1982 June
9.	Prof K Gopalakrishnan Nair	1982 July-1984 October
10.	Prof P M Krishnan Nair	1984 November-1986 Feb
11.	Prof C G Rajappan Nair	1986 April-1988 May
12.	Prof P M Rama Kurup	1988 September-1989 June
13.	Prof N Gopalakrishna Pillai	1989 July-1989 September
14.	Prof P Harikumar Nair	1989 October-1991 May
15.	Prof K G Padmanabhan Nair	1991 June-1994 October
16.	Prof C Rajagopalan Nair	1994 November-1995 June
17.	Prof Sreenarayana Kurup	1995 July-1997 March
18.	Prof K Gopalakrishnan Nair	1997 April-1999 April
19.	Dr S V Venugopan Nair	1999 May-2000 April
20.	Prof G Thulaseedharan Pillai	2000 June-2001 May
21.	Prof V Sreedharan Nair	2001 June-2003 March
22.	Dr S R Ravindra Nath	2003 May-2004 March
23.	Dr R Ramachandran	2004 April-2005 March
24.	Dr Kumari K Prema	2005 April-2005 July
25.	Dr R Ramachandran	2005 Aug -2006 March
26.	Dr T B Balachandran Pillai	2006 April-2008 March
27.	Prof K Jayakumar	2008 April -2009 March
28.	Dr V Sadanandan	2009 April -2010 March
29.	Prof P Sutharsanan Nair (<i>in charge</i>)	2010 April-2010 July
30.	Dr B Sudheendran Pillai	2010 July-2012 March
31.	Prof K Jayakumar	2012 April-2013 March
32.	Dr Renjini Pillai	2013 April-2013 November
33.	Dr Sudhish	2013 November -2013 December
34.	Dr G S Sreeletha (<i>in charge</i>)	2013 December-2014 May
35.	Dr S Jalajamony	2014 June -2015 May
36.	Dr M R Sudarsanakumar	2015 June-2016 May
37.	Dr K Sankar	2016 June-2017 May

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HISTORY AND TRADITION

Rich in tradition yet oriented towards future.....

VTMNSS College, Dhanuvachapuram has a glorious past and its cultural heritage ennobles and enlivens our day-to-day life. The splendid building is a memoir of a by gone age which acknowledged an ardent group of students and faculty members, who like those at present questioned outdated theories, evaluated current issues and envisaged a bright future. History doesn't anchor here, but it leads us towards a goal visualized by a strong and committed legend, Bharatha Kesari Padmabhusan Mannathu Padmanabhan who pursued a noble endeavour to democratize the horizons of education during turbulent times.

The college was established by the Nair Service Society in 1964 in order to cherish the ever-loving memory of the great freedom fighter, Thalikulathu Velu Thampi Dalawa, on his 200th Birth Anniversary. Bharatha Kesari Mannathu Padmanabhan, with his remarkable foresight, has painted the canvass of education in Kerala by initiating steps for opening up a number of colleges across the state. Without his twin qualities of genius and philanthropy all those achievements made hitherto would not have been possible. He still inspires the college's dedicated learning community, in furthering exploration, discovery and creativity.

Located in a lush green environment the campus covers an area of 30 Acres on a hillock at Dhanuvachapuram, a place of historical significance enroute Kanyakumari on the southernmost part of Kerala. The sylvan surroundings in which the college is situated is conducive to a peaceful academic atmosphere. An institution rich in tradition yet oriented towards future.

The college started its journey of academic exploration as a junior college on 15th July 1964 in a temporary building and was upgraded in 1967 with the launching of Degree Courses in English, History, Politics, Mathematics, Physics, Chemistry and Commerce. Degree courses in Economics and Botany were started in 1981 and Zoology and Malayalam were introduced in the year 1984 and 1995 respectively.

The introduction of the Post Graduate course in Commerce in the year 1981 upgraded the institution to a First Grade College. The shift system came into operation on 1st July 1979 and was abolished later in January, 1989. The Post Graduate Course in English was started during 1998-99 and History during 1999-2000. The P.G. Course in Economics was started in 2013. The College was accredited by NAAC with CGPA 2.74 on a four point scale at B grade.

The Educational Agency, the Corporate Management of NAIR SERVICE SOCIETY

The Nair Service Society, a synonym for selfless service and social commitment was founded by the late **Bharatha Kesari Mannathu Padmanabhan** on 31st October 1914. It came into being at a crucial stage in the history of the Nair community which was facing a crisis brought about by disunity and blind adherence to outdated customs, beliefs and practices. Even though they had a glorious past, the ignorance accumulated over centuries, reinforced by inadequate education, proved disastrous for the community. Their predilection for celebrations and a penchant for ceremonial occasions fuelled by a strong affinity towards profligacy and extravaganza, contributed to their decline and downfall. Gradual loss of land holdings and unemployment due to lack of modern education completed the process of disintegration. It was at this juncture that Mannathu Padmanabhan took the initiative to unite the members of the Nair community and build up a great organization.

The rest is history. He inspired them and gave them a dream, a dream of liberation from poverty, misery and ignorance. In his own unique way, with his persistence, tireless efforts, vision and farsightedness, the NSS opened an array of educational institutions, hospitals and other socially beneficial institutions all over the state. With an amazing network of units at the village (Karayoga) and taluk levels (Taluk Unions), the NSS has evolved into a well-knit and coherent organization that has never swerved from the noble ideals and high principles of the Founder. The NSS runs more than a hundred of schools, Fifteen Arts and Science Colleges, Three Training Colleges, an Engineering college, a Homeo Medical college, several nursing colleges, Polytechnic college, TTC Schools, Working Women's Hostels and Technical institutions.

DEPARTMENT OF MALAYALAM

The Department of Malayalam was started in 1995. The Department began the folklore club in 2015 by name 'Naattumozhi.' This vibrant club was given membership at **Kerala Folklore Academy**. Under the Department a literary and cultural club is functioning. With the help of students compositions a manuscript magazine is published every year. The Department takes initiatives in organizing various cultural programmes focusing on the postmodern cultural scenario. Nearly 500 students of the college are studying Malayalam as their second language.

❖ **Faculties**

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. M VIJAYAN PILLAI (M A, M Phil, Ph D) NET(Fellowship) MannoorazhikathuVeedu, Kottukkal P O, Anchal - 691306	Associate Professor & Head	0475-2274398 9447090326 vijaymannoor@gmail.com
2	Dr. ANUPAMA M (M A, M Phil, B Ed, Ph D) Krishnagiri, Pullanhode (P O), Kurumathur Kannur-670142	Assistant Professor	0460-2224297 9497235350 anupamam2010@gmail.com
3	AYYAPPADAS B O (M A, B Ed, M Phil, SET, NET) PattirethuAyyappanilayam, Pallarimangalam(P O), Mavelikkara-690107	Assistant Professor	0479-2329268 9496619684 ayyappadas12@gmail.com
4	Dr. AKHILA S NAIR (M A, B Ed, NET, Ph D) KamukarakkalVeedu, Venkadampu (P O), Neyyattinkara.	Guest Faculty	9495631311 akhilanairsaji@gmail.com
5	SHEEBA V (M A, MPhil., B Ed) PongaraVeedu, Kaladi Karamana P O, TVPM	Guest Faculty	9497690101 sheebasudi@gmail.com
6	ABHILASH S (M.A., B.Ed., NET) PanayarathalaVeedu, Maruthoorkonam, Kolttukal (P O), Balaramapuram, TVM	Guest Faculty	0471-2269973 8129273687 abilash.panayarathala@gmail.com

COURSES OFFERED

The College offers the following courses/programmes under the University of Kerala.

UNDER GRADUATE PROGRAMMES

BA/B Sc/B Com Courses of First Degree Programme under Choice Based Credit and Semester System (*Six Semesters*)

Sl.No.	CORE SUBJECT	SANCTIONED INTAKE	MARGINAL INCREASE	TOTAL
<i>F D P B A Degree</i>				
1.	English	40	10	50
2.	Malayalam	40	10	50
3.	Political Science	50	12	62
4.	History	50	12	62
5.	Economics	40	10	50
<i>F D P B Sc Degree</i>				
1.	Mathematics	40	8	48
2.	Physics	32	6	38
3.	Chemistry	32	6	38
4.	Botany	32	6	38
5.	Zoology	32	6	38
<i>F D P B Com Degree</i>				
1.	Commerce	50	15	65

POST GRADUATE PROGRAMMES (FOUR SEMESTERS)

Sl.No.	CORE SUBJECT	SANCTIONED INTAKE	MARGINAL INCREASE	TOTAL
1	MA English	15	5	20
2	MA Economics	15	5	20
3	MA History	12	4	16
4	M Com{Finance}	15	5	20

OFFICE OF THE PRINCIPAL

Dr. K MOHANKUMAR, M A, MPhil, Ph D

Badami, Vazhottukonam, Vattiyoorkavu,
Thiruvananthapuram.

Mobile: (+91) 94962 31642;

Email: mohankavinal2518@gmail.com

DEPARTMENT OF ENGLISH

The Department of English has been an essential part of the college since it was established in 1964. With the introduction of the B A English course in 1967 it became a full-fledged department and the establishment of the M A English Course in 1998-99 gave it the status of a principal department. The Department is blessed with a vibrant group of enterprising teachers and dedicated students. There is a well-equipped language lab that ameliorates the communicative skills of our students.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	SHEELA S (M A, B Ed) PRRA-139, SyamalaBhavan, Medical College P O, TVPM-11.	Associate Professor & Head	0471-2443868 9744953868 sheelasyamala66@gmail.com
2	Dr ANAND K B (M A, PhD) M 23,T C55/2170, Maniyankara-Thoppu, Pappanamcode, TVPM.	Associate Professor	0471-2494031 9497170187 kavanand1@gmail.com
3	Dr ASHA K (M A, PhD) House No M-27, Devaswom Lane, Pattom P O, Kesavadasapuram, TVM	Assistant Professor	8281341949 gokul.krishna223@gmail.com
4	Dr SIGMA G R (M A., M Phil,PhD) Aishwarya Bluebells Apartment, AD/3, Edagramam, Thiruvananthapuram	Assistant Professor	0471-2225860 9562851227 sigmasatish@gmail.com

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
5	MALINI S KUMAR (M A, B Ed, NET) Vazhakkalil House, Mannarasala P O, Harippad, Alappuzha	Assistant Professor	0479-2413418 8086196530 skumarmalini@gmail.com
6	REVATHY S. (M A., M Phil, NET) Archana, Pallipuram (P O), Thiruvananthapuram	Assistant Professor	0471-2753780 9446651916 revathy.revathynair@gmail.com
7	LAKSHMI PRASANNAN (M A, M Phil, NET, PGCTE, B Ed) Sreelakshmi, Muthoor P O, Thiruvalla-689107	Assistant Professor	0469-2604495 9400983139 lakshmipk@yahoo.co.uk
8	SHAMA PILLAI (M A, M Phil, NET) Naalukettu, Kili Chettan Lane, Sasthamangalam (P O), Thiruvananthapuram	Assistant Professor	9847856119 s4prnm@gmail.com
9	GAYATHRI MENON K (M A., M Phil, NET) Lakshmi Sree, Ambalappadu, Kundukaadu (P O), Trichur	Assistant Professor	0487-2444390 9605981843 gayathrymenon37@gmail.com
10	ANJALI R (M A, B Ed, NET) Anjali, Choondanikkavu, NanthiattuKunnam, North Paravur (P O), Ernakulam District	Assistant Professor	0484-2448398 9400364521 anjalinrainofficial@gmail.com
11	SARANYA K.V. (M A, NET) Kizhakkeyil, Cheruvayoor (P O), Edavannappara, Malappuram	Assistant Professor	0483-2725967 8137019643 skvvyas2@gmail.com

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
6	SUMITHA R. (M.Com, MBA, NET- JRF) 53/294, Thekkumcheril, Estate Road, Pappanamcode, TVPM-695018.	Assistant Professor	9400440689 sumitharadhamoni@gmail.com
7	VISHNU GOPAN M.Com. M.Phil, NET Krishna Bindu, T.C. 42/288 (4) SRA-25A, Poyyani Jn. Manacaud P.O. TVPM-695009	Assistant Professor	8089212991 vishnugopan123@gmail.com
8	Adv. RAJARAJAN B.A, LLB. Keerthanam, PURA-53, UnniNagar, Poojappura P.O. TVPM-695012	Part time Law Lecturer	0471-2222543 9447376010
9	Dr. HARI K (M.Com, NET, Ph.D.) TC 24/1750, TENRA-71, Elankom Nagar, Thycaud P.O. TVM-14	FDP Substitute	0471-2329730 9895588223 harik7324@gmail.com
10	SARITHA K S M.Com.,M.Phil, B.Ed. ElluvilaputhenVeedu, Vencode, Cheriyakoll P.O. TVM - 695504	Guest Faculty	7356201161

DEPARTMENT OF ECONOMICS

The Department of Economics started functioning in the year 1981 as a UG department and was elevated to PG department in the year 2013. The department library has a good collection of books and also subscribes to journals. As a part of the innovative teaching methodology, the department provides a forum through its “Thursday Club” and “Debate Club” which organizes different programmes related to current economic and social issues. As a part of the project works, students of the PG department conduct surveys on rural Economic issues and publish a journal titled “Rural Economic Development Journal (REDJ)” annually.

DEPARTMENT OF HINDI

The Department of Hindi offers classes in additional language to First and Second year B.A/B.Sc. and First year BCom Students. Every year, more than 350 students learn under the Department and pass the examinations with high marks.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. SUSMITHA O.V. (M.A., Ph.D.) Sumeru, Thampuran Nagar, Nemom(P.O.), TVPM-695020.	Assistant Professor & Head	0471-2392661 9447019334 srisov@gmail.com

DEPARTMENT OF TAMIL

The Department of Tamil started functioning in 1964 and offers classes in additional language to First year and Second year B.A/B.Sc. and First year B.Com students. Students who come from the border areas and from Tamil Nadu mostly opt for Tamil as their additional language.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. O.AJITHAKUMARI (M.A, Ph.D.) Gokulam, Kadakurichi, Panavila, Kollemcode P.O, K.K.Dist., PIN-629160.	Assistant Professor & Head	04651-246661 8281803885 ajithaku76@gmail.com

DEPARTMENT OF HISTORY

The Department of History is one of the oldest in VTM NSS College. Degree Classes were started from 1967. The Post Graduate course in History commenced from 1999 onwards. Eminent teachers have served the Department right from its inception. The Alumni of the Department have adorned numerous high positions in the Government and the

University. The Department has the potential to become a centre for historical research in the near future.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	DR. V. CHITRA DEVI (M.A, Ph.D.,NET (JRF)) Sreechitra, Thachottukkavu, Peyad (P.O.), Thiruvanathapuram	Associate Professor & Head	8138910107 cdevi64@gmail.com
2	APARNA S. (M.A., NET) Maalgudi (h), Mythri Nagar, 99A, Chengalloor, Poojapura, TVM	Assistant Professor	9895741481
3	DR. HARIKRISHNAN S. (M.A,M.Phil, Ph.D) Narayana Sadanam, T.C 1/1992-2, Kumarapuram, Medical College P.O, Trivandrum-695011	Assistant Professor	9895661706 hks2509@yahoo.co.in
4	DR. UNNITHAN S.S. (M.A,M.Ed, Ph.D.) 13/203, MadhavaNivas, KanchicodeVeedu, Eenthikali, Anducode-629168	Assistant Professor	09865055165 09486529874 unnithanvtm@gmail.com
5	LEKSHMY S.J. NAIR M.A, NET Visakham, Ookode P.O., Nemon	Assistant Professor	9895951018 lexmysivan@gmail.com
6	DR. PRAMOD N. M.A, M.Phil, B.Ed, Ph.D KaliyilVeedu,Kuriyathi, Panacode P.O, TVPM-695542	Assistant Professor	9447441841 pramodnarayan07@gmail.com
7	DR. MAYADEVI S. M.A,B.Ed,M.Phil,Ph.D. Mayasadanam,Thembamuttam, Balaramapuram, TVPM-695501	Assistant Professor	0471-2400452 9947720923 drmayakrishna1980@gmail.com
8	DR. R. JAYAKUMAR M.A, M.Phil, Ph.D. SreeMandiram, AmbalamVilai, Chitharal (P.O.), K.K.Dist.-629151	Assistant Professor	04651-286763 9488880888 jk629151@gmail.com

DEPARTMENT OF COMMERCE

The Department of Commerce started functioning with the Pre-Degree Course in 1964 and B.com in 1967. The introduction of M.Com course (Finance) in 1981 elevated the college into a first grade college. Many of our former students hold many key positions within and outside India. The Department intends to develop into a research centre within a year. The department has a Commerce Association named as “UNICOM”- *Unity of Commerce*, which organizes seminars, talks, and workshops every year.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	DR. ANITHA K. (M.Com, M.Phil, Ph.D.) Madhavam, Parasuvaikkal P.O. Parassala, TVPM-695508	Associate Professor & Head	0471-2231525 09645857023 anithasreekumar9645@gmail.com
2	LEKSHMI P. (on FDP) (M.Com, NET) Krishna Vihar, Near Krishna Temple, Kattakode P.O, Kattakkada, TVPM-695572	Assistant Professor	8089755241 sayoojyalekshmi@gmail.com
3	MANJULA K.G. (M.Com M.Phil, B.Ed., NET, PGDT) Kunjuveedu, Maninadu, Kunnathukal, Karakonam P.O, TVPM	Assistant Professor	0471-2252624 9645001516 manjulakg79@gmail.com
4	DR. VINODA.S. M.Com, M.Phil, MBA, M.A, M.Sc. MLM, MFM, PGDBA, PGDTM, PGDIM, PGDPIR, Ph.D., NET (Commerce), NET (Mgt.) Sai Bhavan, Opp. Govt. High School, Ooruttukala, Neyyatinkara	Assistant Professor	7012608414 9995113456 vinodsreedher@gmail.com
5	RAKESH S. M.Com, NET Sopanam, T.C. 19/911(34), Thamalam, Poojappura P.O., TVPM-695012	Assistant Professor	8590543206 rakesh.sunil89@yahoo.in

❖ **Faculties**

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	DR. RAJALEKSHMI S. (M.Sc.,Ph.D.) Nandavanam, CLRA-61, Pallimukku, Peyad.(P.O), TVPM.	Assistant Professor & Head	0471-2270970 9400654970 rajalekshmi72@gmail.com
2	DR. RATHEESH KUMAR V. K. (M.Sc., NET, Ph.D.) Aiswarya,Panangode, Venganoor P.O., TVPM-695523	Assistant Professor	0471-2482865 8281867868 ratheeshkumarvk@gmail.com
3	DR. P. S. HEMA (M.Sc., NET, Ph.D) T.C-30/1396, F1, Galaxy Apartment, Kanjirampara (P.O.) TVPM-695030	Assistant Professor	0471-2368994 9447451597 hemaps@gmail.com
5	DR. JAIMY K B (M.Sc., NET, Ph.D) Mormadathil House, Kottappady P.O, South Kottappady, Eranakulam-686692.	Assistant Professor	0485-2842171 9446129901 jaimybaby@gmail.com
6	DR. NITHA L P (M.Sc., NET, Ph D) Ramakrishna Vilasam, Kadambattukonam, Paripally P.O., Kollam	Assistant Professor	0474-2574225 8547078374 nitalp@gmail.com

DEPARTMENT OF BOTONY

The Department of Botany was formally established in 1980. ICT enabled classrooms and two well-equipped laboratories are functioning in the department. Since its inception, students of the department have excelled in various walks of life. Success rate of the students is 95 percentage. Department secured First Rank in 1994 and 2002, and a Third Rank in the academic year 2011. The department offers 'Mushroom Cultivation and Marketing' as the open course for the fifth semester students. Second year students are members of various clubs and they

❖ **Faculties**

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. B ANIL KUMAR (Nedumpana Anil) M.A,M.Phil, Ph.D,PGDBA Manakkadu Veedu, Kazhakkuttom North, TVPM-695 582	Assistant Professor &Head	0471-2417036 9447231035 drnbanil@gmail.com
2	AKHILASREE L. M.A, B.Ed, NET, SET Sreenikethan, Kodavilakam, Parassala P.O, TVPM-695502.	Assistant Professor	0471-2200128 8281844128 sreeakhila1975@gmail.com
3	SANTOSH KUMAR R. (M.A, NET) Vaishakham House, Maledath Lane, Near Sastha Temple Rd., Perumbavoor P.O., Eranakulam.	Assistant Professor	9400538298 santoshkakkat@gmail.com
4	GREESHMAR P. M.A, NET KarottuKizhakkathil, Chenthapuru, Decent Jn.(P.O), Kollam-691577	Assistant Professor	8921312501 greeshmarpillai09@gmail.com
5	CHITHRA T. (M.A, M.Phil, NET) MeluttuVeedu, Meeyannoor P.O Kollam-695537	Assistant Professor	0474-2465289 9746234051 chithrathulasee@gmail.com
6	RAJEESH P. M.A,B.Ed,M.Phil,SET, NET,PGDT Eledath House, Kadannamanna Mankada, Malappuram-679324	Assistant Professor	04933-238633 9809824849 rajeesheledath@gmail.com
7	SRUTHIS M.A,NET Sreelayam, Kottamugal, Nalanchira P.O, TVPM-695015	Assistant Professor	0471-2530502 9645324649 shruthi4747@gmail.com
8	SUBI S. M.A,B.Ed,NET,SET S.S.Bhavan, Pongumpotta, Dhanuvachapuram	Guest Faculty	0471-2234280 9495939851 subi0802@gmail.com

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science has been part of the curriculum right from the inception of the college in 1964. This department was established in 1967 when the college was upgraded. The outstanding achievement of the department is the fact that out of the total 22 ranks secured by the students of the college from 1981 onwards, the Department of Political Science secured 12 Ranks. We also take part in election studies (Psephology) and conduct election surveys for various agencies in and out the State.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	RAVIVANKAR R S (M.A, B.Ed, NET, SET, K-TET, C-TET, DCA) Sangeetha Bhavan, Vazhuthoor, Neyyattinkara P.O., TVPM-695121	Assistant Professor & Head	0471-2223494 9495043443 rkdtvm@gmail.com
2	SREEJITH P. V. (M.A, NET) Visakham, Ookode.P.O., Nemom, TVPM.	Assistant Professor	9496207696 pvsrijith@gmail.com
3	Dr. PRAJEESH P P (M.A., B.Ed., M.Phil., Ph.D.) Poovullaparambil House, Menjanniam P.O., Perambra, Kozhikode - 673525.	Guest Faculty	9946838947 prajeeshpraja@gmail.com

DEPARTMENT OF PHYSICS

The Department of Physics was started in 1967 with undergraduate main programme and two subsidiaries. The Department has a research laboratory in the field of material science for the last 6 years which are equipped with advanced sophisticated instruments. One major UGC project was completed and another one is still continuing. The Department has a history of achieving university ranks regularly.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. H. PADMAKUMAR (M.Sc., Ph.D.) Padma Vihar, Nadukadu, Naruvamoodu P.O., TVM-695528.	Assistant Professor & Head	9495200830 hpadmakumar@gmail.com
2	Dr. DEEPA V. (M.Sc, Ph.D.) Kadalivanam, P-11A, Pullaikonam Lane-1, Sasthamangalam (P.O.), TVM-10	Assistant Professor	0471-2316130 9495392837 deepaparu2000@gmail.com
3	Dr. SIMI. K G (M.Sc., M.Phil, Ph.D.) Daffodils, F-6, Lekshmi Nagar, Pattom Palace P.O, TVM-695004.	Assistant Professor	04716050000 9895415006 kg.simi@gmail.com
4	SATHEESH R. (M.sc. M.Phil.) Punchaveedu, Kottapuram, Paravur (P.O), Kollam	Assistant Professor	9446613476 satheeshr83@gmail.com
5	NAIR G. KRISHNA PRASAD (M.Sc. B.Ed.) Lekshmi Vihar, Vilacadu, Madavoor (P.O.) PIN - 695602	Assistant Professor	9447888495 nairgkrishnaprasad@gmail.com

DEPARTMENT OF CHEMISTRY

The degree course in Chemistry was started in the year 1967. The department has proved its excellence both in academic and non-academic areas. During the last 15 years, the department has produced six ranks in the university examinations. The students from the department have come out with flying colours in the state level sports competitions also. During 2003-04 our students have won the prestigious inter collegiate Quiz competition award organised by the Department of Chemistry, University College, Thiruvananthapuram.

Sl. No	Name	Designation	Address	Contact
7	K. S. REGHU KUMAR	Clerk	KonathuVeedu, Porannoor, Plamoottukkada.P.O Krishnamangalam,	9495304036
8	B. RADHAKRISHNAN	Clerk	Koottappana, Ooruttukala, Neyyattinkara -695121	0471-2227736 9746427811
9	J. JAYAKUMAR	Clerk	NarayanaMandiram, Kudayal.P.O, Vellarada, Poippallil House,	0471-2242718 9497640051 jayakumarkudayal@gmail.com
10	REMESHM G.	L.D Computer Assistant/Typist	Kannady P.O., Pulinkunnu, Alappuzha	8281815676
11	S. R. ANIL KUMAR	Library Assistant	SanthiNivas, Chenkal (P.O.) Neyyatinkara	0471-2236939 8547136939
12	S. AJITH KUMAR	Library Assistant	MethottathuVeedu, Vellayani, Nemom, TVM-20.	9895312027 9746964982
13	A. PADMAKUMAR	Mechanic	'Meenu' Eithukondankani Amaravila (P.O.)	0471-2232646 9744722567
14	R. ANILKUMAR	Lab Assistant	Nandanam, Thathamala, Perumkadavila .P.O. 695124.	0471-2278921 9995063677 anilthathamala@gmail.com
15	C. C. HARIKUMAR	Lab Assistant	Narayana Vilasam, Arayoor P.O. TVPM	7559836961
16	V. R. AJITHKUMAR	Lab Assistant	Radhasree, Chenkal, Vattavila. P.O., TVPM	0471-2236754 9495094452
17	S. SAMUDRAPANDI	Office Attendant	65/1, Vethemputhur East Street, Adaikkalappattanam. P.O., Alankulam Taluk,	09943707294 08870879017
18	S. JAYAKUMAR	Marker	Tirunelveli Dist. Tamil Nadu J. S. Nivas, Dhanuvachapuram P.O., Tvpm.	9446701101

actively take part in extension activities. The Department organizes seminars and invited lectures in connection with Environment Day, Science Day etc.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	Dr. REMESHKUMAR S (M.Sc., Ph.D.) Manimangalam, Near VTM NSS Collge, Dhanuvachapuram	Assistant Professor & Head	9447255307 remeshsurya70@gmail.com
2	SREELEKSHMI S. (M.Sc., B.Ed, NET) Prasanthi, Mahadevicad P.O, Karthikappalli,, Alappuzha-690555	Assistant Professor	9447213872 sreelekshmitobany@gmail.com
3	NISHA S R (M.Sc., B.Ed., M.Phil.) II - 7 - 56, Sankaravilasam, Muzhucode, Arumanai (P.O.) PIN-629151	Guest Faculty	09486500675 nishasr2012@gmail.com
4	KRISHNA K. R. (M.Sc., M.Phil.) K.R.Bhavan, Eithukondakani, Amaravila P.O., TVPM-695122.	Guest Faculty	9400056161 krkrishna.nta90@gmail.com

DEPARTMENT OF ZOOLOGY

The Degree course in Zoology was started in 1981. The department has a well-equipped laboratory along with a well maintained animal museum. Department library has books associated with the subject and beyond, NEAC projects are conducted every year to promote awareness on environmental issues among students and public. The Health club of the department carries out various activities like small plays, poster presentations, projects to impart health awareness among the local population. World Environment Day, Ozone Day, Wildlife Week and AIDS Day are celebrated every year.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	DR. INDU M. KUTTY (M.Sc., Ph.D.) 4-E, Heera Dale, Jagathy, Thycaud, TVPM	Assistant Professor & Head	9895910983 mailto:indu@gmail.com
2	DR. GAYATHRI ELAYIDAM U. (M.Sc., Ph.D.) PCM Bhavan, Mekkola, Ayyanamcode, TVPM.	Assistant Professor	9495913983 drgayathrizoology.vtm@gmail.com
3	DR. SARASIJA P. (M.Sc., Ph.D.) Krishnamrutham, Kallingal, Nedumangad. P.O, TVPM.	Assistant Professor	9037962941 drsarasijamahesh@gmail.com
4	DR. REMYA MADHAVAN (M.Sc. Ph.D.) Sreekrishna Vilas, Chemmaruthi, Vadasserikonam (P.O.), Varkala	Assistant Professor	9400491050 remyamadhavan364@gmail.com

DEPARTMENT OF PHYSICAL EDUCATION

The Department of Physical Education has earned reputation for its outstanding achievements in sports and games. Since early 90's the college has excellent record in Athletics. Presently, we have excellent teams in Football, Kabaddi, Ball-badminton, Softball, Baseball and Cricket in men's category. We also have good teams in Softball, Baseball and Athletics in the women section. Last year, the college had won University championships in Football, Kabaddi and in Best Physique championships. Besides, the department offers an Open Course, one of the most preferred among the category, for the 5th semester students. The Department also possesses a gymnasium which is used by quite a few students. The Department organizes various Interdepartmental competitions and Annual Athletic meets.

Dr.B.K. Madhu, Associate Professor in the Department is the sole member in the renowned Kerala University Senate from this institution.

❖ Faculties

Sl.No.	Name, Qualification & Address	Designation	Phone No. & e-mail id
1	DR. P A RAMESHKUMAR (MPE, Ph.D) Nandanam, KMRA-17, Anchumukku, Muttada .P.O, Thiruvananthapuram-695025.	Associate Professor & Head	0471-2545466 9349452577 rameshmgc@rediffmail.com
2	DR. B K MADHU (MP.Ed., M.Phil, Ph.D) Cheriyathu, T.C. 6/2399(3) Madavankonam, Prasanth Nagar, Medical College P.O., TVM-695011	Associate Professor	9446076273 madhubk59@yahoo.co.in

ADMINISTRATION WING/ NON-TEACHING STAFF

❖ Faculties

Sl. No	Name	Designation	Address	Contact
1	B. RADHAKRISHNAN	Senior Superintendent	Ram Nivas, Chempakassery, Kollam-691302	0474-2516072 9446941382
2	SOMASEKHARAN PILLAI	Junior Superintendent		
3	S. SREEKUMAR	Head Accountant Senior Clerk	Krishnasree, Udiyankulangar Arayoor(P.O.)	0471-2232800 9496241820
4	S. R. SAJEEV	Senior Clerk	Nikunjam, Kottamam, Parasuvaikal P.O. Parassala.	9446171344
5	O. S. RAJEEV	Senior Clerk	RadhaMadavam Thokoly, Karakonam(P.O.)	0471-2227560 8281636016
6	G. VIJAYAKUMARAN	Clerk	Uthradam, Cherukkuzhikkara, Karode.P.O	9495719420

As per the University rules each student shall register for the courses in prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester. The normal duration of a First Degree Programme is three years consisting of six Semesters. The duration of each Semester shall be five months inclusive of the days of examination. There shall be at least 90 working days in a Semester and a minimum of 450 Hours of instruction in a Semester. There shall be uniform calendar prepared by the University for the Conduct of the Academic Programme.

For details visit the University Website:www.keralauniversity.ac.in

FIRST DEGREE PROGRAMME SYSTEM AND STRUCTURE

The normal duration of the First Degree Programme shall be three years consisting of six semesters. No student shall be allowed to complete the Programme by attending more than 12 continuous semesters.

KEY TERMINOLOGY

➤ Semester

Semester means either of the two periods into which a year is divided at a College or University. It depicts a term consisting of 90 working days spanning over a minimum period of 18 weeks.

➤ Course

Course means a portion of an academic discipline which is taught and the students are evaluated by the faculty concerned during a semester. A course of 4 credits will meet a minimum of 4 hours per week and treated as full course. A semi course of one credit will meet at least one hour per week in a semester.

➤ Language Course

Students who join FDP in B.A/B.Sc have to study six courses in English and four courses in additional languages. The additional languages offered are Malayalam, Hindi and Tamil. Those who join FDP in B.Com have to study four courses in English and two courses in additional languages.

P T A STAFF

Sl. No	Name	Designation	Address	Contact
1	C PADMAKUMAR	Last Grade Staff	Kumari Mandiram, Parassala.	8547482515
2	K GOPAKUMARAN NAIR	Night Watch Man	Ambikavilasam, Dhanuvachapuram.	0471-2230270 9447130653
3	SREEVARDHINI V	Office Assistant	Appattuveedu, Nadoorkolla, Amaravila.P.O	9562377186
4	V UNNIKRIISHNAN NAIR	Lab Assistant Lab Assistant	Karthika, SasthaNagar, Kottuppuram, Kollode.P.O., Malayinkeezhu	0471-2281830 9495951830
5	HARIPRIYA P	Sweeper	Rugmalayam, Maruthoorkonam, Kottukal (P.O.)	9497572401
6	P INDIRA	Scavenger Sweeper	Kochukaitharatha MeleKadayaraveedu, Dhanuvachapuram.	9995179473
7	P GEETHA		LekshmiBhavan, Mariyapuram	9746976692
8	USHAKUMARI M S		KadayaraVeedu, Dhanuvachapuram	8606257793

COURSES OFFERED & SUBJECT DETAILS

Degree Courses (B.A & B.Sc.)

Part I - English

Part II- Additional language (Malayalam/Hindi/Tamil)

Part III - Core Course.

Sl.No	CORE COURSE	COMPLEMENTARY COURSES
1	B.A. English	History of English Literature Political Science
2	B.A. Malayalam	SanskritKerala Culture
3	B.A. History	EconomicsPolitical Science
4	B.A. Political Science	EconomicsWorld History
5	B.A. Economics	Indian HistoryPolitical Science
6	B.Sc. Mathematics	Statistics & Physics
7	B.Sc. Physics	Mathematics & Chemistry
8	B.Sc. Chemistry	Mathematics & Physics
9	B.Sc. Botany	Chemistry & Zoology
10	B.Sc. Zoology	Chemistry & Botany

Degree Courses (B.Com.)

Part I - English

Part II-Modern language (Malayalam/Hindi/Tamil)

Part III - Co-operation (Optional)

Post Graduate Degree Courses:

1. M.A. English (Language & Literature)

2. M.A. Economics

3. M.A. History

4. M.Com(Finance)

OUR FACULTY IN VARIOUS BODIES OF THE UNIVERSITY

Sl.No.	Name	Department	Particulars & Positions Held
1	Dr. B K MADHU	Physical Education	Member, Senate, University of Kerala.
2	Dr. M VIJAYAN PILLAI	Malayalam	Member, P G Board of Studies, University of Kerala. Faculty Member, Oriental Studies.
3	SHEEL A S	English	Member, P G Board of Studies, University of Kerala.
4	Dr. VINOD A S	Commerce	Board of Studies in BBA, University of Calicut.
5	Dr. B ANIL KUMAR	Economics	Member, UG Board of Studies, University of Kerala.
6	Dr. O AJITHA KUMARI	Tamil	Member, Board of Studies, University of Kerala and Calicut University
7	SREEJITH P V	Political Science	Member, PG Board of Studies of Political Studies, M G University

A few words about CBCSS:

The University of Kerala has commenced the Choice Based Credit and Semester System (CBCSS) in affiliated Colleges in Under Graduate level comprising six Semesters from the academic year 2010-2011. From the academic year 2012-2013 onwards, the admission to the First Degree Programme under Choice Based Credit and Semester System (CBCSS) in the Arts and Science Colleges affiliated to the University of Kerala and Centers of the University were made on the basis of Online Centralized Allotment. The Online allotment process provides the candidates opportunity to obtain admission to any of the colleges of the University / Centers and to any of the Programmes of his/her choice on the basis of merit.

ADMISSION & WITHDRAWAL RULES

Candidates seeking admission must produce all relevant documents in original at the time of admission. They will have to remit Fee, Special Fee, Caution Deposit and such other fees prescribed by the university and the Government from time to time. A candidate who obtains admission by manipulation or fabrication of records or based on wrong parameters shall be summarily dismissed and shall forfeit whatever fees he/she may have paid. The candidate along with the parent is required to appear for an interview before the Principal. Students belonging to SC/ST/OEC and KPCR should produce a Community and Income certificate in order to claim fee concession.

A student who wishes to discontinue the course can submit application for Transfer Certificate and Conduct Certificate in prescribed format. The application forms for this purpose can be had from the office. Normally he/she will get these certificates without much delay.

Remittance of Fees

The students are required to remit the Tuition Fee in Two installments in the beginning of First and Second Semester classes. However, the fee for a year can be remitted in lump sum with the first installment. As per *G.O. MS 4095/74 H.Edn.dated 12.06.1974*, the first installment of Tuition Fee and Special Fee from students should be collected within a period of seven consecutive working days, beginning from the date of reopening of the college. SC, ST and OEC students are exempted from the remittance of caution deposit. If any student fails to pay the fees on the due date he/she is liable to pay a fine of Rs.5/- after the 10th day of the due date. If the fee and fine due are not remitted within 15 days of the due date, the name of the defaulter will be published on the notice board. The last chance to clear an installment of fee shall be the date previous to the due date of the succeeding installment. A defaulter shall not attend the second term without remitting the fee for the first installment. A defaulter who does not clear all dues by March shall not be promoted to a higher class or presented for the University Examination.

- *Fee will be accepted at the college office cash counter only up to 2 PM on all working days. Receipts with the college seal shall be issued on all payments which should be produced for verification*

- **Foundation Course**
Students who join FDP in B.A/B.Sc have to study one course under language and another course under core. For B.Com students, both the foundation courses are to be offered by the core subject

- **Core Course**
Core Course means compulsory course in a main subject of study related to the First Degree Programme(FDP). Students who join FDP in B.A/B.Sc have to study 12-15 core courses and to submit one dissertation/project report. For B.com Programme a student has to study 16 core courses and submit one dissertation/project report.

- **Complementary Courses**
Complementary Course means a course in a subject other than the one offered at the core level and is complementary to the main subject. Students who join FDP in B.A/B.Sc have to study 8-10 complementary courses but those who join FDP in B.Com have to study 4 complementary courses.

- **Open/Elective Courses**
Open/elective Course means a course which can be selected by a student according to his/her choice of interest. It is an optional course; a specialized academic discipline hovering around the frontiers of the core subject. Students who join FDP in B.A/B.Sc have to study a course of minimum 4 credits but those who join FDP in B.Com have to study 6 courses to a minimum of 20 credits.

- **Audit Course**
Audit Course is a non-compulsory course for which the students can register but they cannot earn credits (Zero Credit Course). The audit course is not compulsory for completing the Degree Programme.

- **Repeat Course**
Repeat Course is a course for which the students can register if he/she fails to secure the required minimum marks. Students who fail to secure the minimum required aggregate attendance during a semester shall be given one chance to repeat the semester along with the subsequent batch of students after obtaining re admission,

and they will have to repeat the CE for all Courses. (See regulations relating to the FDP in affiliated colleges, 2013, University of Kerala)

➤ **Credit**

Credit of a course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to for the Course. Each credit hour is roughly equivalent to one hour of class time per week in a semester.

➤ **Faculty Advisor**

Faculty Advisor means a teacher appointed by the Department Council/HOD who will advise the student on all academic matters. The teacher will be from the Department of the Major Subject.

APPLICATION PROCEDURE

How to Apply

Any candidate who wishes to join First Degree Programme under the University of Kerala should register online at the University website. A candidate will have the facility to apply for various Programmes in different colleges through a single registration. (*For more details visit the University Website: <http://admissions.keralauniversity.ac.in>*).

Quota Classification

• **Community /Management Quota**

For getting admission in community/management quota, candidates must submit separate applications in addition to the online registration. Application Forms can be had from the college office during working hours by remitting prescribed fee. At present, all applications seeking admission in Management Quota are processed at N.S.S Head Quarters, Changanacherry.

• **Sports Quota**

At least one seat is reserved for candidates who have proficiency in sports in each subject of the First Degree Programme. In addition to this, two seats, over and above the sanctioned strength shall be created for allotment

exclusively for sports candidates in FDP in each Arts and Commerce subject. In Post Graduate level, one seat is reserved per 20 students. In case if it is less than 20 students in a particular subject, it can be clubbed with other subjects.

POST ALLOTMENT PROCEDURES

➤ **Reporting at the College**

Any candidate who wishes to join First Degree Programme in the college will have to report before the Principal on the dates and time notified for the purpose of admission by the University. They will have to turn up for interview with the following Documents:

1. Print out of completed online application generated by the student.
2. Allotment Memo. (Latest)
3. Original mark list of the qualifying examinations.
4. Fee receipts (in original) towards affiliation fee and special fee.
5. Certificate to prove Date of Birth. (SSLC)
6. T.C from the institution last attended.
7. Course and Conduct Certificate.
8. Original Community Certificate/BPL certificate.
9. Income Certificate in the case of SEBC/OEC candidates.
10. Original Certificates to prove claim for grace marks, if any (NSS, NCC etc.)
11. Eligibility Certificate from the University of Kerala in case of candidates who have passed the qualifying examination other than HSE/VHSE conducted by Government of Kerala or the examination conducted by the CBSE.
12. Any other certificate of relevance for the testimony of claims made in the application form.

➤ ***The candidates should take sufficient photocopies of original certificates and get attested and keep with them for future usage, before handover.***

Application for any leave will not be considered under any circumstances, if submitted after two days from the date of return from leave.

(See the format for Application for Leave in Appendix-II)

When leave is sanctioned to a student, the leave form should be shown to the respective faculty members and should be notified in the attendance registers. These days of leave (subject to a maximum of 10% of the number of classes taken by the faculty) will be considered for awarding C E marks also. Once the semester ends, final attendance (including leave already sanctioned) will be published and forwarded to the University. Only those who have a minimum of 75% attendance or eligibility for condonation of attendance will be eligible to register for the examinations. Others will have to repeat the semester by obtaining permission from the University as well as college authorities and paying the required tuition fee as per the rules existing at that time.

The application for condonation of shortage of attendance should be accompanied by documents in support of days of leave already sanctioned to him during the semester. For this, it is essential that leave applications are to be submitted in time, get it sanctioned and kept safely by the students. If leave is not applied in time, condonation application forms will not be recommended by the Principal.

on demand. Students are advised to verify the receipts of remittance before leaving the cash counter. They are also requested to tender exact change to the cashier.

- *Absence with or without leave application in no way is an excuse for nonpayment of fees.*
- *The aforesaid rules are subject to revisions according to government orders from time to time. (See appendix I for Fee Schedule).*

Refund of Caution Deposit

After the completion of the Course, Caution Deposit shall be refunded on receipt of application in the prescribed form from the student. All claims for refund shall be preferred on or before 31st March of the academic year in which the course is completed. The last date fixed for the refund of the Caution Deposit shall be notified annually in important Malayalam dailies. If a student does not request for refund within two months of the notification, the whole amount shall be forfeited permanently and remitted to the Government revenue. Caution Deposit will be payable only on production of the fee receipts and the Identity card.

Rules regarding Attendance and Leave

All students are expected to be present in the College on all working days and attend the classes and other activities in full. Only if a student is regular in the class he /she may be able to follow the subjects of study with continuity and can perform at his/her best in his/her academic endeavour. ***In order to register for the University examinations and for promotion to higher semester, the student must have a minimum of 75% attendance.***

- Attendance will be taken at the beginning of each class hour.
- Students who enter the class without permission of the teacher in the class will attract disciplinary action on account of proved misconduct. They are also prohibited from leaving the class room without permission during teaching.
- Late coming is not allowed; In case of unavoidable circumstances late comers can request the teacher in the class to permit them to sit

in the class only after providing satisfactory explanation for being late.

- **Absence during a period(class hour) shall be treated as absence from a session either forenoon or afternoon and if a student is absent for two periods, say one period in the forenoon and one in the afternoon he will not be given any attendance for the day even if he attends the remaining class hours.**
- Leave on account of illness shall be supported by Medical Certificate.
- Absence of a student without leave application for more than 15 consecutive days, excluding holidays shall entail removal of his/her name from the rolls and admission registry.
- Those students who refrain from test papers/End Semester Internal Evaluation shall give explanation in writing to the Faculty Advisor when asked to do so.
- During the first week of every month, attendance report till the end of the previous month will be published by the Faculty Advisor. Those who have shortage of attendance can become regular and make up for the attendance. Grievances, if any, on the part of the student may be submitted to the Principal in writing. In the matters of attendance and leave sanctioning the Principal's decision is legally binding and enforceable.
- When the attendance is less than 75%, the student can apply for condonation of attendance, provided he/she is has a minimum of 65% attendance. The shortage of attendance can be condoned only twice during the entire course subject to the rules and procedures prescribed by the university from time to time.

For every course, 5 marks of internal assessment are set apart for attendance. These 5 marks will be awarded in full to all students who have 90% or more attendance for the respective courses. The marks will proportionately diminish when attendance goes below 90 % (See the table of distribution of marks corresponding to the percentage of attendance).

PERCENTAGE OF ATTENDANCE	MARKS
Attendance less than 51%	0
51 % to 60%	1
61 % to 70 %	2
71 % to 80%	3
81 % to 90%	4
91 % to 100%	5

In case of an illness or due to unavoidable reasons when leave is required, permission from the competent authority should be obtained. Application for leave should be prepared using the prescribed application forms available at the Departments. The leave application form needs to be recommended by the parent/ guardian / local guardian (warden in the case of hostellers) whose signature is available in the college records. Principal is the sanctioning authority for all applications for leave by students. Application for ordinary leave recommended by the Faculty Advisor should be submitted to the concerned HOD who is competent to sanction leave up to a maximum of 3 days at a time. For periods of leave beyond 3 days, the Principal will be the sole sanctioning authority. When the period of absence is more than 3 days the students has to apply for leave on medical grounds. A medical certificate from a doctor not below the rank of a civil surgeon should invariably accompany the application for leave on medical grounds. All relevant records of illness and medical leave sanctioned should be kept in safe custody by the students and must be produced before the Principal as and when required. Benefits of attendance for a maximum of 10 days in a semester shall be granted to students, who participate/attend University Union activities, meetings of the University Bodies and Extra Curricular Activities, on production of participation/attendance certificate by the University Authorities/Principals as the case may be. But in such cases, condonation will be considered for award of marks for CE.

17. Students are expected to see the College Notice Board every day. Failure to notice the circulars/directions at the College Notice Board is not an excuse for omission or commission.
18. Students should always possess their identity cards with them and display the same using the card holder and tag provided. All Faculty Members of the College including the Principal have the right to demand the identity cards of students as and when necessary/if compelled by circumstances. **If a student fails to produce his/her identity card he/she is punishable by a fine up to Rs.100/-.**

Those who do not comply with the above rules may forfeit their chance to secure a certificate of good conduct and character from the Principal.

COLLEGE LEVEL EXAMINATIONS

In addition to the class test papers, terminal and model examinations are held in accordance with the notified schedule. Abstaining from examinations is viewed seriously as the marks obtained in these examinations are admeasured while calculating internal marks. *(See annexure I for parameters of end semester internal evaluation).*

WORKING HOURS

Classes	9.30 am to 3.30 pm - Monday to Friday (Lunch Break-12.30 pm to 1.30 pm) <i>(Special classes for any Saturday will be announced separately)</i>
College Office	9.00am to 5.00 pm (Monday to Saturday, except on Second Saturday)
Cash Counter	9.30 am to 3.00 pm
Library	9.30 am to 4.30 pm
College Store	9.30 am to 3.30 pm
Canteen	8.30 am to 4.00 pm

(See the format for Application for Condonation of Shortage of Attendance in Appendix-III)

RULES OF GENERAL DISCIPLINE, CONDUCT AND BEHAVIOUR

“Ability may get you to the top, but it takes character to keep you there.”

— John Wooden

Education and knowledge without a positive Character do not guarantee a better future. Character building is the main aim of education and the College lays great emphasis on good character and decent behavior from every student.

- All students should be properly and neatly dressed with a sense of dignity on all working days. Wearing dhotis is not prohibited, but only white coloured dhotis are allowed to wear. Students are not expected to tuck up their dhotis in the college campus. Those who intentionally violate this rule shall not be permitted to attend the classes and will have to leave the campus.
- The students are expected to conduct themselves in accordance with the best standards of manners and behaviours. The behaviour of the students, both within and outside the college campus should be decent and befitting to a prestigious institution. Any student,
 - who is persistently insubordinate to teachers or staff.
 - who is habitually irregular in attendance or inattentive to his work in the classes.
 - who is repeatedly or willfully mischievous or obscene in words or act.
 - who is guilty of fraud or malpractices at examinations.
 - who indulges in movements which may lead to communal ill feelings or enmity, *will be liable to be punished with fine, suspension, loss of attendance, refusal of promotion to higher semester or even expulsion from the College as per the decision of the College Council.*

3. Students shall stand up when the teacher enters the class and occupy their seats with his/her permission. Students should attend classes, submit assignments, records, home work etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class. Students shall move silently when proceeding from one class to another so as not to disturb other classes.
4. Permission from the Faculty Advisor is to be obtained by the student while leaving the college campus before the end of the classes.
5. Students who happen to have no classes/ (during free periods) are not allowed to loiter in the veranda during class hours, instead they should remain quiet inside the class rooms or in the library/waiting room and utilize the time meaningfully.
6. Students are prohibited from organizing and attending meetings in the College, distributing/circulating unauthorized notices or appeal of any kind or collecting money for any purpose without the written permission of the Principal. Nobody except the Principal is allowed to paste notices/stick bills on the College Notice Board.
7. Blood Donation in the campus in whatever form is prohibited. However the N.S.S and N.C.C Units may organize Blood Donation Camps with the permission of the Principal.
8. Use of tobacco products and consumption of alcohol, are strictly prohibited within the college premises. Those who bring such products to the college will be punished with immediate expulsion from the College followed by criminal procedures as per the law prevailing at the time of committing the offence.
9. Students are not allowed to take part in any political agitation directed against the authority of Government or in any activities that may result in ill feeling between different sections of the community or which may tend to excite feelings of hatred or dissatisfaction. Instant agitation arising in the campus disturbing the regular class work in the college is banned. Disturbing any class working in the campus comes under the purview of

Ragging and those involved in such activities are liable for severe punishment.

10. The college properties should be handled with maximum care and everything possible should be done to preserve the cleanliness and tidiness of the buildings, furniture, library books and the premises. Students shall not disfigure the college walls, furniture, etc. with writings, engravings and paintings with graffiti using spray paints. Such acts will come under the purview of hoonism and those who indulge in such activities are liable to punishment in the form of a fine not less than Rs.1000/- or the actual cost of damage inflicted whichever is higher.
11. As per the directions of the Government of Kerala, use of mobile phones and similar electronic gadgets inside the college campus is restricted. Mobile phones are to be switched off, when in the campus. However, it can be used during lunch intervals only with the permission of Faculty Advisor. Mobile phones with camera are strictly prohibited. If anyone is found violating this rule, the phone will be confiscated and the same will be returned only after the completion of the course. The College Council is empowered to make any regulations regarding the safe and judicious use of such devices.
12. Ragging in any form is strictly prohibited in the college according to the directions of the Government of India. Penalty measures to those found guilty of ragging will begin with immediate expulsion from the College followed by criminal procedures as per the law prevailing at the time of committing the offence.
13. The class tests and model examinations are to be attended by all the students with sufficient preparation. Re-tests will not be conducted normally.
14. Students must work quietly while in the library or spend time in such a way as not to cause any interference with the work of others.
15. Students must park their vehicles only in the places specified for the same.
16. Under any circumstances, no student or outsiders are permitted to meet a faculty member while he/she is engaging classes or on invigilation work.

Sexual Harassment-Legal implications

A student guilty of sexual harassment, shall be liable for any of the following penalties:

- Warning, reprimand or censure.
- Suspension from the College for a period up to one month.
- Debarment from appearing for the final examination for a period up to 3 years.
- Rustication from the College.

In addition to these penalties, the student concerned may also be fined up to Rs.500/- depending on the financial capacity of the guardian of the student, which amount will be used by the University for achieving the aims and objectives of this policy. In addition to all these penalties the student can also be required to give a written apology to the victim and upon his failure to do so, his punishment will be enhanced. Fine may be imposed on frivolous complaints.

Organising Study Tours, Excursions & Picnics

The institution stands supportive to the idea of organizing study tours, excursions and picnics, once in the final Semester of a graduation course. The college has also framed certain guidelines which are to be strictly adhered to while organizing such entertaining activities.

1. Students are not permitted to organize study tours, excursions and picnics without the knowledge and consent of the Principal and the Heads of the Departments.
2. Study Tours are organized by the respective Departments and sanctioned orders from the Principal is mandatory.
3. Only final year students are permitted to go on tours and excursions.
4. Written consent in the prescribed form should be obtained from the guardians, by all the students going on tour/excursion.

RULES GOVERNING POLITICS, RAGGING, SEXUAL HARASSMENT, Etc.

• Prohibition of Political Activity

All types of student political activities are strictly prohibited in the College Campus as per the order of Honorable High Court of Kerala. To give effect to this the Management has decided to ban forth with all political activities in the campus. No student shall get involved in any political activity by him or/her or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is banned in the campus. Taking part in any political activity inside the campus for the purpose of doing any activities as defined by law shall constitute serious indiscipline. Every member of such gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against those who violate these provisions. It shall constitute gross indiscipline to all for an appeal to strike based on policies and ideologies that may be preached by the Political Parties to their student organizations. The participants in the strike shall be dealt with by the disciplinary authority and they shall be imposed with appropriate punishment as mentioned in these rules. No student shall stage or indulge in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office hall or other places inside the campus and such activities shall be treated as misconduct. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution. Students shall not organize or attend meetings other than official ones in the College Campus. Students are prohibited from organizing and attending meeting in the College, distributing/circulating unauthorized notices or appeal of any kind or collecting money for any purpose without the written permission of the Principal. Nobody except the Principal is allowed to paste notices/stick bills on the College Notice Board. Any violation in this regard will attract disciplinary action under the provisions of contempt of Court.

- **Prohibition of Ragging**

Ragging is prohibited inside and outside the institution as per the UGC Anti-Ragging Regulations. According to Section 2(B) of the Act, ragging is meant to be any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him/her. It can be any harassment like insulting, teasing, bullying or manhandling. It can also be forcing upon him/her to do something which he/she voluntarily won't dare to do normally.

- **Ragging is a Crime**

Ragging is a punishable offence. Any student involved in ragging/persuades other for ragging or advocates ragging either inside or outside an educational institution shall be subjected to a punishment of not more than 2 years imprisonment in addition to a penalty of Rs.10000/-. A student who is punished for ragging is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of 3 years from the date of issue of his dismissal order.

- **Complaint against Ragging**

If a student/parent/guardian or any staff of the College forwards a written complaint to the Principal, he/she has to make an urgent enquiry into the matter within seven days of the receipt of such complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings. If a written complaint is received by the Principal, he/she has to make a detailed enquiry and if it is found baseless, the complainant must be informed of in writing.

- **Sexual Harassment**

Kerala has high female literacy rate, high enrollment and low dropouts from schools, low infant mortality rate, high sex ratio, higher age at marriage, long life expectancy and low fertility for women. At the same time, violence against women has also been increasing. We have been witnessing violence of different types within the family, in public places, in work situations, while using public transportation and so on. It would appear as though women are no safer anywhere and they have to

be always alert against harassment. The following statistics show the extent of violence against women as per registered cases in Kerala.

Definition of Sexual Harassment

The Supreme Court judgment provides a definition of sexual harassment. According to this, sexual harassment includes any unwelcome sexually determined behaviour whether directly or by implication as:

- a. Physical contact and advances,
- b. A demand or request for sexual favours,
- c. Sexually coloured remarks,
- d. Showing pornography,
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

‘**Sexual Harassment**’ may include, but is not, limited to the following:

- Promises of preferential treatment or threats relating to work and student status.
- Displaying, showing or communicating pornography, obscene letters, posters, cartoons, photographs, contraceptives.
- Physical or verbal harassment or abuse.
- Disparaging sexual remarks and gestures even in a jocular tone.
- Unwelcome touching.
- Harassment through telephone calls or E-mail, uninvited following, blackmailing in or outside the campus.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's academic evaluation, work status etc. This policy will be applicable to all allegations of sexual harassment, by a student against an employee or a co-student or employee against a third party, to have taken place within the campus. This definition will form part of the policy developed by the University of Kerala.

EMPLOYEES COOPERATIVE SOCIETY

An Employee's Cooperative Society was registered in 1974 to give credit facilities to the staff of the college. The Society provides loans to the needy by securing surety/guarantee. The maximum amount that can be released on loan application is fixed at Rs.2,00,000/- only.

ADMINISTRATIVE ORGANS

COLLEGE COUNCIL

The prominent and statutory body, which acts as an advisory body to the Principal, has been well established in the college. It consists of the Principal, all the Heads of Departments, four elected faculty members, office Superintendent and Librarian. A secretary is elected from among these members for a term of one year. It normally meets at least once a month. The vacancies to the post of teacher representatives are filled periodically, either through consensus or by election. As proposed, the Principal heads the council and an elected teacher holds the post of Secretary of the Council. At present, the secretary is

Dr. P.A.RAMESH KUMAR,

the Head, Department of Physical Education.

1. **Dr. K. MOHAN KUMAR** (*Principal*)
2. **ALL DEPARTMENT HEADS**
3. **Dr. VINOD A.S.** (Elected Member)
4. **Mr. SREEJITH P.V.** (Elected Member)
5. **Dr. PRAMOD N.** (Elected Member)
6. **Mrs. AKHILASREE L.** (Elected Member)
7. **B. RADHAKRISHNAN**(Senior Superintendent)
8. **LIBRARIAN**

UGC COMMITTEE

This committee meets periodically to discuss the utilization of funds from the UGC. It looks into fund allocation, disbursement, and also keeps an eye on utilisation bills etc.

FACILITIES IN THE CAMPUS LIBRARY & READING ROOM, INFLIBNET & COMPUTER LAB

• **Library and Reading Room**

The college has a centralised library and a spacious reading room under the charge of a librarian. The books have been catalogued and classified subject wise. There are separate sections of various departments. The library also has reference books. In order to facilitate borrowing of books, Computer Assisted Catalogue Facility is also provided. The library, the Computer Laboratory and the various Departments are linked through networking.

• **Regulations regarding the Reference Library**

Books of reference are valuable and rare books form the Reference section of the Library. These books are not lent out to students, but the students may be permitted to make use of these volumes in the reading room.

Regulations regarding the General Library

1. The General Library will be kept open from 9:00 am to 4:00 pm on all working days
2. Students of the PG classes are permitted to borrow five books at a time, Final year degree students can borrow two books, and first and second year students are allowed only one book at a time.
3. Students should produce Library card to borrow a book. The card is to be deposited with the librarian on borrowing a book and will be given back when the book is returned.
4. Books borrowed by the students shall not be retained for more than 14 days from the date of issue. If the due date falls on a holiday, the book must be returned on the next working day. Books borrowed before the commencement of vacation must be returned not later than the third working day after the reopening of the college.
5. Any book may be recalled at any time even if the period of loan has not expired.

6. Failure to return the book on the due date entails a fine of Rs.1/- per day of delay for each book.
7. Failure to pay the Library fine due to the failure to return the book within the due by a student entails loss of privilege to borrow more books from the library till the overdue books are returned and dues cleared.
8. The Librarian shall send the Principal every month a list of the students who have incurred library fine during the month together with a statement of books overdue from the students for necessary action.
9. The marking of books with ink or pencil, spoiling or damaging, underlining of passages, writing of remarks etc. on the leaves of books or on illustrations, tearing of pages, pictures etc. are punishable.
10. If any book is lost, damaged or mutilated, the borrower would be required to replace the book with fine or pay such compensation as may be fixed by the Principal.
11. If a book belonging to a set or series is lost/damaged and a new volume is not available, the borrower shall be required to replace the whole set or series. The defaced and damaged book set or series will be given to the borrower after its replacement.
12. Before leaving the counter borrowers shall examine the books taken by them and point out any mutilation or defect in any books to the librarian and have these defects etc. noted in the book and initialled by him/her. Otherwise the borrower will be held responsible for any damage or mutilation observed.
13. It shall be the duty of the librarian and his/her staff to examine the books returned by the borrowers and take immediate action in all cases of mutilation or damage.
14. The transfer or sub-lending of books is strictly prohibited.

Reading Room

1. The newspapers and periodicals, lying on the table shall not be removed from the reading room or from the place allotted for it.

2. Loud reading or talking in the reading room is strictly forbidden.
3. Any loss or damage will have to be paid by the person responsible for it.
4. Umbrellas, handbags and or other personal belongings including must be left outside before entering the room.
5. Students should leave the reading room five minutes before the closing time.

INFLIBNET

The college has subscription of e-journals and e-books of N-List provided by INFLIBNET. The students and teachers can access e-articles and e-books through their individual account.

List of E-resources under N-LIST Programme

American Institute of Physics; American Physical Society; Annual Reviews; Cambridge University Press; Institute of Physics; Oxford University Press; Royal Society of Chemistry; Economic and Political Weekly; Indian Journals; JSTOR; EBSCOHOST (H.W.Wilson); Cambridge Books Online; Oxford Scholarship e-books; NetLibrary-EBSCOhost; MyiLibrary-McGraw Hill-ebooks; Hindustan Books Agency-ebooks; Institute of South East Asian Studies (ISEAS) Books; Springer eBooks(2005-2011); Sage Knowledge ebooks; Taylor and Francis -ebooks; Ebrary –ebooks

COMPUTER LABORATORY

A computer laboratory is set up in Room Number 208 fully equipped with state-of-the-art computer systems. The laboratory can be made use of by students and staff. Different departments in the college including the office and the Principal's chamber are connected through LAN. Computer literacy for the staff and students and various IT courses are offered.

COLLEGE CANTEEN

A neatly maintained Canteen is functioning in the campus. The contractor who runs the canteen is provided with all possible amenities by the college to make sure that the food stuff are sold at a fair price. A Committee oversees the hygienic functioning of the Canteen.

1. **Dr. K. MOHANKUMAR** (*Principal*)
2. **Dr. ANITHA K.** (*HoD, Commerce Dept.*)
3. **Dr. RAMESHKUMAR P.A.** (*HoD Physical Education Dept.*)
4. **Dr. H. PADMAKUMAR,** (*HoD Physics Dept.*)
5. **Dr. RAJALEKSHMI S.** (*HoD Chemistry Dept.*)
6. **Dr. PRAMOD N.** (*Dept. of History*)
7. **Mrs. JAYASREE N.** (*HoD Mathematics Dept.*)
8. **Mrs. SHEELA S.** (*HoD, English Dept.*)
9. **Dr. U NNITHAN S. S.** (*Dept. of History*)
10. **Dr. V. CHITRA DEVI** (*HoD History Dept.*)
11. **Mr. RADHAKRISHNAN B.** (*Sr. Supdt.*)
12. **Mr. G. VIJAYAKUMARAN** (*Sr. Clerk*)

ANTI - RAGGING COMMITTEE & ANTI - RAGGING SQUAD

An Anti - Ragging Committee and an Anti - Ragging Squad are put into action in the college for the benefit of students. The body is actively involved in curtailing the social evils of ragging.

The Anti - Ragging Committee is chaired by our Principal,

Dr. K. MOHANKUMAR and Anti - Ragging Squad is headed by

Dr. H. PADMAKUMAR (*Head, Physics Dept.*)

ANTI - RAGGING COMMITTEE

1. **Dr. K. MOHANKUMAR** (*Chairman*) - **Principal**
2. **Dr. K. ANITHA**
3. **Mrs. SHEELA S.**
4. **Dr. U NNITHAN S. S.** (*N.S.S. Programme Officer*)
5. **Mrs. AKHILASREE L.** (*N.S.S. Programme Officer*)
6. **Dr. M VIJAYAN PILLAI** (*N.C.C. Officer*)

1. **Dr. K. MOHAN KUMAR** (*Principal*)
2. **Dr. ANITHA K.** (*Convener*)
3. **Dr. M VIJAYAN PILLAI** (*IQAC Convener*)
4. **Dr. H. PADMA KUMAR**
5. **Mrs. SHEELA S.**
6. **Dr. DEEPA V.**
7. **Mrs. JAYASREE N.**
8. **Mr. RAVISANKAR R. S.**
9. **Dr. RATHEESHKUMAR V. K.**
10. **Mr. VISHNU GOPAN**
11. **Dr. INDU M. KUTTY**
12. **Mr. RADHAKRISHNAN B.** (*Sr. Supdt.*)
13. **Mr. K.S. REGHUKUMAR**

PURCHASE COMMITTEE

In order to make all transactions transparent and credible, all the purchases made on the campus are supervised by a committee. The guidelines laid down for this committee aids it in a judicious use of its power.

1. **Dr DEEPA V** (*Convener*)
2. **Mr. SATHEESH R.**
3. **Dr. B K MADHU**
4. **Mrs. SHEELA S.**
5. **Mr. VISHNU GOPAN**
6. **Dr. M VIJAYAN PILLAI**
7. **Dr. REMESHKUMAR S**
8. **Dr. RAJALAKSHMI S**
9. **Mr. RADHAKRISHNAN B.** (*Sr. Supdt.*)
10. **Mr. K.S. REGHUKUMAR**

BUILDING COMMITTEE

This committee oversees the maintenance of existing buildings as well the construction of new projects when they are commissioned.

1. **Dr. B ANIL KUMAR**(Convener)
2. **Dr. REMESHKUMAR S.**
3. **Mrs. MANJULA K.G.**
4. **Dr. ANITHA K.**
5. **Dr.M VIJAYAN PILLAI**
6. **Mrs. SHEELA S.**
7. **Mr. RADHAKRISHNAN B. (Sr. Supdt.)**
8. **Mr. RADHAKRISHNAN B.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

With q

uality enhancement being one of the primary functions of the college, the IQAC is fully operational. Submission of reports (AQAR) to the NAAC, enhancing the academic atmosphere of the college, conduct of merit awards etc, are done by this body. Presently **Dr. M. VIJAYAN PILLAI**(Head, Malayalam Dept.) acts as the coordinator of IQAC. This body envisages and works towards the improvement of human and material resources of this institution.

- **CHAIR PERSON**
Dr. K. MOHANKUMAR (Principal)
- **MANAGEMENT MEMBER**
Prof.R.PRASANNA KUMAR
(The Secretary, N.S.S. Colleges' Central Committee, Changanacherry)
- **CO-ORDINATOR, IQAC**
Dr. M. VIJAYAN PILLAI(Head, Malayalam Dept.)

• TEACHER MEMBERS

1. **Dr. K. ANITHA** (Head, Commerce Dept.)
2. **Mrs. SHEELA S.** (Head, English Dept.)
3. **Dr. RAMESHKUMAR P. A.**
(Head, Physical Education Dept.)
4. **Dr. JAYASREE N.**(Head, Mathematics Dept.)
5. **Dr. H. PADMAKUMAR,** (Head, Physics Dept.)
6. **Dr. VINOD A. S.**(Dept. of Commerce)
7. **Dr. RAJALAKSHMI S.**(Head, Chemistry Dept.)

• ADMINISTRATIVE OFFICER

Mr. RADHAKRISHNAN B. (Sr. Supdt.)

Mr. SOMASEKHARAN PILLAI(Jr. Supdt.)

• LOCAL SOCIETY MEMBER

Mr. C.K. HAREENDRAN (M L A)

• ALUMNI MEMBERS

• INDUSTRIALISTS

Dr. J. HAREENDRAN NAIR
(M.D., Pankajakasthuri Group)

Mr. SURESH KUMAR

(Manager, I.T. Industry, Technopark, TVPM)

PLANNING BOARD

The planning board of the college is constituted at the directions of the UGC. The board prepares and submits proposals based on the long term goals of the college and assists in obtaining funds from the UGC and HRD. The cell is actively involved in utilizing the funds to the best interest of the institution, as per the guidelines suggested.

Dr. ANITHA K.

(Head, Commerce Dept.)acts as the convener of the board.

5. **Mrs. SUMITHA R.**
6. **Dr. SIMI K.G.**
7. **Mr. AYYAPPADAS B.O.**
8. **Mr. VISHNU GOPAN**
9. **Mrs. GAYATHRI MENON K.**

STUDENTS' AFFAIRS COMMITTEE

Everything regarding the welfare of students comes under the umbrella of this committee. The co-ordination of various programmes in college and the smooth functioning of the same comes under the purview of this committee. **Dr. B. ANIL KUMAR** (*HoD, Economics Dept.*) heads this Committee.

1. **Dr. V. CHITRA DEVI** (*Convener*)
2. **Dr. P.A. RAMESHKUMAR** (*P.T.A. Secretary*)
3. **Dr. ANITHA K.**
4. **Dr. R. JAYAKUMAR**
5. **Mrs. SHEELA S.**
6. **Adv. RAJARAJAN**
7. **Mrs. JAYASREE N.**
8. **Dr. UNNITHAN S.S.** (*N.S.S. Programme Officer*)
9. **Dr. M. VIJAYAN PILLAI** (*N.C.C. Officer*)
10. **Mr. RADHAKRISHNAN B.** (*Sr. Supdt.*)

GENDER JUSTICE FORUM

As the name suggests this forum compliments the activities of the Women's Cell but does not restrict itself to the problems of women alone but caters to the needs of students of both genders. It is headed by

Mrs. JAYASREE N., (*Head, Mathematics Dept.*)

1. **Mrs. JAYASREE N.** (*Convener*)
2. **Mrs. CHITRA V. S.**

7. **Dr. P. A. RAMESHKUMAR**
8. **Dr. H. PADMAKUMAR**
9. **Dr. DEEPA V.**
10. **Dr. VINOD A.S.**
11. **B. RADHAKRISHNAN** (*Senior Superintend*)
12. **U. UNNI KRISHNAN NAIR** (*P.T.A. Representative*)
13. **K. MOHANAKUMAR** (*Tahsildar, Neyyatinkara Taluk*)
14. **Sri. GIREESH** (*Sub-Inspector of Police, Parassala*)
15. **N. ANIL KUMAR** (*Reporter, Mathrubhumi Daily*)
16. **APARNA R.S.** (*Student Representative*)

ANTI - RAGGING SQUAD

1. **Dr. H. PADMAKUMAR** (*Convener*)
2. **Mr. RAVISANKAR R.S.**
3. **Dr. V. CHITRA DEVI**
4. **Dr. REMESHKUMAR S.**
5. **Mrs. JAYASREE N.**

WOMEN STUDY UNIT (Statutory)

The cell focuses on the empowerment of women and gives special emphasis on addressing the issues faced by girls, who constitute a vast majority of the student population of our college. It works towards building confidence and inner strength among female students. The cell is headed by **Dr. RAJALAKSHMI S.** (*Head, Dept of Chemistry*)

1. **Dr. RAJALEKSHMI S.** (*Convener*)
2. **Mrs. LEKSHMY S. J. NAIR**
3. **Mrs. REVATHY S.**
4. **Mrs. AKHILASREE L.**
5. **Mrs. MALINI S KUMAR**
6. **Dr. DEEPA V.**

7. **Dr. SIMI K. G.**
8. **Dr. ANUPAMA M.**
9. **Mrs. APARNA S.**
10. **Mrs. SARANYA K.V.**

GRIEVANCE REDRESSAL CELL

The college takes an active part in addressing the problems of the students and this cell works towards making students comfortable and gives them the freedom to share the issues they may face on campus. The cell is headed by **Mrs. SHEELA S.,** (*Head, Dept. of English*)

1. **Mrs. SHEELA S. (Convener)**
2. **Dr. ANITHA K.**
3. **Mrs. JAYASREE N.**
4. **Dr. SUSMITHA O. V.**
5. **Dr. HEMA P. S.**
6. **Dr. VINOD A. S.**
7. **Mrs. SHAMA PILLAI**
8. **Mrs. AKHILASREE L. (NSS Programme Officer)**
9. **Mrs. ANJALI R.**

SC/ST/MINORITY CELL

With its motto of providing education for all and ensuring equality among all students, this cell works tirelessly towards addressing the problems of minority students. It is headed by **Dr. INDU M. KUTTY** (*Head, Zoology Dept.*).

1. **Dr. INDU M. KUTTY (Co-ordinator)**
2. **Mr. VISHNU GOPAN**
3. **Mr. AYYAPPADAS B.O.**
4. **Dr. HARIKRISHNAN S.**
5. **Dr. SIGMA G. R.**

6. **Ms. SREELEKSHMI S.**
7. **Mr. RADHAKRISHNAN B. (Sr. Supdt.)**
8. **Mr. REGHUKUMAR K. S.**

INTERNAL COMPLAINTS COMMITTEE (ICC)

The cell intended to deal with the issues of gender based violence and to conduct gender sensitization programme in the campus. ICC is entrusted with the responsibility of inquiring into the complaints made by aggrieved women in a time bound manner and recommend penal consequences to the offender as per legal provisions.

▪ **MEMBERS OF ICC**

1. **Dr. K. ANITHA (Presiding Officer),** Dept. of Commerce
2. **SHEELA S.,** Dept. of English
3. **N. JAYASREE,** Dept. of Mathematics

▪ **MEMBERS OF SPECIAL WOMEN CELL**

1. **MANJULA K.G. (Convener),** Dept. of Commerce
2. **SHAMA PILLAI,** Dept. of English
3. **APARNA G.S.,** Dept. of History
4. **Dr. SIMI K.G.,** Dept. of Physics
5. **Dr. HEMA P.S.,** Dept. of Chemistry
6. **GREESHMA R. P.,** Dept. of Economics

CAREER GUIDANCE AND COUNSELING

This cell plays an immense role in providing in-depth knowledge and hones the skills of students. It helps in channelizing their abilities and gives them the opportunity to make a wise career choice.

1. **Dr. RATHEESHKUMAR V.K. (Convener)**
2. **Dr. SUSMITHA O.V.**
3. **Dr. PRAMOD N.**
4. **Ms. SREELEKSHMI S.**

1. **Dr. RAJALEKSHMI S.** (*Convener*)
2. **Mr. SREEJITH P.V.** (*CLMC General Co-ordinator*)
3. **Mr. RAKESH S.** (*I DC Co-ordinator*)
4. **Mr. RAJEESH P.** (*II DC Co-ordinator*)
5. **Mrs. JAYASREE N.** (*III DC Co-ordinator*)
6. **Dr. R. JAYAKUMAR** (*PG Co-ordinator*)

INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITY COMMITTEE

By improving engagements with the community, institutions of higher education can reinforce the values of social responsibility amongst the youth. Partnerships with communities and civil society need to be encouraged to realize this potential. With the aim of 'fostering social responsibility in higher education,' a committee named Institutional Values and Social Responsibility Committee has been formed.

1. **Dr. RAJALEKSHMI S.** (*Convener*)
2. **Dr. VINOD A.S.**
3. **Mr. RAJEESH P.**

DISCIPLINE COMMITTEE

The discipline committee of the college ensures good conduct by the students within the campus. A committee headed by the Principal looks after all affairs relating to the disciplinary breaches of students and appropriate action is taken with the approval of the College Council. All Heads of departments are the ex-officio members of this committee.

1. **Dr. K. MOHANKUMAR** (*Convener*)
2. **Dr. VINOD A.S.**
3. **Dr. B. K. MADHU**
4. **Dr. M. VIJAYAN PILLAI**(*N.C.C. Officer*)
5. **Dr. UNNITHAN S.S.** (*N.S.S. Programme Officer*)
6. **Mrs. AKHILASREE L.** (*N.S.S Programme Officer*)

3. **Dr. K. B. ANAND**
4. **Mrs. AKHILASREE L.**
5. **Dr. GAYATHRI ELAYIDAM U.**
6. **Dr. RAJALEKSHMI S.**
7. **Dr. AJITHAKUMARI O.**
8. **Dr. UNNITHAN S. S.**
9. **Mrs. APARNA S.**
10. **Dr. B. K. MADHU**

ICT INITIATIVES

With the development of technology, it is imperative to include its use within the classroom to facilitate more holistic learning. The ICT initiative takes care of these requirements in all the departments. It is headed by **Mr. RAJEESH P.**, (*Economics Dept.*).

1. **Mr. RAJEESH P.** (*Convener*)
2. **Mr. SATHEESH R.**
3. **Dr. VINOD A. S.**
4. **Dr. H. PADMAKUMAR**
5. **Dr. PRAMOD N.**

CLMC FOR CBCSS

This refers to the College Level Monitoring Committee for the present Choice Based Credit and Semester System. This committee is responsible for forwarding the internal marks, attendance statements etc. received from the DLMC, or the department level monitoring committee to the University.

1. **Mr. SREEJITH P. V.** (*Convenor*)
2. **Mr. RAKESH S.**(*I DC Programme Co-ordinator*)
3. **Mr. SATHEESH R.**(*II DC Programme Co-ordinator*)
4. **Mrs. JAYASREE N.** (*III DC Programme Co-ordinator*)

GENERAL TIME TABLE COMMITTEE

Co-ordinating the time table of the classes of such a big college with numerous courses is undertaken by this committee of senior teachers.

1. **Mrs. SHEELA S.** (*Convener*)
2. **Mrs. JAYASREE N.**
3. **Mrs. SUMITHA R.**

LIBRARY COMMITTEE

This group of teachers and one student representative works towards the betterment and enhancement of the library and its resources. It ensures that adequate materials to accommodate the changes in the syllabus are provided to the students and faculty.

1. **Dr. VINOD A.S.** (*Convener*)
2. **Dr. ANAND K.B.**
3. **Mrs. AKHILASREE L.**
4. **Ms. GREESHMA R.P.**
5. **Dr. RAMESHKUMAR P.A.**
6. **Dr. SIMI K.G.**
7. **Dr. REMYA MADHAVAN**
8. (*Student Representative*)

CANTEEN COMMITTEE

The college canteen provides healthy and fresh food at reasonable rates to both staff and students. This committee looks into the smooth functioning of the canteen and also addresses any issues that the beneficiaries may have with it. It ensures total quality control.

1. **Dr. ANAND K. B.** (*Convener*)
2. **Mrs. SHEELA S.**
3. **Dr. AJI M. PILLAI**
4. **Dr. MAYADEVI**

5. **Dr. VINOD A. S.**
6. **Mr. AYYAPPADAS B. O.**
7. **Dr. M. VIJAYAN PILLAI**
8. **Mr. RADHAKRISHNAN B.**
9. **Mr. RAJEEV S. R.**
10. **CANTEEN MANAGER**
11. (*Student Representative*)

INFORMATION OFFICER

The college has an officer who responds to any enquiry based on the R.T.I. Act. It is the responsibility of this teacher to provide the required information within the stipulated time.

- **Dr. UNNITHAN S.S.** (*Public Information Officer*)

NODAL OFFICER

A group of teachers function as nodal officers who link the I.T. enabled services such as 'SPARK', GAIN P.F. and others to the administrative system in the college.

1. **Dr. PRAMOD N.**
2. **Dr. GAYATHRI ELAYIDAM U.**
3. **Dr. VINOD A.S.**
4. **Mr. RAJEESH P.**
5. **Mrs. LAKSHMI PRASANNAN**
6. **NAIR G. KRISHNA PRASAD**

ACADEMIC COMMITTEE

The academic committee, headed by **Dr. RAJALEKSHMI S.** monitors the academic activities of the college. It prepares the academic calendar, general time table and holds meetings to make the academic audit in every semester.

1. **Dr SIMI K G** (*Convener*)
2. **Dr DEEPA V**
3. **Dr HARIKRISHNAN S**
4. **Dr RATHEESH KUMAR V K**
5. **MrsSUMITHA R**

CAMPUS RADIO

Our Campus has developed a radio facility which serves as campus community, is basically a station with a low transmission range. The activities on campus radios range from entertainment to academic discussions.

1. **Mr. RAVISANKAR R S** (*Convener*)
2. **Mr. AYYAPPADAS B O**

MAGAZINE COMMITTEE

Each year, the College Magazine is launched. The purpose of the Magazine Committee will be to publish a regular magazine that highlights student concerns and activities. It will be a student-led publication, which is written by students, for students. The Magazine Committee will facilitate this, giving advice and guidance where needed.

1. **Dr R JAYAKUMAR** (*Convener*)
2. **Dr ANAND K B**
3. **Mrs MALINI S KUMAR**
4. **Dr ANUPAMA M**
5. **Dr SUSMITHA O V**
6. **Dr O AJITHAKUMARI**

COLLEGE CALENDAR/HANDBOOK COMMITTEE

A committee is constituted every year for the purpose of preparing a Handbook and Calendar for the College Students and Faculties.

7. **All Department Heads**
8. **Mr. RADHAKRISHNAN B.** (*Sr. Supdt.*)

ANTI NARCOTICS CELL

The Anti-Narcotics Cell of the college has been established for curbing drug trafficking and use of illegal substances inside the campus. An effective vigilant committee has been constituted to execute the functions of the cell and also to impart an awareness campaign against use of drugs in the campus.

1. **Mrs. AKHILASREE L.** (*N.S.S Programme Officer*)-
Convener
2. **Mr.SANTOSH KUMAR R.**
3. **Dr. HARIKRISHNAN S.**
4. **Dr. AJI M. PILLAI**
5. **Dr. JAIMY K. B.**

LEGAL STUDIES CELL

The Legal Studies Cell has been established for the creation of awareness of legal rights and the manner of enforcement of these rights. The cell aims to catalyze the critical understanding of civil society under the legal framework.

1. **Adv. RAJARAJAN** - *Convener*
2. **APARNA S.**
3. **Dr. GAYATHRI ELAYIDAM U**
4. **RAVISANKAR R S**

RESEARCH COMMITTEE

The committee aims at supporting the researchers with providing information and forwarding the proposals to the supporting agencies. The research committee is looked after by **Dr. GAYATHRI ELAYIDAM U.**

1. **Dr. GAYATHRI ELAYIDAM U.** (*Convener*)
2. **Dr. ANITHA K.**

3. **Dr. ANAND K. B.**
4. **Dr. SIMI K. G.**
5. **Dr. JAIMY K. B.**
6. **Dr. V. CHITRA DEVI**

ADVANCE LEARNERS FORUM

Advance Learners Forum is a platform of brightest students to gather together, to celebrate advanced learning. It provides the opportunity to spark students' interests in thinking about their goals and future dreams even further. It aims to guide those students who dreaming high. The forum provides civil service exam coaching, NET Coaching, etc.

1. **GREESHMA R P**
2. **Dr NITHA L P**

P.G. FORUM

Post Graduate Forum has been established as an open forum to all Post Graduate students of our college to discuss their studies, works in progress, practice conference papers, test out project ideas, share news etc. Normally the forum meets once in every week.

1. **Dr. V. CHITRA DEVI** – *Convener*
2. **Mr. RAKESH S.**
3. **Mrs. ANJALI R.**
4. **Mrs. SRUTHI S.**

PARENT TEACHER ASSOCIATION (PTA)

An association of parents and teachers has been organised on 19/08/1979 with a view to improve the discipline, progress and the successful functioning of the college and to bring in complete liaison with teachers and the taught and the parents and guardians. All guardians and teachers will be members of the Association. The Principal of the college is the President and **Dr. P. A. RAMESHKUMAR** (*Head, Dept. of Physical Education*) is the **PTA Secretary**.

Each Department convenes class-wise parent-teacher meetings twice a year to exchange views on students' performances, their weaknesses and strengths. Such meetings improve the general performance of the

Departments and the college. The PTA is very active in the college. It attempts to earnestly resolve the short-comings of the institution. The PTA executive periodically meets to assess its function, and proposes the developmental activities to be carried out in the campus. Annual general body meetings are held in March every year, and the executive body is also elected as per the rules.

Cash awards are given to the students who pass the final year B.A./ B.Sc./ B.Com./ P.G. examination from the college securing the highest marks in each of the main subjects of study, who excel in Sports and Arts by the PTA.

OPEN COURSE

Open Course means a course which can be selected by a student according to his/her choice of interest. It is an optional course; a specialized academic discipline hovering around the frontiers of the core subject. **Dr INDU M KUTTY** (*Head, Dept. of Zoology*) acts as the co-ordinator of Open Course.

REMEDIAL COACHING

As the name suggests, the remedial coaching aims at bridging the gaps in the teaching learning process. The students who are not able to perform well in their academic activities are supported by the faculty.

1. **Dr INDU M KUTTY** (*Co-ordinator*)
2. **Mrs LAKSHMI PRASANNAN**
3. **Mr VISHNU GOPAN**
4. **CHITHRA T**
5. **Dr HARIKRISHNANS**

ETHICS COMMITTEE

The College Ethics Committee is responsible for maintaining effective procedures for ensuring good ethics in Academic, Personal and Research within the College. It includes the ability to discern right from wrong, good from evil, and the commitment to do what is right, good and proper for each individual within the College.

2. **Dr HARIKRISHNAN**(History)
3. **Sri AYYAPPADAS B.O.** (Malayalam)
4. **Dr AJI M PILLAI** (Mathematics)
5. **Dr. RATHESHKUMAR V K** (Chemistry)
6. **Dr JAIMY K B** (Chemistry)
7. **Smt SREELAKSHMI S** (Botany)
8. **Smt LAKSHMI PRASANNAN** (English)
9. **Sri RAJEESH P** (Economics)
10. **Sri. SANTHOH KUMAR R** (Economics)
11. **Sri RAVISANKAR R S** (Pol. Sci.)
12. **Smt MALINI S KUMAR** (English)
13. **Smt. REVATHY S.**(English)
14. **Dr SIMI K G** (Physics)

• **WALK WITH THE SCHOLAR PROGRAMME (WWS)**

The scheme proposes to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a "Guide" and "Friend". The students can opt the scheme voluntarily. It will be open for all students entering the first year of the Under Graduate Programme of Study. The scheme aims at giving necessary orientation to the needy to prepare them for employment and give them necessary guidance; motivation and mental support to identify appropriate areas for higher study as well as employment. The mentoring scheme should be planned to identify the opportunities available for the scholars, the areas suitable for them.

Co-ordinator: Dr H PADMAKUMAR (Physics)

1. **Mr VISHNU GOPAN** (*Convener*)
2. **Dr GAYATHRI ELAYIDAM U**(*Joint-Convener*)
3. **Mr RAVISANKAR R S**(*Advisor*)
4. **Mrs LAKSHMI PRASANNAN**
5. **Mrs SHAMA PILLAI**
6. **Ms GREESHMA R P**

TUTORS DETAILS

Sl. No.	Depts.	Degree (BA/BSc/BCom)			P.G. (MS/M.Com)	
		Semester 1 & 2	Semester 3 & 4	Semester 5 & 6	Semester 1 & 2	Semester 3 & 4
1	ENGLISH	DRSIGMAGR& GAYATHRIMENONK	SHAMAPILLAI& ANJALUR	MALINISKUMAR& LAKSHMI PRASANNAN	DRASHAK	SHEELAS
2	COMMERCE	Dr HARIK	MANULAKG& VISHNU GOPAN	DRVINODAS& RAKESH S	SUMTHAR	DRKANITHA
3	HISTORY	DR.JAYAKUMAR	DMAYADEVIS	DRPRAMODN	DRUNNITHANSS	APARVAS
4	ECONOMICS	SANTOSH KUMARR	SRUTHISRAJEEESH P	GREESHMARP	AKHLASREEL	DRBANLIKUMAR
5	MALAYALAM	DR AKHILASNAIR	DRANUPAMAM	AYYAPPADASBO	-	-
6	POLITICAL SCIENCE	RAMSANKARRS	DRPRAJEEESH P P	SREEJITH PV	-	-
7	PHYSICS	NARIGKRISHNAPRASAD	DRSIMI K G	DRDEEPAV	-	-
8	CHEMISTRY	NITHALP	DRRATHEESH KUMAR V K	DRJAIMYKB	-	-
9	MATHEMATICS	DRAJIMPILLAI	ANITHAVNAIR	NUMASREE	-	-
10	BOTANY	NISHASR	KRISHNAKR	SREELAKSHMI S	-	-
11	ZOOLOGY	DRSARASUAP	DRGAYATHRI ELAYIDAMU	DRREMYAMADHAWAN	-	-

SOCIAL SERVICES/EXTENSION ACTIVITIES

- **NATIONAL CADET CORPS (NCC)**

In order to inculcate national spirit and discipline among students, NCC army was started in our college from past 40 years. The college NCC comprises both Senior Division Cadets (Boys) and Senior Wing Cadets (girls). The college NCC Company holds number 160 which comes under 4 Kerala Battalion of Kerala and Lakshadweep Directorate. 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 selection based on the achievements in the corps. Based on the aims of NCC, the VTMNSS College, Dhanuvachapuram unit has laid down a Training Syllabus for the cadets under 4Kerala battalion Neyyattinkara unit. The syllabus covers a period of three years. The training schedule planned for the cadets ensure that the benefit of the organization reaches the maximum number of cadets.

NCC Officer: Major Dr VIJAYAN PILLAI(Malayalam)

- **NATIONAL SERVICE SCHEME (NSS)**

National Service Scheme, under the Ministry of Youth Affairs & Sports, Govt. of India, is a voluntary association of young people in Colleges, Universities and at +2 level which was launched in Gandhiji's Centenary year, 1969 with a view to develop students' personality through community service. Two units of the National Service Scheme have been functioning in our college since 1972. The sanctioned strength of volunteers is 200 and the membership is open to both boys and girls. After successful completion of two years of service under the scheme, a volunteer is entitled a certificate issued by the Vice Chancellor, University of Kerala. The certificate enables the volunteer weightage for competitive examinations and in admission to higher studies. They are also eligible for grace marks (2% of III and IV semester total marks, which could be added to any of the respective semester papers).

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear the badge while undertaking any programme of community service. NSS is 'NOT ME BUT YOU.' This reflects the essence of democratic living and upholds the need for selfless service. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. NSS volunteers demonstrate this motto by keeping our campus 'Plastic Free' since 2014-15.

Programme Officers: SmtAKHILASREE L (Economics)

Dr S S UNNITHAN (History)

- **SCHOLAR SUPPORT PROGRAMME (SSP)**

The Scholar Support Programme aims at imparting personalized additional support to the needy through tutorials, study materials, additional lectures, question banks and interactive sessions, formation of Quality circles in the colleges for the programme, dissemination of classes through Personal and Web based modes etc. The Directorate of Collegiate Education is implementing the Programme. Funds are allotted to colleges for the implementation of the programme for 50 selected students of the college from every year. The students have to be made aware of the program and applications invited from them and selection done by the college. The candidates selected under the program will be from the first, second and third year of the undergraduate programme. Students who have less than 60% aggregate marks in the qualifying examination and who need some additional support in identified subjects are included in the programme. If it is not possible to identify such students, the students having the lowest percentage of marks in the qualifying examination from the applicants will be selected. Classes are engaged by the faculty of the College itself. The Programme has a college level co-ordinator. The College Council functions as a Monitoring Committee for the Programme and meets once in two months at least to evaluate the progress of the Programme.

Co-ordinator: Dr. P. S. HEMA, (Chemistry)

Members of Faculty in Charge:

1. SriVISHNUGOPAN(Commerce)

1. **Dr. RAMESHKUMAR S. (Convener)**, Department of Botany
 2. **Dr. SIMI K**, Department of Physics
 3. **SREELEKSHMY S.**, Department of Botany
 4. **Dr. SARASIJA P.**, Department of Zoology
 5. **N. JAYASREE** Department of Mathematics
 6. **ANITHA V NAIR**, Department of Mathematics
- **PERFORMING ARTS:** Kerala is a state that has a vibrant tradition of performing arts and a firm footing in one's culture is one of the primary ways of building a good personality. Through the activities of the club, members are educated about the art forms and are introduced to performers and their lives.
 1. **GAYATHRI MENON K. (Convener)**, Department of English
 2. **Dr. ANUPAMA M.**, Department of Malayalam
 3. **Dr. O. AJITHA KUMARI**, Department of Tamil
 4. **Dr. V. CHITHRA DEVI**, Department of History
 - **SCIENCE CLUB:** Through its activities this club seeks to instill in students a scientific temperament. The pursuit of scientific knowledge is encouraged through quizzes, projects, debates and seminars. Expert lectures are also arranged so that their horizons are widened.
 1. **Dr. P.S. HEMA (Convener)**, Department of Chemistry
 2. **Dr. H. PADMAKUMAR**, Department of Physics
 3. **Dr. DEEPA V.**, Department of Physics
 4. **SATHEESH R.**, Department of Physics
 5. **Dr. RATHEESH KUMAR V.K.**, Department of Chemistry
 6. **JAIMY K.B.**, Department of Chemistry
 - **SPORTS CLUB:** This club aims to develop the sports abilities and the knowledge about various forms of sport among its members. It works tirelessly towards bringing about a greater interest, skill and awareness about the world of sport.

Mentors

- **SECOND YEAR**
 - Dr. AJI M.PILLAI (Mathematics)**
 - Dr. SARASIJA P. (Zoology)**
 - Dr.A.S. VINOD (Commerce)**
 - Dr. ANUPAMA M. (Malayalam)**
 - Mr. RAVISANKAR R.S. (Political Science)**
- **THIRD YEAR**
 - Dr.V.DEEPA (Physics)**
 - Ms. SREELEKSHMI S. (Botany)**
 - Dr.SIGMA G.R. (English)**
 - Mrs. LEKSHMY S.J.NAIR (History)**
 - Mr. RAJEESH P. (Economics)**

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

Additional Skill Acquisition Programme aims at enhancing the employability of the students through a special curriculum designed for the purpose. They are provided with resources in IT and Communicative English.

- **NAIR G KRISHNA PRASAD (Co-ordinator)**

CO-CURRICULAR ACTIVITIES

Academics is seen as the prime focus of an institution, but at VTM NSS College everything is taken a step further as the range of co-curricular activities undertaken ensures that students are provided with an atmosphere that is truly holistic. In order to develop a sense of responsibility and provide a wider scope of development, a number of clubs are offered. Students can choose the ones they are most attuned to and the activities undertaken go a long way towards developing their personalities. The **General Coordinator** of Club Activities in the college is **Mr.RAKESH S.**, from the *Department of Commerce*. The clubs offered are:

- **DEBATE CLUB:**

This helps students excel in the art of rhetoric, in putting across their points forcefully and in convincing others of the strength of their arguments. It prepares students by regularly conducting debates on a range of current topics and also trains them in the art of the effective use of words and body language.

1. **GREESHMA R. P. (Convener)**, Department of Economics
2. **SRUTHI S.**, Department of Economics
3. **Dr. ASHA K.**, Department of English

- **HEALTH CLUB:**

In a fiercely competitive world where students are often under great physical and mental stress, this club provides events and methods to manage all this with ease. It organises seminars, talks, discussions, workshops and programmes that help students find an inner core of strength.

1. **Dr. REMYA MADHAVAN (Convener)**, Department of Zoology
2. **Dr. INDU M KUTTY**, Department of Zoology
3. **Dr. GAYATHRI ELAYIDEM U.**, Department of Zoology
4. **Shri. SANTHOSH KUMAR R.**, Department of Economics
5. **Shri. RAJEESH P.**, Department of Economics

- **HUMAN RIGHTS FORUM:** Education becomes effective only when it is coupled with a deep sense of social commitment and this forum ensures that students understand the breadth and scope of human rights and are able to raise their voices when these rights are compromised. Discussions on current issues help them in formulating their own ideas.

1. **Mrs. LEKSHMY S. J. NAIR (Convener)**, Department of History
2. **Shri. SREEJITH P.V.**, Department of Political Science
3. **Dr. MAYA DEVI**, Department of History
4. **Dr. UNNITHAN S. S.**, Department of History

5. **Dr. R. JAYAKUMAR**, Department of History

6. **Dr. HARIKRISHNAN S.**, Department of History

- **LITERARY CLUB:** This club is a joint endeavor of the language departments and aims at honing the literary talents of students. It conducts competitions in essay, poetry and short story writing and thus opens a wide vista for students who have such abilities. It aims at developing the students' ability to channel their thoughts into effective writing.

1. **LAKSHMI PRASANNAN (Convener)**, Department of English
2. **ANJALI R.**, Department of English
3. **MALINI S KUMAR**, Department of English
4. **AYYAPADAS B.O.**, Department of Malayalam
5. **SARANYA K. V.**, Department of English
6. **REVATHY S.**, Department of English

- **MEDIA CLUB:** The biggest force of the modern times is undoubtedly the media and through its activities this club seeks to educate students about this multifarious industry. Under the aegis of this club, weekly news updates, favorite songs of each Department and campus news are broadcast over the public address system once a week adding magic to life on campus.

1. **SHAMA PILLAI (Convener)**, Department of English
2. **Dr. N. PRAMOD**, Department of History
3. **Shri RAVISANKAR R S**, Department of Political Science
4. **Dr. SIGMA G.R.**, Department of English
5. **Dr. SUSMITHA O.V.**, Department of Hindi

- **BHOOMITRA SENA / NATURE CLUB:** The main aim of this club is to open the eyes of members to the wonders of the natural world and educate them on the necessity and practice of sustainable development. Embracing a holistic life by adopting eco-friendly ways of living is also a principal aim of this club as students realise the inter dependency of the whole of nature.

them for efficient management of all forms of energy, to promote energy efficiency and energy conservation and to develop new sources of energy as well as novel energy technologies with a view to increasing the production and facilitating the use of energy on a sustainable basis.

- **Dr. SIMI K. (Convener)**, Department of Physics,
- **Members** - All Faculties of Physics Department

NAAC

The **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)** is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National Policy in Education (1986) which laid special emphasis on upholding the quality of higher education in India. To address the issues of quality, the National Policy on Education (1986) and the Plan of Action (POA-1992) advocated the establishment of an independent national accreditation body. Consequently, the NAAC was established in 1994 with its headquarters at Bangalore. Assessment is a performance evaluation of an institution and is accomplished through a process based on self-study and peer review. Accreditation refers to the certification given by NAAC which is valid for a period of five years.

At present the Assessment and Accreditation by NAAC is done on a voluntary basis. The criteria for scrutinizing the levels of knowledge creation and its effectiveness are based on a plethora of guidelines issued by the UGC. Assessment and Accreditation is broadly used for understanding the “Quality Status” of an institution. In the context of Higher Education, the accreditation status indicates that the particular Higher Educational Institutions (HEI) – a College, a University, or any other recognised Unit therein, meets the standards of quality as set by the Accreditation Agency, in terms of its performance, related to the

1. **NAIR G. KRISHNA PRASAD (Convener)**, Department of Physics
2. **Dr. AJI M. PILLAI**, Department of Mathematics
3. **Dr. B. K. MADHU**, Department of Physical Education
4. **Dr. P A. RAMESH**, Department of Physical Education

- **FILM & THEATRE CLUB:** Drama and Films are the best ways to express certain key social issues. The relevance of theatre in conveying messages is emphasized through preparing short skits on current issues and the various component parts of theatre are discussed in detail. Films also inspire college students highly. There are lots of good documentaries that show you the actual reality.

1. **Dr. VINOD A.S. (Convener)**, Department of Commerce
2. **VISHNU GOPAN**, Department of Commerce
3. **APARNA S.**, Department of History
4. **Dr. HARI K.**, Department of Commerce

- **WOMEN’S CLUB (WSU) :** Empowering girl students and giving them the strength and confidence to face the challenges of life is the main focus of this club. It works towards making women responsible citizens of tomorrow.

1. **MANJULA K. G. (Convener)**, Department of Commerce
2. **Dr. RAJALEKSHMI S.**, Department of Chemistry
3. **SUMITHA R.**, Department of Commerce
4. **NITHA L P.**, Department of Chemistry

OTHER CLUB EXTENSION ACTIVITIES

- **TOURISM CLUB:** Tourism Club is formed with the objective of creating awareness among the students about tourism activities and to help them discover and develop their potential in tourism business. Through various activities, the club enhances the soft skills of its members and trains them in functional areas of tourism and seeks to increase awareness on the importance of hospitality and tourism as a worldwide industry.

1. **Dr. N. PRAMOD** (*Convener*), Department of History
 2. **RAKESH S.**, Department of Commerce
 3. **SREEJITH P.V.**, Department of Political Science
 4. **VISHNU GOPAN**, Department of Commerce
 5. **LEKSHMY S.J. NAIR**, Department of History
- **VALUE CLUB:** The cultural development of a student is as important as the educational excellence. It is the duty of the college to provide a suitable climate for the cultural, personal and moral development of a student. In order to instill the values of honesty, sincerity, sense of communal harmony and tolerance, a value club is constituted by the college.
1. **Smt. ANJALI R.** (*Convener*), Department of English
 2. **Dr. RATHEESH KUMAR V. K.**, Department of Chemistry
 3. **Dr. SUSMITHA O. V.**, Department of Hindi
- **HERITAGE CLUB (Dept. of History):** The heritage club programmes are designed so as to involve students in various activities geared towards heritage awareness and education for heritage conservation and to learn more about their local and natural heritage.
- **APARNA S.** (*Convener*), Department of History
 - **Members** - All Faculties of History Department
- **ENTREPRENEURSHIP DEVELOPMENT (ED) CLUB**

(Dept. of Commerce):

The Department of Industries and Commerce, Government of Kerala, in association with Education Department formulated a scheme to set up “Entrepreneurship Development Clubs” in schools and colleges of the State to inculcate “Entrepreneurship Culture”, amongst youth and equip them with the skills, techniques and confidence to act as torch-bearers of “Enterprise” for the new generation. The ED Club started its functioning with the mission “*To create wealth and employment commensurate with unlimited natural and immense human resource potential of Kerala by developing entrepreneurship in the youth.*”

- **VISHNU GOPAN** (*Convener*), Department of Commerce
 - **Members** - All Faculties of Commerce Department
- **BIRDS CLUB INTERNATIONAL (Dept. of Zoology):** The Dept. of Zoology in association with Jayaraj Foundation started a club with the mission to protect and preserve nature and to further the welfare of all individuals through art, sports and compassion. Birds Club International is a project initiated by the well-known film director
- Mr. JAYARAJ under the umbrella of Jayaraj Foundation. The club which came into being in 2010 was piloted in a few schools and colleges in Kerala.
- **Dr. GAYSATHRI ELAYIDAM U** (*Convener*), Department of Zoology
 - **Members** - All Faculties of Zoology Department
- **BIODIVERSITY CLUB (Dept. of Zoology):** The intention behind the institution of the club is to have a very close acquaintance with and to admire at the multiplicity of the Mother Nature. The club seeks to interact with the scientific community and to contribute to the student’s educational growth, recreational needs, and personal development. The members of the club will engage in maintaining the natural diversity of the campus.
- **Dr. SARASIJA P.**, (*Convener*), Department of Zoology
 - **Members** - All Faculties of Zoology Department
- **PARLIAMENTARY LITERARY CLUB (Dept. of Political Science):** Parliamentary Literature Club (PLC) is an initiative for strengthening the roots of parliamentary democracy by creating in the young generation awareness of responsible citizenship, democratic values and adult franchise.
- **Mr. SREEJITH P.V.** (*Convener*), Department of Pol. Science,
 - **Members** - All Faculties of Political Science Department
- **URJA KIRAN CLUB (Dept. of Physics):** The objective of UrjaKiran Club is to create awareness among students and equip

necessary enclosures should reach the General Secretary not later than the date prescribed in the advertisement made every year.

C. PROF. K.N. NARAYANA KURUP ENDOWMENT AWARD

Instituted by K. Narayan Kurup Endowment Committee to be awarded every year to the Final Year B.Sc., Physics Main student of this college who scores the highest marks for the main and subsidiary subjects taken together at the University Examinations.

D. DR. S.V. SATHEESAN NAIR MEMORIAL ENDOWMENT

Instituted in memory of Dr. S.V. Satheesan Nair who was a former student of this college. An amount of Rs.20,000/- has been contributed by the members of his family. The annual interest accruing on this amount is equally divided among two students, one each from Botany and Zoology main, who score the highest marks in the B.Sc. Degree Examination every year from this college.

E. P.T.A AWARDS AND PRIZES

Cash awards are given to the students who pass the final year B.A./ B.Sc./ B.Com./P.G. examination from the college securing the highest marks in each of the main subjects of study who excel in sports and Arts by the PTA.

educational processes and outcomes, covering the curriculum, teaching-learning, evaluation, faculty, research, infrastructure, learning resources, organisation, governance, financial well-being and student services.

The executive committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed peer team was pleased to declare the VTMNSS College, Dhanuvachapuram, Thiruvananthapuram affiliated to the University of Kerala as Reaccredited at '**B**' Level among the affiliated colleges on March 2012. As per the guidelines of National Assessment and Accreditation Council an Internal Quality Assurance Cell (IQAC) is functioning for the co-ordination of Post accreditations quality sustenance activities in the college. A Quality Advisory Committee (QAC) is also functioning under the chairmanship of the Principal for guiding the activities of the IQAC. It consists of faculty members representing different departments, administrative and library staffs. The QAC also have representation of the management, PTA, as well as the public.

BEST PRACTICES INITIATED BY THE IQAC

i. STAFF IMPROVEMENT PROGRAMME (SIP)

Realizing the fact that, quality improvement shall only be made successful by enhancing professional competencies of the teachers and the administrative staffs, the college has introduced STAFF IMPROVEMENT PROGRAMME (SIP). The programme aims to achieve the following objectives:

To make the staff familiarize with up-to-date knowledge.

- To promote core competencies
- To orient towards quality research
- To cope up with the changing behavioural pattern of students
- To open more avenues for social responsibility
- To strengthen professional ethics
- To encourage the use of sophisticated gadgets

At the directions of the IQAC, the college has been organizing various competence building programmes in the form of orientation classes, workshops, training programmes, invited talks, etc.

ii. DISTINGUISHED ALUMNI LECTURES (DAL)

The institution is always keen to utilize the knowledge and pragmatic wisdom of its alumni, who have established their own forte in various spheres of life. The IQAC has created a lecture forum to facilitate the learners to imbibe their area of expertise and experience.

EXTENSION ACTIVITIES

The college is obligated to mould a generation of hardworking, socially committed and responsible citizens. Realising the fact that the college should be able to produce empathetic individuals, not emphasising on academic brilliance alone, the students are given opportunities to participate in innumerable extension activities. Being situated in a rural locality, the institution has ample scope to intervene in the adversities and ignorance, the people of the neighbourhood face. The economic backwardness of the area adds fuel to their agonies.

The college, especially under the aegis of NCC, NSS and Women Study Unit, has been carrying out various torious extension activities with a view to aid them. Various flagship programmes of the government including the Swachh Bharat Abhiyan, Yoga Day Celebration, Vimukthi Campaign, Communal Harmony Week. Vigilance Awareness Week, Thiranga March, Run for Unity, Traffic Awareness Drive, AIDS rally, Rur Kerala Run, etc. were conducted.

SCHOLARSHIPS & AWARDS

A. NSS KANAKA JUBILEE LOAN SCHOLARSHIP

The objective of the scholarship is to provide an opportunity to poor and deserving students of outstanding merit to engage themselves in college education.

Rules of Award

1. The scholarship is open only to students of outstanding ability and who are really in need of financial help to pursue further studies in the N.S.S. Colleges.
2. The awards are tenable at any of the N.S.S. Colleges for Degree courses.
3. Application forms can be obtained from the office of the General Secretary; N.S.S. Application in the prescribed form with the necessary enclosures should reach the General Secretary not later than the date prescribed in the advertisement made every year.

B. MANNAM NIDHI N.S.S. LOANS SCHOLARSHIP

The objective of the scholarship is to provide an opportunity to young and deserving students of outstanding merit to engage themselves in advances studies and research. The committee has instituted a few scholarships not more than five, to be awarded every year. The value of the scholarship will vary according to the course for which they are offered.

Rules of Award

1. The scholarship is open only to students of outstanding ability and who pass from N.S.S. institutions who are really in need of financial help to proceed with their studies. Those who secure minimum 60% marks in the subjects concerned in the qualifying examination will be considered.
2. Application forms can be obtained from the office of the General Secretary, N.S.S. Application in the prescribed form with the

2018						
MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
*	*	*	*	1	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	29	30	31

10 – Second Saturday

(Summer Vacation: April 1 to May 31st)

APPENDIX – I
FEE SCHEDULE

Sl. No	Particulars	BA & B.Com	B.Sc. Maths.	B.Sc. Physics & Chemistry	B.Sc. Botany & Zoology	MA & M.Com
1	Registration Fee	50	50	50	50	50
2	Matriculation Fee	100 *	100 *	100 *	100 *	-
3	Tuition Fee	1000	1000	1000	1000	1800
4	Library Fee	100	100	100	100	100
5	Laboratory Fee	-	150 #	400 @	550@	-
6	Athletic Fee	100	100	100	100	100
7	Med. Inspection Fee	10 *	10 *	10 *	10 *	10 *
8	Stationery Fee	50	50	50	50	50
9	Calendar Fee	30	30	30	30	30
10	Magazine Fee	50	50	50	50	50
11	Association Fee	50	50	50	50	50
12	Admission Fee	75 *	75 *	75 *	75 *	150 *
13	Visual Education Fee	25	25	25	25	25
14	University Union Fee	150 *	150 *	150 *	150 *	100
15	Sports Affiliation Fee	150 *	150 *	150 *	150 *	100
16	Students Aid Fund	60 *	60 *	60 *	60 *	40
17	Caution Deposit	360 *	360 *	360 *	360 *	600 *

2017						
JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
*	*	*	*	1	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	29	30	

1 - Re-opening of College 5-World Environment Day 10 – Second Saturday
25 - Ramzan (Eid-ul-Fitr)

2017						
JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	*	*	*	*	1
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	29

8 – Second Saturday

23 – Karkida Vavu

2017						
AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
*	*	1	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	29	30	31		

12 – Second Saturday 15 – Independence Day (Holiday) 25 – Vinayaka Chaturdhi
28 – Ayyankali Jayanthi (Holiday)

2017						
SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	*	*	*	*	1	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	29	30

01 – BakraEid 03- First Onam 04 – Thiruvonam 05- Third Onam
 06 –Fourth Onam/ SreeNarayanaguruJayanthi 09– Second Saturday
 12– Sree Krishna Jayanathi (Holiday) 29– Mahanavami (Holiday)
 30 – Vijayadashami/Muharram (01 – 10 – Onam Holidays)

2017						
OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	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
29	30	31	*	*	*	*

02 – GandhiJayanthi(Holiday) 09– Second Saturday 18 – Deepavali(Holiday)

2017						
NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
*	*	*	1	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	29	30	*	*

01 – Kerala Piravi

11– Second Saturday

2017						
DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
31	*	*	*	*	1	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	29	30

02 –MiladiSherif
 (X* mas Holidays:22-31)

09– Second Saturday

2018						
JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
*	1	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	29	30	31	*	*	*

02 – MannamJayanthi (Holiday) 13– Second Saturday
 26-Republic Day (Holiday)

2018						
FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
*	*	*	*	1	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	*	*	*

10– Second Saturday 13-Maha Sivaratri(Holiday)

**ANNEXURE-1
COLLEGE LEVEL EXAMINATIONS- MARK
DISTRIBUTION SCHEDULE**

Course-Theory	Assignments	Attendance	ESIE *	Total
B.A ,B.Sc & B.Com	5	5	10	20
Course-Theory	Assignments	Attendance	Seminar	ESIE *
M.A / M.Com	5	5	5	10

*End Semester Internal Evaluation/Examination.

Practicals				
Attendance		Performance, Punctuality and Skill	Record	Total
5	5	5	5	20

TIME TABLE

	1	2	3	LUNCH BREAK	4	5
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

Sl. No	Particulars	BA & B.Com	B.Sc. Maths.	B.Sc. Physics & Chemistry	B.Sc. Botany & Zoology	MA & M.Com
18	Women's Study Unit	15 *	15 *	15 *	15 *	15
19	SGPA Insurance Fee	75 *	75 *	75 *	75 *	75 *
20	University Affiliation	300 *	300 *	300 *	300 *	400 *
21	Recognition Fee	300 *	300 *	300 *	300 *	
22	Eligibility Fee	200 *	200 *	200 *	200 *	

NB

- ❖ II DC, III DC & II PG students need not to pay Matriculation, Migration and Recognition Fees.
- ❖ To be remitted in full as onetime payment.
- ❖ III DC students need not remit this fee.
- ❖ III DC Students have to pay Rs.180/- only.

APPENDIX – II

APPLICATION FOR LEAVE (FORMAT)

Number of leave already taken:

Name of Pupil :
 Class :
 Class No :
 Admission Number :
 Date on which leave taken :
 Reason for Leave :
 :
 Recommendation of Guardian :
 Dated Signature of the Applicant :
 :
 Remarks of the Tutor :
 Order of the Principal :

N.B: If leave is applied on medical grounds for more than 3 days, a medical certificate must be obtained from a Medical Officer not below the rank of a Civil Surgeon.

APPENDIX – III

**APPLICATION FOR CONDONATION OF ATTENDANCE
SHORTAGE (FORMAT)**

APPLICATION FOR CONDONATION FROM THE
SHORTAGE IN THE MINIMUM ATTENDANCE
PRESCRIBED

1. Name
2. College and the class in which the candidate studies
3. Course for which exemption is applied
4. Total number of working days for the year
5. No. of days attended by the candidate
6. Minimum number of days required for attendance certificate (75/80 percent)
7. Shortage of attendance – No. of days
8. Reasons for absence
9. Particulars of enclosures, if any
10. Signature of applicant and date
11. Recommendation of the Principal of the College
12. Valid reasons for recommendation

Certified that condonation was not granted to the student previously for the ————— course.

Station: _____ Signature of the Principal

Date: _____ College

APPENDIX – IV

**APPLICATION FOR TRANSFER CERTIFICATE (T C)&
CONDUCT CERTIFICATE (C C) - FORMAT**

1. Name of Pupil :
2. Class Number :
3. Admission Number :
4. Years of study :
5. Residential Address :
6. Whether all fees and other dues to the college have been paid :
7. Whether the Course is completed and appeared for University Examination :
8. If so, quote Reg. No. and year :
9. Reason for applying for T.C :
10. Signature of applicant with date :
11. Certificate regarding conduct from the Faculty/ Tutor of the Department :
12. Recommendation of the Head of the Department :

Date.....

FOR OFFICE USE

Dues Details :

Cashier :

T.C. No. and Date :

Clerk/Senior Supdt

Signature of the Principal

MINI DIRECTORY-IMPORTANT PHONE NUMBERS

Sl. No.	Institution	Phone
1	NSS Head Office, Perunna	0481 2422008
2	Vice Chancellor, Kerala University	0471 2306634
3	Pro-Vice Chancellor, Kerala University	0471 2308532
4	Registrar	0471 2305631
5	Controller of Examinations	0471 2305946
6	Director, College Development Council	0471 2306514
7	Public Relation Officer	0471 2305738
8	University Office Enquiry	0471 2305994
9	Director, Dept of Students Services	0471 2354345
10	NSS Programme Coordinator	0471 2307427
11	University Employment & Guidance Bureau	0471 2304577
12	Finance Officer	0471 2300750
13	Director, Physical Education	0471 2306485
14	Director, Collegiate Education	0471 2303548
15	Deputy Director, Collegiate Education, Kollam	0474 2744378
16	City Police Commissioner	0471 2320579
17	Kerala Police Helpline	0471 3243000
18	Kerala Women's Commission	0471 2302590
19	Kerala State Human Rights Commission	0471 2307263
20	State Disaster Management Authority	0471 2364424
21	Kerala State Higher education Council	0471 2301290
22	Kerala Police	100
23	Police Station-Parassala	0471 2202023
24	Ambulance	108
25	Fire and Rescue Services	101
26	Women Helpline	1091
27	Fingertips	0471 2722722
28	Fingertips-Eranakulam	0484 2803000

MINI DIRECTORY-IMPORTANT PHONE NUMBERS

Sl. No.	N.S.S. Management Institutions	Phone
1	Mahatma Gandhi College, Trivandrum	0471 2541039
2	NSS College for Women, Karamana, TVPM	0471 2490548
3	VTM NSS College, Dhanuvachapuram	0471 2232240
4	NSS College, Nilamel	0474 2433346
5	MM NSS College, Kottiyam, Kollam	0474 2530522
6	NSS College, Pandalam	0473 4252221
7	NSS College, Cherthala	0478 2813226
8	N.S.S Hindu College, Changanacherry	0481 2420090
9	SVR NSS College, Vazhoor	0481 2456227
10	NSS College, Rajakumari	04868 245370
11	NSS College, Ottappalam	0466 2244382
12	NSS College, Nenmara	0492 3243265
13	NSS College, Manjeri	0483 2766136
14	NSS College, Mattannur	0490 2471747
15	SreeVyasa NSS College, Wadakkancherry	04884237249
16	SreeAyyappa College for Women, Nagercoil	04652 230980
UNAIDED COLLEGES		
1	NSS Arts College for Women, Perunthanni	0471 2490548
2	NSS Arts College for Women, Tripunithura	0484 2777697
PROFESSIONAL AND TECHNICAL INSTITUTIONS		
1	NSS Training College, Pandalam	0473 2452252
2	NSS Training College, Changanacherry	0481 2420481
3	NSS Training College, Ottappalam	0466 2244359
4	NSS Polytechnic, Pandalam	0473 2459634
5	NSS Engineering College, Palakkad	0491 2555255
6	Athurasramam NSS Homeo Medical College	0481 2430729
7	NSS Co-operative Training College, Kottayam	0481 2582852
8	NSS Law College, Kollam	0474 2530581
9	NSS Academy of Civil Services, TVPM	0471 2540200