



MARY MATHA

ARTS & SCIENCE COLLEGE, MANANTHAVADY

HANDBOOK & CALENDAR --- 2026-27



RE-ACCREDITED BY NAAC WITH A+ GRADE
GOVT. AIDED COLLEGE

AFFILIATED TO KANNUR UNIVERSITY
MANAGED BY CATHOLIC DIOCESE OF MANANTHAVADY





■ GOVT. AIDED COLLEGE ■ AFFILIATED TO KANNUR UNIVERSITY ■
■ REACCREDITED BY NAAC WITH A+ GRADE ■

A Minority Institution
Founded in 1995
(Managed by the Catholic Diocese of Mananthavady)

Patron
Rt Rev Dr Mar Jose Porunnedom
(Bishop of the Catholic Diocese of Mananthavady)

Co-Patron
Rt Rev Dr Mar Alex Tharamangalam
(Auxiliary Bishop of the Catholic Diocese of Mananthavady)

Manager
Rev Msgr Dr Paul Mundolickal (Mob: 9447092067)

Associate Manager & Bursar
Rev Fr Sibichan Chelackapallil (Mob: 9447410831)

Principal
Prof Dr Thomas Monoth (Mob: 9400381087)

Contents

Board of Governors	03
Programmes & Certificate Courses	04
Departments & Faculty	05
Administrative & Supporting Staff	08
College Council, Advisory Council	09
IQAC, NIRF & KIRF	10
Mentors & Students' Representatives	11
PTA Executive Committee	12
Committees	13
Clubs & Associations	20
Institutional Scholarships & Prizes	21
Facilities in the College	22
Important Positions of Faculty	23
Institution Innovation Council	25
Rules & Regulations of the College	26
Rules for Central Library	42
Code of Conduct for College Staff	43
Academic Calendar	47

Board of Governors

1. **Rt Rev Dr Mar Jose Porunnedom**
(Patron & Bishop of the Catholic Diocese of Mananthavady)
2. **Rt Rev Dr Mar Alex Tharamangalam**
(Co-Patron & Auxiliary Bishop of the Catholic Diocese of Mananthavady)
3. **Rev Msgr Dr Paul Mundolickal**
(Vicar General, Manager and President of the Board)
4. **Rev Fr Sibichan Chelackapallil**
(Associate Manager and Bursar)
5. **Prof Dr Thomas Monoth**
(Principal, Secretary of the Board)
6. **Rev Fr Jose Kocharakkal**
(Procurator & PRO of the Catholic Diocese of Mananthavady)
7. **Rev Fr Dominic Valakodiyil**
(Parish Priest, St. Martin's Church, Ondayangady)
8. **Deputy Director of Collegiate Education North Zone**
(Government Nominee)
9. **Rev Fr Ajay Antony**
(Nominee, Management)
10. **Dr Sr Bindhu K Thomas**
(Coordinator, Internal Quality Assurance Cell)
11. **Dr Sr Elizabeth M J**
(President, Teaching Staff Association)
12. **Mr George Baby**
(President, Administrative Staff Association)
13. **Mr Joy Joseph**
(Junior Superintendent)
14. **Mr Allen Rintoul**
(CEO, Vonnue Innovations)
15. **Vice President, PTA**
(Member)

Programmes Offered

Undergraduate Programmes

1. BA Functional English
2. BA Social Science - Economics
3. BCom with Computer Application
4. BSc Computer Science
5. BSc Mathematics
6. BSc Physics
7. BSc Zoology
8. BSc Data Science & Logistics
9. BSc Chemistry (Unaided)

Postgraduate Programmes

1. MSc Computer Science
2. MSc Mathematics (Unaided)

Doctoral Programmes

1. PhD in Mathematics
2. PhD in Zoology
3. PhD in Computer Science

Certificate Courses Offered

Sl.No	Name of Course	Department	Course Code
1	Foundation for Economic Analysis	Social Science Economics	MM26CCSS01
2	Cyber Security	Computer Science	CCCSCS26
3	Personal Finance & Investment Literacy	Commerce	CCCOM 26-27
4	Anuvad Kala (Translation and Technical Terminology)	Hindi	CCMMHSH26-27
5	Kerala Model of Decentralized Governance	Political Science	CCPS2026
6	Foundations of Vedic Mathematics	Mathematics	CCMATVM26
7	Solar Cell Capacitance Stimulator	Physics	CCSCAPS 26-27
8	Advanced and Applied Microscopy	Zoology	CCZAAN26
9	Communication Skills	Functional English	FNGCS26-27
10	Heritage Guiding and Tourism Management	History	MMCHIS26-27
11	Introduction to Mobile Journalism	Journalism	JOUMOJO26-27

MEMBERS OF TEACHING STAFF
PRINCIPAL
PROF DR THOMAS MONOTH
Ph: 9400759752

Email: principal@marymathacollege.ac.in

Department of English

- | | |
|---|------------|
| 1. Ms Sharon Rose (HoD), MA, BEd, M.Phil, NET, SET
sharon@marymathacollege.ac.in | 8943008077 |
| 2. Mr Toby K Joseph, MA, BEd, M.Phil, NET, SET,
tobymartin1686@gmail.com | 9961354120 |
| 3. Mr Jince Joseph, MA, BEd, NET, SET
jkjince@gmail.com | 9495734956 |
| 4. Ms Sruthi P S, MA, NET
sruthips2012@gmail.com | 9544549150 |
| 5. Ms Keerthi Tom, MA, BEd, NET, SET
ktelambassery@gmail.com | 9207687370 |

Department of Zoology

- | | |
|--|------------|
| 1. Mr Jerin George (HoD), MSc, BEd, NET-JRF
jeringeorge.v@gmail.com | 9446522019 |
| 2. Dr Sanu V F, MSc, PhD, Post-Doc
sanuvf@gmail.com | 9447717808 |
| 3. Dr Aishwarya, MSc, PhD, NET-JRF
aishwaryap24@gmail.com | 8281970060 |
| 4. Dr Sherin Chacko, MSc, PhD, NET
sherinchacko.nc@gmail.com | 8129013153 |

Department of Mathematics

- | | |
|--|------------|
| 1. Dr Sr Bindhu K Thomas (HoD), MSc, BEd, M Phil, PhD
bindhukthomas@gmail.com | 9605747835 |
| 2. Dr Binoy Joseph, MSc, PhD, NET
binoy.sib@gmail.com | 9946234220 |
| 3. Dr Albin Mathew, MSc, PhD, NET-JRF
albinmathewamp@gmail.com | 8547618975 |

Department of Computer Science

- | | |
|--|------------|
| 1. Dr Jisha T E (HoD), MSc, MPhil, PhD
jishatevinoy@gmail.com | 9447397462 |
|--|------------|

2. Prof Dr Thomas Monoth, MSc, MTech (IT), MPhil, PhD 9400759752
tmonoth@yahoo.com
3. Ms Lisha A, MCA 9847571254
lisha@marymathacollege.ac.in
4. Mr Bibin Jose, MCA, MTech (IT) 9946770010
binjad@gmail.com
5. Lt Sabu O J, MSc 9847878750
sabuoj@gmail.com
6. Ms Tancy V S, MSc, NET 9947517993
tancysunny@gmail.com
7. Mr Midhun Shaji, MTech, NET 8606020642
midhunsc@marymathacollege.ac.in
8. Dr Sr Elizabeth M J, MTech (CS), NET 9497699016
elizabethmj@marymathacollege.ac.in
9. Dr Eldho K J, MSc, MPhil, PhD 9894559282
eldhokj@marymathacollege.ac.in
10. Ms Manju Joseph, MTech, NET 6282810744
manjuelizabethjoseph1990@gmail.com

Department of Commerce

1. Dr Ramya Krishnan M, (HoD), MCom, MPhil, PhD, NET-JRF 9495912596
ramyasajith123@gmail.com
2. Dr Rajitha Xavior, MCom, NET, PhD 9562232629
rajithajv@gmail.com
3. Dr Regi Francis, MCom, BEd, PhD, NET, SET 9048527576
regifrancis@gmail.com
4. Ms Mansa Merine Tom, MCom, UGC NET, BEd. 9020068840
manzamarine@gmail.com

Department of Physics

1. Dr Akhila B Edathazhe (HoD), MSc, MPhil, PhD 6282476034
akhilasijokavi@gmail.com
2. Dr Sijo A K, MSc, PhD 9947356444
drsijoak@gmail.com
3. Dr Veena Rose Mathew, MSc, MPhil, PhD 8606138945
veena.rose@ymail.com

Department of Social Science Economics

1. Ms Christeena K A, MA, NET 9594115954
christeenamalexander@gmail.com

2. Ms Anet George, MA, NET-JRF
anetgeorge07816@gmail.com 8590184507
3. Ms Ansila P, MA, NET
ansilachinjus@gmail.com 7510166531

Department of Chemistry

1. Dr Linet Rose J (HoD), MSc, BEd, SET, PhD
rose.linet2@gmail.com 9946933039
2. Ms Donamol Sunny, MSc, BEd
donamolsunny1995@gmail.com 9562778917

Department of Hindi

1. Ms Ardra S Kumar, MA, NET
ardraskumar692@gmail.com 9526026210

Department of History

1. Dr Keerthi Reghunath MA, PhD
keerthireghunath1998@gmail.com 9995804489

Department of Journalism

1. Fr Jerry Joseph Onampally, MACJ, NET
jonampally@marymathacollege.ac.in 9769062452

Department of Malayalam

1. Fr Ajay Antony (HoD), MA, NET
josethekkilakkattil@gmail.com 9539649485
2. Ms Vijisha Vijayakumar, MA, BEd, NET
vijishavijayakumar2001@gmail.com 9188793674

Department of Physical Education

1. Mr Muhammed Rashik M, MPed, NET
rashik800963@gmail.com 7034800963

Department of Political Science

1. Mr Gokul MA, MA, NET
gklm45@gmail.com 8075096170

Department of Statistics

1. Dr Geetha Antony Pullen, MSc, PGDCA, PhD, NET-JRF
geethapullen@gmail.com 9847325392

Administrative Staff

1.	Mr Joy Joseph	Junior Superintendent	9400615725
2.	Mr George Sebastian	Head Accountant	9495783761
3.	Mr Johnson C T	Senior Clerk	9495307070
4.	Mr Jose Augustian	Clerk	9495307011
5.	Ms Leela P	Lab Assistant	8606081353
6.	Mr George Baby	Lab Assistant	9746143586
7.	Mr Benison Challenger K	Technical Assistant	9946916655
8.	Mr Jomit Mathew	LD Computer Assistant	9544229279
9.	Mr Anish Chacko	Clerk	7907712964
10.	Mr Martin Joseph	Clerk	6238981092
11.	Ms Jinsha Zacharias	LD Storekeeper	9778035344
12.	Ms Lisbha Rose	Lab Assistant	9061534459
13.	Mr Aneesh E M	Lab Assistant	9947663180
14.	Mr Rons John	Office Attendant	6282148002
15.	Mr Jestin N J	Office Attendant	9544217167
16.	Mr Jineesh U M	Office Attendant	8086578228

Library Staff

1.	Fr Prakash Abraham	UGC Librarian	9747234564
2.	Mr Anil Emmanuel	Library Assistant	9961592940

Research Guides

Sl. No.	Name of the Guide	Subject	University
1	Prof Dr Thomas Monoth	Computer Science	Kannur University
2	Dr Sr Bindhu K Thomas	Mathematics	Kannur University
3	Dr Sijo A K	Physics	Kannur University
4	Dr Eldho K J	Computer Science	Kannur University
5	Dr Sanu V F	Zoology	Kannur University
6	Dr Ramya Krishnan M	Commerce	Kannur University
7	Dr Sr Elizabeth M J	Computer Science	Kannur University

College Council

Sl. No.	Name	Designation
1	Prof Dr Thomas Monoth	Principal
2	FrAjayAntony	Vice Principal & HoD, Dept of Malayalam
3	Dr Sr Bindhu K Thomas	IQAC Coordinator&HoD,Dept of Mathematics
4	Dr Jisha T E	HoD, Dept of Computer Science
5	Dr Ramya Krishnan M	HoD, Dept of Commerce
6	Ms Sharon Rose	HoD, Dept of English
7	Dr Geetha Antony Pullen	HoD, Dept of Statistics
8	Mr Jerin George	HoD, Dept of Zoology
9	Dr Regi Francis	HoD (i/c), Dept of Social Science Economics
10	Dr Akhila B Edathazhe	HoD, Dept of Physics
11	Ms Ardra S Kumar	HoD, Dept of Hindi
12	Fr Prakash Abraham	UGC Librarian
13	Mr Joy Joseph	Junior Superintendent
14	Dr Binoy Joseph	Elected Member
15	Mr Midhun Shaji	Elected Member

Advisory Council for General Discipline & Ethics

Sl. No.	Name	Designation
1	Prof Dr Thomas Monoth	Principal
2	FrAjayAntony	Convenor, Vice Principal
3	Lt Sabu O J	NCC Officer
4	Mr Jince Joseph	NCC Officer
5	Dr Sr Bindhu K Thomas	IQAC Coordinator
6	PTA Vice President	PTA Member
7	Dr Akhila B Edathazhe	Women's Cell Coordinator
8	Dr Sr Elizabeth M J	TSA President
9	Mr Toby K Joseph	SSC Director
10	Dr Sijo A K	NSS Programme Officer
11	Dr Rajitha Xavior	NSS Programme Officer

Internal Quality Assurance Cell (IQAC)

Sl. No.	Name	Designation
1	Prof Dr Thomas Monoth	Principal & Chairperson
2	Fr Ajay Antony	Vice Principal
3	Dr Sr Bindhu K Thomas	Coordinator, IQAC
4	Smt Anitha	Councillor, Mananthavady Municipality & Local Society member
5	Mr Jamsheer K	Industry Expert
6	Dr Sajesh T A	Asso. Prof. Dept. of Statistics, St. Thomas College, Thrissur (Alumni)
7	Lt Sabu O J	Asst Coordinator, IQAC
8	Dr Geetha Antony Pullen	Academic Coordinator
9	Dr Eldho K J	NIRF & KIRF Coordinator
10	Dr Regi Francis	Teacher Representative
11	Dr Binoy Joseph	Teacher Representative
12	Ms Sharon Rose	Teacher Representative
13	Dr Sanu V F	Teacher Representative
14	Mr Midhun Shaji	Teacher Representative
15	Fr Prakash Abraham	UGC Librarian
16	Mr Joy Joseph	Junior Superintendent
17	Mr Alex M D	IQAC Office Secretary
18	PTA Vice President	PTA Vice President
19	Students' Union Chairman	Student Representative

NIRF & KIRF

Sl. No.	Name	Designation
1	Prof Dr Thomas Monoth	Principal
2	Dr Sr Bindhu K Thomas	Coordinator, IQAC
3	Dr Geetha Antony Pullen	Academic Coordinator
4	Lt Sabu O J	Asst Coordinator, IQAC
5	Dr Eldho K J	Coordinator, NIRF & KIRF
6	Mr Midhun Shaji	Asst Coordinator
7	Dr Akhila B Edathazhe	Member
8	Fr Prakash Abraham	Member
9	Ms Lishba Rose	Member

Mentors & Students' Representatives

DEPARTMENTS	CLASS	TEACHER-IN-CHARGE	STUDENTS' REPRESENTATIVES
Zoology	I UG	Mr Jerin George	
	II UG	Dr Sanu V F	Muhammed Rihan Rithumithra B S
	III UG	Dr Aishwarya	Anusha M J
English	I UG	Mr Jince Joseph	
	II UG	Ms Sharon Rose	Aswin S Aleena K J
	III UG	Mr Toby K Joseph	Snevin Martin Khadeejathul Sheharubha
Computer Science	I PG	Dr Eldho K J	
	II PG	Mr Midhun Shaji	Aswani K B Parthiv Prakash
	I UG	Ms Lisha A	
	II UG	Mr Bibin Jose	Madhav M Hiba Fathima
	III UG	Dr Sr Elizabeth M J	Mashhood T Poornima M
Mathematics	I UG	Dr Albin Mathew	
	II UG	Dr Binoy Joseph	Edwin Binu Shahna Sherin P
	III UG	Dr Sr Bindhu K Thomas	Damaris Baburaj Aneeta Johnson
Commerce	I UG	Dr Ramya Krishnan M	
	II UG	Dr Rajitha Xavior	Shilpa M S Hanna Haris K
	III UG	Dr Regi Francis	Shalu Krishna Deon Joe
Physics	I UG	Dr Veena Rose Mathew	
	II UG	Dr Sijo A K	Shajohn Kurian Karthika Prabhakaran
	III UG	Dr Akhila B Edathazhe	Alaka Raj Amaya Balakrishnan
Social Science Economics	I UG	Ms Ansila P	
	II UG	Ms Anet George	Yadhu Krishna Aryananda M P
	III UG	Ms Christeena K A	Vijin Lal Josna Varghese

P T A Executive Committee 2026-27

Rev Msgr Dr Paul Mundolickal (Manager)

Rev Fr Sibichan Chelackapallil (Associate Manager & Bursar)

Prof Dr Thomas Monoth (President)

Fr Ajay Antony (Vice Principal)

Vice President

Dr Sanu V F (Secretary), Mob: 9447717808

One Elected Member from Each Department

Ex Officio Members: Students' Union Advisor and IQAC Coordinator

Students' Services Centre

1. Prof Dr Thomas Monoth (Principal)
2. Mr Toby K Joseph (Director)
3. Dr Linet Rose J (Asst Director)
4. Dr Jijitha Rajan (Asst Surgeon, FHC Kurukkanmoola)
5. Ms Mrudu Mohan (College Psychologist)
6. Dr Geetha Antony Pullen
7. Dr Sanu V F
8. Dr Albin Mathew
9. Dr Rajitha Xavior
10. Mr Bibin Jose
11. Dr Veena Rose Mathew
12. Mr Gokul MA
13. Mr Muhammed Rashik M

Skill Council (Skill Development Centre)

1. Prof Dr Thomas Monoth (Principal)
2. Mr Midhun Shaji (Coordinator)
3. Dr Eldho K J
4. Fr Prakash Abraham
5. Dr Albin Mathew
6. NSS Program Officers
7. IQAC Coordinator
8. All Department HoDs

Committees

1. **Academic Committee**

Dr Geetha Antony Pullen (Coordinator)
Prof Dr Thomas Monoth (Principal)
Fr Ajay Antony (Vice-principal)
Dr Sr Bindhu K Thomas (IQAC Coordinator)
Dr Jisha T E (Examination Superintendent)
Dr Sr Elizabeth M J (FYUGP Coordinator)
Ms Lisha A (College Students' Union Advisor), Mr Gokul M A

2. **Admission Committee**

Dr Ramya Krishnan M (Nodal Officer)
Mr Jince Joseph (Assistant Nodal Officer)
Dr Sr Elizabeth M J (FYUGP Coordinator)
Dr Binoy Joseph (FYUGP Assistant Coordinator)
Dr Eldho K J (FYUGP Assistant Coordinator)
Mr Gokul M A, Mr Joy Joseph (Junior Superintendent)
Mr Martin Joseph

3. **FYUGP Academic Committee**

Prof Dr Thomas Monoth (Principal & Chairperson)
Dr Sr Elizabeth M J (Convenor)
Dr Binoy Joseph & Dr Eldho K J (Asst Coordinators)
Dr Geetha Antony Pullen (Academic Coordinator)
Dr Jisha T E (Examination Superintendent)
All HoDs of Major Departments
Mr Martin Joseph & Ms Jinsha Zacharias

4. **FYUGP Internship Co-ordination Committee**

Dr Elizabeth M J (Coordinator)
Dr Regi Francis, Mr Toby K Joseph, Ms Lisha A, Dr Sanu V F
Dr Sijo A K, Dr Albin Mathew, Mr Gokul M A

5. **Examination Committee**

Dr Jisha T E (Chief Superintendent)
Dr Regi Francis (Senior Assistant)
Dr Sr Elizabeth M J (FYUGP Coordinator)
Dr Binoy Joseph (FYUGP Asst Coordinator)
Dr Eldho K J (FYUGP Asst Coordinator)
Ms Lisha A, Mr Martin Joseph, Mr Aneesh E M, Mr Jineesh U M,
Mr Rons John

6. **Library Committee**

Fr Prakash Abraham (Coordinator)
Prof Dr Thomas Monoth (Principal)
HoDs Major & Minor Dept, Mr Joy Joseph (Junior Superintendent)

7. **Grievance Redressal Cell**

7.1 **Continuous Evaluation Process**

Mr Bibin Jose (Coordinator)
Ms Lisha A, Mr Toby K Joseph, Students' Union Chairman

7.2 General Grievances

Dr Geetha Antony Pullen (Coordinator)
Dr Jisha T E, Dr Ramya Krishnan M, Ms Ardra S Kumar
Mr Bibin Jose, Dr Binoj Joseph, Shajohn Kurien (Special Invitee)

7.3 Prevention of Women Harassment & ICC (Internal Complaints Committee)

Dr Jisha T E (Presiding Officer)
Ms Sharon Rose, Ms Ardra S Kumar (TSA)
Ms Lisbha Rose, Ms Jinsha Zacharias (NTSA)
Adv Sindhu Sebastian (NGO),
Ms Nimisha P (Representative, Research Scholar)
Ms Malavika Devadas (Student Representative)
Ms Khadeejathul Sheharubha (Student Representative)

7.4 College Union Election

Dr Regi Francis (Convenor)
Dr Jisha T E, Dr Sr Bindhu K Thomas, Mr Joy Joseph
Mr Alwin Kuriakose, Ms Elain Anna Raju

7.5 Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace & ICC (Internal Complaints Committee - Employees)

Dr Jisha T E (Presiding Officer)
Ms Sharon Rose (TSA), Ms Jinsha Zacharias (NTSA)
Adv Sindhu Sebastian (NGO)

8. Anti-Ragging Committee Constituted in Accordance with Kannur University Regulations

Prof Dr Thomas Monoth (Principal & Chairperson)
Mr Jerin George (Convenor)
Dr Sr Bindhu K Thomas (IQAC Coordinator)
Smt Anitha (Councillor, Mananthavady Municipality)
SHO, Mananthavady Police Station,
Adv Sindhu Sebastian
Mr Shinoj KM (Reporter, Malayala Manorama)
PTA Vice President, Ms Lisha A (College Students' Union Advisor)
Lt Sabu OJ (NCC Officer), Mr Jince Joseph (NCC Officer)
Dr Akhila B Edathazhe (Coordinator, Womens Welfare)
Dr Sijo AK (NCC, PO), Dr Rajitha Xavier (NCC, PO)
Mr Joy Joseph (Office Superintendent)
College Union Vice Chairperson, College Union General Secretary
First Year Students' Representative

9. Anti - Ragging Squad

Mr Jerin George (Convenor)
Ms Sharon Rose, Dr Regi Francis, Mr Bibin Jose, Dr Sijo A K,
Dr Sanu V F, Dr Linet Rose J, Ms Vijisha Vijayakumar, Ms Anet George
Mr Gokul M A, Mr Muhammed Rashik M, Mr Anil Emmanuel
UUC College Union, Fine Arts Secretary, College Union
Ms Devananda Shivadas (NCC), Mr Arshawin C Jaison (NCC)
Ms Gayathri Balakrishnan (NCC), Ms Farhana T Faizal (NCC)

10. **Anti-Drug Protection Army**
 Fr Sibichan Chelackapallil (Associate Manager)
 Dr Sanu V F (Coordinator)
 Dr Rajitha Xavior (NSS PO), Dr Sijo A K (NSS PO)
 Lt Sabu O J (NCC Officer, Army)
 Mr Jince Joseph (NCC Officer, Navy)
 Mr Toby K Joseph (SSC Director)
 Ms Lisha A (College Students' Union Advisor)
 Dr Sr Elizabeth M J (YRC Coordinator)
 PTA Vice President
 Mr Jojan Chacko (Alumni President)
 Smt Anitha (Councillor, College Ward)
 Mr Muhammed Rashik M (Physical Education Director)
 Students' Union Office Bearers
11. **Mentoring Committee**
 Prof Dr Thomas Monoth (Principal)
 Dr Geetha Antony Pullen (Academic Coordinator)
 Mr Toby K Joseph (Coordinator)
 Mr Gokul M A (Asst Coordinator)
 Dr Linet Rose J, Ms Mansa Merine Tom, All Mentors
12. **Committee for Promotion of Research**
 Prof Dr Thomas Monoth (Principal)
 Dr Rajitha Xavior (Coordinator)
 Dr Sr Bindhu K Thomas, Dr Ramya Krishnan M
13. **Committee for Time Table & Classroom Arrangement**
 Dr Sr Elizabeth M J (Coordinator)
 HoDs Major & Minor Departments,
 Mr Joy Joseph (Junior Superintendent)
14. **Committee for the Promotion of Fine Arts**
 Ms Tancy V S (Coordinator)
 Ms Lisha A, Dr Binoy Joseph, Ms Sharon Rose, Dr Rajitha Xavior,
 Dr Sanu V F, Dr Akhila B Edathazhe, All Guest Faculties,
 Students' Union Fine Arts Secretary
15. **Network & Office Automation**
 Mr Midhun Shaji (Coordinator)
 Dr Sr Elizabeth M J, Mr Benison Challenger K, Mr Martin Joseph
 Mr Jestin N J
16. **Website Management**
 Mr Midhun Shaji & Fr Prakash Abraham (Coordinators)
 Mr Bibin Jose, Ms Lisbha Rose, Dr Albin Mathew
17. **Committee for Government Scholarships**
 Dr Eldho K J (Coordinator)
 Mr Benison Challenger K (Asst Coordinator)
 Ms Lisha A, Mr Jestin N J, Mr Johnson C T
18. **Endowments, Institutional Scholarships & SAF**
 Dr Albin Mathew (Coordinator)
 Dr Jisha T E, Dr Binoy Joseph, Dr Sijo A K, Mr Jerin George,

- Ms Sharon Rose, Mr Gokul M A, Ms Mansa Merine Tom
Mr George Baby
19. **Career Guidance & Placement**
Dr Albin Mathew (Coordinator)
Mr Midhun Shaji (Asst Coordinator)
Dr Ramya Krishnan M, Mr Jince Joseph, Dr Sherin Chacko
Dr Veena Rose Mathew, Ms Ansila P
20. **Canteen Committee**
Fr Ajay Antony (Coordinator)
Dr Binoy Joseph, Warden, Women's Hostel
Presidents TSA & NTSA, Chairman Students' Union
21. **College Co-Operative Society**
Principal (President), Mr George Baby (Secretary)
Board Members: Dr Rajitha Xavior, Dr Eldho K J
Ms Jinsha Zacharias, Dr Akhila B Edathazhe, 2 Union Members
22. **Committee for Women's Welfare**
Dr Akhila B Edathazhe (Coordinator)
Dr Geetha Antony Pullen, Ms Lisha A, Ms Christeena K A
23. **Finishing School Programme**
Dr Albin Mathew (Coordinator)
Mr Toby K Joseph
24. **College Handbook & Calendar**
Fr Prakash Abraham (Coordinator)
Fr Ajay Antony, Ms Sharon Rose
25. **College Union & Fine Arts**
Ms Lisha A (College Students' Union Advisor)
Dr Binoy Joseph (Asst Coordinator)
Ms Tancy V S (Fine Arts Coordinator)
26. **College Magazine**
Fr Ajay Antony (Staff Editor)
Ms Ardra S Kumar, Ms Vijisha Vijayakumar, Ms Keerthi Tom
Student Editor, Students' Union Chairman
Students' Union General Secretary
27. **RUSA Project / PM USHA Project**
Dr Ramya Krishnan M (Institutional level RUSA Coordinator)
Pradhan Mantri Uchchatar Shiksha Abhiyan (PM-USHA)
Dr Ramya Krishnan M (Institutional level RUSA Coordinator)
Fr Ajay Antony (Construction Coordinator)
Dr Regi Francis (Renovation Coordinator)
Mr Midhun Shaji (Purchase Coordinator)
Dr Binoy Joseph (Soft Component Coordinator)
28. **Committee for Infrastructure Development**
Fr Sibichan Chelackapallil (Associate Manager)
Prof Dr Thomas Monoth (Principal)
Fr Ajay Antony (Coordinator)
Dr Sr Bindhu K Thomas (IQAC Coordinator)
Dr Ramya Krishnan M, Mr Joy Joseph (Junior Superintendent)

29. **Certificate Course Programme**
Dr Eldho K J (Coordinator)
Dr Linet Rose J, Ms Lisbha Rose
30. **Attendance Monitoring**
Mr Bibin Jose (Coordinator)
Ms Lisha A, Dr Binoy Joseph, Mr Midhun Shaji, Mr Jerin George
31. **LMS (Learning Management System)**
Mr Bibin Jose (Coordinator)
32. **Committee for Women's Hostel**
Principal, Dr Rajitha Xavier (Warden)
Fr Ajay Antony (Management Representative), Ms Leela P
33. **Media Committee**
Fr Ajay Antony (Coordinator)
Dr Regi Francis (PRO), Fr Jerry Joseph, Mr Midhun Shaji
Mr Jomit Joseph
34. **Secretary to Staff Council & College Council**
Staff Council: Dr Albin Mathew & Mr Jince Joseph
College Council: Ms Sharon Rose
35. **Campus Security Committee**
Fr Ajay Antony (Liaison Officer)
Lt Sabu O J, Mr Jince Joseph
36. **Alumni Association**
Dr Binoy Joseph (Coordinator)
Mr Jojan Chacko (President), Mr Manu Sebastian (Secretary)
Mr Shibin Sebastian (Treasurer)
Ms Jerlin Tresa George (Vice President)
Ms Syama P (Joint Secretary)
37. **Youth Innovation Programme (YIP)**
Dr Sijo A K (Coordinator)
Ms Tancy V S
38. **SWAYAM**
Dr Sanu V F (Coordinator)
Ms Tancy V S, Dr Albin Mathew, Dr Aishwarya
39. **NSS Program Officers**
Dr Rajitha Xavier & Dr Sijo A K
40. **NCC Officers**
Lt Sabu O J (NCC Army), Mr Jince Joseph (NCC Navy)
41. **IGNOU Centre**
Dr Binoy Joseph (Coordinator)
Fr Ajay Antony & Mr Midhun Shaji (Asst Coordinators)
42. **Fr Francis Njallanpuzha Memorial Best College Magazine Selection Committee**
Fr Ajay Antony (Coordinator)
Mr George Thomas (Rtd English Professor)
Dr Ramesan K (Rtd Malayalam Professor), SBS President
43. **Extension Activities**
Dr Sanu V F (Coordinator)

- Lt Sabu O J (NCC), Mr Jince Joseph (NCC)
Dr Rajitha Xavior (NSS), Dr Sijo A K (NSS)
All HoDs Major and Minor Departments
- 44. NSS Advisory Committee**
Prof Dr Thomas Monoth (Principal),
Dr Rajitha Xavior (PO, Unit No 33), Dr Sijo A K (PO, Unit No 46)
Dr Sanu V F (Former PO), Dr Jisha T E (Former PO)
Dr Binoy Joseph (Former PO), Smt Anitha (Ward Councillor)
PTA Vice-president, Volunteer Secretaries of Units 33 & 46
- 45. Committee for Remedial Coaching**
Ms Tancy V S (Coordinator)
All HoDs
- 46. Committee for Gender Justice And Medical Inspection**
Ms Ardra S Kumar (Coordinator)
Dr Sr Elizabeth M J, Dr Linet Rose J, Ms Leela P
- 47. Unnat Bharat Abhiyan**
Dr Sijo A K & Dr Rajitha Xavior
- 48. Internal Audit Committee**
Dr Regi Francis & Dr Binoy Joseph
- 49. SC, ST, OBC Liaison officer**
Mr Johnson C T
- 50. Finance Committee**
Manager, Principal
Dr Sanu V F (PTA Secretary)
Mr Joy Joseph (Junior Superintendent)
Fr Ajay Antony, Mr Midhun Shaji
- 51. Indoor Court & Playground Management Committee**
Principal, Fr Ajay Antony (Coordinator)
Mr Muhammed Rashik M (Physical Education Director)
- 52. THRIVE Project (Tribal Higher Education and Interactive Ventures for Excellence)**
Dr Eldho K J (Coordinator)
- 53. Youth Red Cross (YRC)**
Dr Sr Elizabeth M J (Coordinator)
Ms Christeena K A
- 54. College Risk Management Committee**
Dr Sanu V F & Ms Tancy V S
- 55. Disaster Management**
Lt Sabu O J (Coordinator)
Mr Jince Joseph, Mr Muhammed Rashik M, Ms Anet George
- 56. Jeevani Centre**
Mr Toby K Joseph (Director, SSC)
Ms Mrudu Mohan (College Psychologist)
Dr Linet Rose J (Coordinator, Mental Health Club)
- 57. PD Account Utilization Committee**
Mr Midhun Shaji (Coordinator)
Dr Albin Mathew, Fr Ajay Antony, Mr Jerin George, Dr Sijo A K

- Ms Sharon Rose, Dr Regi Francis, Mr George Sebastian
- 58. Parliamentary Affairs, FDSJ**
Mr Jince Joseph (Coordinator)
Mr Gokul MA, Fr Jerry Joseph, Ms Anet George
Dr Keerthi Reghunath, Ms Keerthi Tom
- 59. Teacher Index**
Mr Bibin Jose (Coordinator)
Dr Regi Francis
- 60. College Protection Group**
Prof Dr Thomas Monoth (Chairperson)
Mr Rafeeque (Convenor, CI Mananthavady Police Station SHO)
Mr Sunil Kumar (Joint Convenor, Mananthavady Police Station)
Dr Sanu V F (College Coordinator, Joint Convenor)
Mr Toby K Joseph (SSC Director)
Ms Lisha A (College Students' Union Advisor)
Mr Muhammed Rashik M (Physical Education Director)
Students' Union Chairperson
All the office bearers of the Students' Union
Lt Sabu O J (NCC Army), Mr Jince Joseph (NCC Navy)
Dr Rajitha Xavier (NSS PO), Dr Sijo A K (NSS PO)
Mr Joy Joseph (College Superintendent)
Fr Ajay Antony (Management Representative)
Mr Renjith (Janamaithri Beat Officer), PTA Vice-president
Smt Anitha (Councillor, College Ward), Mr Sajan (Security Person)
Mr Sivichan P Thomas (Taxi Driver)
- 61. Persons with Disabilities Cell**
Principal (Chairperson)
Ms Ardra S Kumar (Convenor)
Mr Jerin George, Dr Akhila B Edathazhe, Mr Rons John,
Ms Jinsha Zacharias, Two Student Representatives
- 62. SC/ST Cell**
Principal (Chairperson)
Ms Ardra S Kumar (Convenor)
Lt Sabu O J, Dr Sijo A K, Mr Johnson C T, Mr Anish Chacko
Two Student Representatives
- 63. OBC Cell**
Principal (Chairperson)
Dr Ramya Krishnan M (Convenor)
Ms Lisha A, Ms Lisbha Rose, Two Student Representatives
- 64. Minority Cell**
Principal (Chairperson)
Ms Sharon Rose (Convenor)
Dr Jisha T E, Mr Martin Joseph, Two Student Representatives

Clubs & Associations

1. **AICUF:** Lt Sabu O J, Dr Sijo A K
2. **Bhoomithrasena:** Dr Sanu V F, Dr Sherin Chacko
3. **Chemistry Club:** Dr Linet Rose J
4. **Commerce Club:** Ms Mansa Merine Tom
5. **Dance Club:** Ms Mansa Merine Tom, Dr Aishwarya
6. **Debate & Quiz:** Fr Jerry Joseph, Mr Gokul MA
7. **Economics Club:** Ms Christeena K A
8. **Electoral Literacy Club:** Dr Eldho K J
9. **Entrepreneurship Club:** Dr Regi Francis, Ms Mansa Merine Tom
10. **Film Club:** Ms Ardra S Kumar, Fr Jerry Joseph, Ms Vijisha Vijayakumar
11. **IT Club:** Mr Midhun Shaji
12. **Jesus Youth:** Fr Prakash Abraham, Dr Sr Bindhu K Thomas
Dr Linet Rose J, Dr Sherin Chacko
13. **Literary Club:** Mr Toby K Joseph, Ms Sruthi P S
14. **Maths Club:** Dr Albin Mathew
15. **Mental Health Club:** Dr Linet Rose J
16. **Music Club:** Dr Sanu V F, Fr Jerry Joseph, Ms Ansila P
17. **Physics Club:** Dr Veena Rose Mathew
18. **Red Ribbon (Blood Grouping & Donation):** NSS, NCC
19. **Sports Club:** Mr Muhammed Rashik M
20. **Standards Club:** IQAC
21. **Tourism Club:** Mr Gokul MA
22. **Vimukthi Club & AZAD SENA:** NSS PO
23. **Zoology Club:** Mr Jerin George

Government-Sponsored Scholarships

1. Post-matric Scholarship for Minorities
2. Post-matric Scholarship for Students with Disabilities
3. Central Sector Scholarship
4. PG Indira Gandhi Scholarship for Single Girl Child
5. Suvarna Jubilee Merit Scholarship
6. Bhinnaseshy Souhrida Scholarship
7. C H Muhammedkoya Scholarship
8. Prof Joseph Mundassery Scholarship
9. Snehapoorvum scholarship
10. State Merit Scholarship
11. Higher Education Scholarship

Institutional Scholarships & Prizes

1. Rev Msgr Joseph Kaniyamattom Endowment - Annual Intercollegiate Elocution Competition.
2. Dr K T Varkey Endowment:
Annual award for the Best Outgoing Student
A lecture series organized once in three years
3. Bishop Mar Emmanuel Pothanamuzhy Memorial Prize, instituted by the Teaching Staff Association for the student who secures highest marks in Part I English (Sem I & II).
4. Rev Dr Fr James Maruthukunnel Endowment, granted to organise an annual college level quiz competition.
5. Archbishop Mar Jacob Thoomkuzhy Scholarship, instituted by the College Management for the topper in BCom degree examination.
6. Rev Msgr Thomas Moolakunnel Scholarship, instituted by the College Management for the topper in BSc Mathematics degree examination.
7. Rev Fr George Kazhikachalil Scholarship, instituted by the College Management, awarded to the student who secures the highest marks in BSc Zoology degree examination.
8. Scholarship instituted by the College Management in honour of Msgr Joseph Kaniyamattom, awarded to the student who secures the highest marks in BA examination.
9. Scholarship instituted by the College Management in honour of Mar George Njaralakkattu, awarded to the student who secures the highest marks in BSc Computer Science degree examination.
10. Scholarship instituted by the College Management, awarded to the student who secures the highest marks in BSc Chemistry degree examination.
11. Scholarship instituted by the College Management, awarded to the student who secures the highest marks in MSc Mathematics degree examination.
12. Scholarship instituted by the College Management to the student who secures the highest marks in BSc Physics degree examination.
13. Scholarship instituted by the College Management awarded to the student who secures the highest mark in BA Social Science Economics.
14. Scholarship instituted by the College Management, awarded to the student who secures the highest marks in MSc Computer Science degree examination.
15. Nirala Puraskar instituted by the College Management, awarded to the topper in Part II Hindi.
16. Asan Puraskaram instituted by the College Management, awarded to the topper in Part II Malayalam.

17. Proficiency prizes instituted by the College Management awarded to the toppers in the I & II year classes of all the eight major departments, considering the aggregate of I & II Sem results, and aggregate of III & IV Sem results respectively.
18. Endowment for Best NSS Volunteer, instituted by Prof Shaju P P.
19. Endowment for Best NCC Cadets instituted by Prof Shaju P P.
20. Annual scholarship of 5000/- instituted by Dr. Pamy Sebastian to provide financial assistance to third-year undergraduate students of Mathematics Department for the continuation of their education.

Facilities in the College

1. Central Library
2. UGC Network Resource Centre
3. Sports & Games Facilities
4. Indoor Stadium
5. Outdoor Stadium
6. Hostel
7. Audio - Visual Facilities
8. Computer Labs
9. Co-operative Store
10. Language Lab
11. Canteen
12. Guest Accommodation
13. Smart Classes
14. Fr Francis Njallanpuzha Memorial Heritage Museum

Public Relations Officer (PRO) : Dr Regi Francis

Contact : 9048527576

Email: pro@marymathacollege.ac.in

Public Information Officer (PIO) : Mr Joy Joseph

Contact : 9400381087

Email: office@marymathacollege.ac.in

Important Positions of Faculty in Universities & Other Colleges

Prof Dr Thomas Monoth

1. Member, Syndicate, Kannur University
2. Member, Planning Board, Kannur University
3. Member, Senate, Kannur University
4. Member, Academic Council, Kannur University
5. Member, Doctoral Committee, Information Science and Technology (Computer Science) Kannur University
6. Research Guide in Computer Science, Kannur University
7. Member, Board of Studies, Computer Science, St. Joseph's College (Autonomous), Devagiri, Kozhikode.
8. Member, Board of Studies, Computer Science, Little Flower College (Autonomous), Guruvayur

Mr Bibin Jose

1. Chairperson, PG Board of Examinations (II & IV) MSc Computer Science, Kannur University

Dr Ramya Krishnan M

1. Research Guide in Commerce, Kannur University
2. Member, Expert Committee for the preparation of Regulations, Curriculum, Syllabus, Programmes etc for the five-year Integrated M Com Programme of Kannur University.

Lt Sabu O J

1. Chairman, Kannur University Exam Squad (XV)
2. Member, Faculty of Technology, Kannur University

Dr Sr Bindhu K Thomas

1. Research Guide in Mathematics, Kannur University
2. Member, Doctoral Committee (Mathematics), Kannur University.

Dr Sijo A K

1. Research Guide in Physics, Kannur University

Mr Toby K Joseph

1. Member, Board of Studies in Functional English, St. Joseph's College
(Autonomous) Devagiri, Calicut

Dr Eldho K J

1. Research Guide in Computer Science, Kannur University
2. Invited Member, Doctoral Committee, Information Science and
Technology (Computer Science), Kannur University
3. Chairperson, PG Board of Examinations (I & III), M Sc Computer Science,
Kannur University
4. Member, Board of Studies (BoS) in Computer Science, Amal College of
Advanced Studies (Autonomous), Nilambur under Calicut University.

Dr Sanu V F

1. Research Guide in Zoology, Kannur University

Ms Sharon Rose

1. Member, Faculty of Language and Literature, Kannur University

Fr Prakash Abraham

1. Member, Board of Studies, Dept of Library and Information Science,
Rajagiri College of Social Sciences, Kalamassery

Institution Innovation Council (IIC) 2025

	Roles	Name & Details
1	Head of the Institution	Prof Dr Thomas Monoth principal@marymathacollege.ac.in

Teaching Members

2	President	Midhun Shaji, 8606020642 midhunsc@marymathacollege.ac.in
3	Vice President	Dr Ramya Krishnan M, 8921951033 ramyakrishnanm@marymathacollege.ac.in
4	Convenor	Lt Sabu O J, 9847878750 sabuo@marymathacollege.ac.in
5	Social Media Coordinator	Mr Bibin Jose, 9946770010 binjad@marymathacollege.ac.in
6	IPR Activity Coordinator	Dr Sr Bindhu K Thomas, 9847878750 bindhukthomas@marymathacollege.ac.in
7	Start up Activity Coordinator	Ms Lisha A, 9656767111 lisha@marymathacollege.ac.in
8	Internship Activity Coordinator	Dr Sanu V F, 9847571254 sanuvf@marymathacollege.ac.in
9	NIRF Coordinator	Dr Eldho K J, 9894559282 eldhokj@marymathacollege.ac.in
10	Innovation Activity Coordinator	Dr Binoy Joseph, 9946234220 binoyjoseph@marymathacollege.ac.in

Student Coordinators

	Roles	Name
11	Innovation Coordinator	Mr Adwaith Pramod
12	Startup Coordinator	Ms Janaki Sahadevan

External Members

	Roles	Name & Details
13	Member	Mr Jomit Jose Co-founder & CTO, Lead Centre AI Inc Alumni
14	Member	Mr Tobin Joshy Co-founder - Stupah Architectures :Expert from near by Industry
15	Member	Mr Prince Paul, Proprietor, Tax Bell Alumni Entrepreneur

Rules & Regulations of the College

1. General Rules and Regulations

- 1.1 The Principal of the College shall be the disciplinary authority with respect to the students in the college.
- 1.2 Ragging is strictly banned on the college campus. Anyone found guilty of ragging and/or abetting ragging will be punished as per the directives of the UGC, Government and the Supreme Court. All the incidents of ragging will be severely dealt with.
Those found guilty will be dismissed from the college and police cases will be filed against them.
- 1.3 In accordance with the policy adopted by the Governing Body and the PTA, the College has implemented strict regulations on political activities on the college campus which forbid students from organizing/ participating in any political activity on the campus.
- 1.4 Students are not allowed to use mobile phones during class time.
- 1.5 Students are permitted to bring two-wheelers only up to the parking area allotted to them near the college gate. Under no circumstances are they allowed to bring four-wheelers to the college.
- 1.6 No celebration shall be held on the campus without the written permission of the Principal.
- 1.7 Programmes by external agencies/ professional groups/ paid such as D J, musical events etc. shall not be permitted on the campus. No type of fund raising by the students is permitted, as these practices lead to extortion and misuse of funds.
- 1.8 No vehicles shall be used during celebrations inside the college campus/hostel.
- 1.9 All celebrations on the campus will be under the supervision of the Principal, Institutional Risk Management Committee, Discipline Committee and the staff members deputed by the Principal.
- 1.10 General public will be permitted to enter the college campus only for genuine reasons. They are not allowed to enter the classrooms without permission.
- 1.11 Students shall not invite any guests, outsiders, students of other institutions or anyone belonging to external organizations to the campus without the permission of the Principal.
- 1.12 Students shall not use the emblem, photo and other symbols of the college in social media (Facebook, WhatsApp etc.) or programmes conducted outside the campus.

- 1.13 The Principal reserves the right to refuse any applicant admission to any programme without assigning any reason if the authorities are convinced that admitting that person is detrimental to the interests and discipline of the college.
- 1.14 The Principal is entitled to take appropriate punitive action on any student for his/her misconduct in the interests of the institution and for the sake of maintaining discipline.
- 1.15 The following are acts of misconduct:
- 1.15.1 Staying away from classes without sufficient reason.
 - 1.15.2 Disrespectful behaviour towards the college staff.
 - 1.15.3 Instigating other students to go on strike or participating in strike, dharna etc. in the college.
 - 1.15.4 Loitering in the corridors during free hours and creating disturbance to the ongoing classes. (During free hours, students are expected to make use of the library.)
 - 1.15.5 Unruly behavior causing disturbance to classes.
 - 1.15.6 Organizing tours without the permission of the Principal.
 - 1.15.7 Organizing meetings in the college, writing on the blackboards or displaying notices on the college notice board without the permission of the Principal.
 - 1.15.8 Blocking gates/ doors or passages which would restrict the mobility of the staff and students of the college.
 - 1.15.9 Involvement in clashes or the harassment of fellow students.
 - 1.15.10 Disturbing the functions in the auditorium by shouting, howling or dancing. Discipline and decorum are expected from the students during programmes conducted in the auditorium or elsewhere.
 - 1.15.11 Resorting to any kind of malpractice in the examinations.
 - 1.15.12 Collecting money from staff or students without the permission of the Principal.
 - 1.15.13 Distributing pamphlets, notices or other materials and displaying flags, banners, and posters on the campus.
 - 1.15.14 Scribbling offensive, abusive or obscene words or figures on blackboards, washroom walls or any kind of writing on the walls, furniture or other surfaces on the college campus.
- 1.16 Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be initiated against those found guilty of the use of alcohol or narcotic drugs on the campus.

- 1.17 Vandalism and destruction of college property will be severely dealt with and the cost of damage will be fully recovered from those responsible.
- 1.18 The college campus and classrooms should always be kept neat and clean. The students should take care not to litter the classrooms and college premises.
- 1.19 The college is not responsible for the loss of money and other valuables belonging to the students on the campus. Students are advised to keep their belongings safely while leaving classrooms.
- 1.20 Discourtesy towards any member of the staff or any act which affects the discipline of the college will be seriously viewed and in extreme cases it is sufficient reason for expulsion from college. Immorality, grave insubordination, contempt for authority, willful destruction of college property, malpractice in examinations etc. are sufficient reasons for strict disciplinary action.
- 1.21 As directed by the Government of Kerala, the students should wear ID card tags on the campus which should be shown to the staff and to the security guards on demand. The ID cards need to be produced for any transactions with the college office.
- 1.22 Students are expected to maintain decency and decorum in their dress and conduct.
- 1.23 Students have to be inside the classrooms after the bell marking the beginning of class hours. Observance of strict silence in the standing posture is mandatory during the morning prayer and National Anthem.
- 1.24 If the teacher is absent, the Class Representative should contact the Head of the Department to seek directions on alternative arrangements.
- 1.25 Late comers should not enter the classroom nor should any student leave the classroom without the permission of the teacher in charge of the class.
- 1.26 Parents/ guardians are expected to attend PTA meetings and to respond to the calls from the college authorities.
- 1.27 Teachers hold the responsibility of maintaining discipline in their classes and on the campus.
- 1.28 The members of the College Union are elected by the students in the Presidential mode.
- 1.29 A call to the auditorium or conference halls for any additional programme must be promptly and strictly responded to. No one should remain in the classrooms or elsewhere on such occasions.

- 1.30 Students are to behave with decency and decorum outside the campus also. They should always remember that the good name of the institution is their responsibility.

2.

Code of Conduct for Students

- 2.1 Any unavoidable movements on the veranda (laboratory, auditorium, seminar halls etc.) during class hours have to be in silence. The students should always take care not to disturb the ongoing classes.
- 2.2 No Student is allowed to remain on the campus after 5.00 p.m. unless s/he has obtained special permission for the same for approved activities.
- 2.3 The students are required to follow the stipulations imposed on their campus conduct by the orders of the Hon. High Court, UGC, and Government of Kerala.
- 2.4 Students are expected to spend their free time in the library. They should not loiter on the college premises.
- 2.5 No Student is permitted to leave the campus during working hours without prior authorization. A student may only be excused from the campus for a valid reason or upon a request from a parent or guardian.
- 2.6 An outpass will be issued by the Head of Department (HoD) or an individual designated by the HoD, for students who have a legitimate reason to leave during working hours.
- 2.7 Strict silence must be observed in the library, college office, and chapel. Prior permission from the Principal is essential to take part in competitions and games conducted in other places outside the campus.
- 2.8 It is the responsibility of the student to earn a good conduct certificate. It cannot be claimed as a matter of right. Conduct certificates are issued by the Principal on the basis of the reports from the HoDs, Mentors, and teachers concerned.
- 2.9 The Principal has the authority to issue Transfer Certificate to any student during the course of study if his/her conduct and character are found unsatisfactory.
- 2.10 For acts of student misconduct, the Principal may impose punishments such as fines, cancellation of attendance, withholding certificates, blocking educational concessions and scholarships, cancellation of participation in arts and sports competitions, suspension or expulsion.

- 2.11 The Principal or other duly constituted college committees may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within and outside the campus in order to maintain the discipline and reputation of the college and the hostels.
- 2.12 Legal action will be initiated against those who destroy the property of the college as per rules including the Prevention of Damage to Public Property Act 1984.
- 2.13 Students who are charged with criminal offences and are under suspension shall not be allowed to enter the campus without permission.
- 2.14 Students guilty of going to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and punished accordingly.
- 2.15 Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. They shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
- 2.16 Students from other institutions and outsiders who disrupt any academic activity or functioning of the college office or any unit of the college shall be treated as trespassers infringing on the rights of college authorities to peacefully run the institution and maintain discipline. Any such deed will be treated as an infringement also on the rights of students, especially the backward and the underprivileged, to have uninterrupted education. Legal actions including contempt of court will be initiated in such cases.
- 2.17 There shall be no discrimination against any community or category of students of the college and immediate stringent action will be taken against erring staff and students.
- 2.18 Outsiders including police and media persons shall not enter the campus without the permission of the Principal.
- 2.19 Taking photographs and recording or exhibiting video/audio materials on the campus without permission is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
- 2.20 Vehicle users have to register their vehicle number and license number with the security staff. Special parking permits will be issued to the sick or differently-abled students to park vehicles near the college building.

- 2.21 The security personnel/ designated college staff are authorized to inspect the records of the vehicles entering the campus and record the details in the gate register.
- 2.22 Complaints of the students must be presented through the proper channel. Students and staff can make use of the grievance redress mechanism available in the college.
- 2.23 The college authorities reserve the right to amend, alter or modify the Rules and Regulations from time to time on the basis of the changing requirements.
- 2.24 It is the responsibility of the students and staff to follow the notices/ announcements concerning the rules and programmes of the college from time to time. Ignorance of these rules cannot be considered as an excuse for lapses.
- 2.25 The Principal is the ultimate authority in the interpretation and implementation of the rules and regulations in the best interests of the institution.

3

Attendance & Leave of Absence

- 3.1 The college works from 9.00 a.m. to 5.00 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either in the forenoon or the afternoon session will be considered half a day of absence. Late comers will not be given attendance.
- 3.2 Semester certificate of attendance and progress required for admission to university examination as well as progression shall not be given unless the applicant has attended at least 75% of the working days of the semester and the Principal is satisfied with the student's progress and conduct.
- 3.3 Leave for a short duration may be obtained from the HoD/Mentor. Application for longer periods of absence must be submitted to the Principal. Application for sick leave for more than five days should be supported by a medical certificate. The certificate should be submitted immediately after rejoining.
- 3.4 Absence without leave is punishable. Those who have to leave the campus during working hours should obtain permission and exit passes from the HoDs concerned.
- 3.5 Absence for ten consecutive working days will result in the removal of the name from the rolls.
- 3.6 Duty leave for participating in arts/sports events will be granted only

to students representing the college or the university in various competitions. In such cases, leave applications should be submitted to the Principal in advance and it should be recommended by the teacher in charge.

4

Identity Card & College Uniform

- 4.1 Students must always wear their ID card tags when they are on the campus. ID cards are essential for bus concession, payment of fee, entry into the library, loan of books, voting at college union election, refund of caution deposit, issue of certificates etc. Students found without identity cards will have to pay a fine of Rs. 50/-. Duplicate cards will be issued only in genuine circumstances on payment of Rs.150/- . The identity card must be surrendered when the T.C. is issued.
- 4.2 Students shall compulsorily wear the prescribed college uniform on all working days except Wednesdays. Students found without proper dress code prescribed by the college are to pay a fine of Rs. 50/-.

5

Collection & Payment of Fees

- 5.1 Fees shall be collected at the beginning of the academic year (i.e., in June).
- 5.2 Fees for the whole year in a course will be levied from the students who leave the college.
- 5.3 The dates for the collection of fees shall be notified in the college calendar or on the notice board. All cash transaction in the college office will be closed at 2.30 p.m. every day.
- 5.4 Students seeking admission have to pay the prescribed fees at the time of admission. Students joining the college in the middle of a semester have to pay the fees due from the beginning of the year. Receipts signed by the accountant/clerk are issued to the students at
- 5.5 the time of the payment of fees and the students must keep them safe and produce them on demand.
Mistakes, if any, in the receipts issued for payments should be pointed
- 5.6 out and corrected then and there. Complaints made later in this regard shall not be entertained.
Tuition fees and special fees prescribed are collected from the students
- 5.7 of I Year UG and I Year PG classes at the time of admission, and from students of senior classes, within a period of seven consecutive working days commencing from the re-opening day. Particular days are allotted to each class and the details of the fee collection are put up on the notice board.

- 5.8 If any student fails to pay the fees or special fees on or before the due date, he/she shall be liable to pay a fine of Rs. 5/- along with the fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
- 5.9 If the fee with the fine of Rs. 5/- is not paid on or before the tenth day after the due date, an additional fine of Rs. 10 /- will have to be paid.
- 5.10 If the fees and fines are not paid within 15 days from that date, the name of the student will be entered in a special register of defaulters. The attendance of the student would also be taken every day as usual and his/ her attendance or absence would be marked. If the student settles the arrear fees with fine before the last opportunity given for such settlement, he/she would be granted attendance as per actual presence or absence recorded. Students who fail to settle the dues to the college before the last date prescribed will not be presented for the university examination or promoted to the next higher class. The last opportunity for clearing one installment will be the date before the due date for the succeeding installment. A student will be admitted to the next semester only if he/she clears the dues for the previous semester before the commencement of the following semester.
- 5.11 Re-admission fee for a student whose name is removed from the rolls for reasons other than a default in the payment of fees will be Rs. 50/-
- 5.12 Rules 9 and 10 will not be applicable to students enjoying full fee concession by virtue of their community.
- 5.13 Every student is required to pay the prescribed fees for the whole semester for part of which his/her name is on the rolls of the College. Caution deposit at the rates prescribed is to be paid on admission.
- 5.14 This will be refunded after the issue of TC after adjusting dues if any and on surrender of identity cards. Caution deposit remaining unclaimed six months after the completion of the course will be forfeited.
- SC/ST/OEC/KPCR students who discontinue the course before getting
- 5.15 their concession sanctioned by the Government are required to pay full fees before their transfer certificates are issued.
- 5.16 Collective common fines may be imposed on all the students of the college to realize the loss caused to furniture, tools and lab equipment of college due to the reckless handling of college property.
- 5.17 Fees once paid will not be refunded, except the caution deposit.

Details of Fees

FIRST YEAR

Class	TF	Fine	Admission	Library Fee	Medl. Inspec	Calendar	Lab	Magazine	Visual Edn	Association	Stationery	Games	SAF	Women Study	SF Total	CD	Total
BA Functional English	1050	-	80	105	10	35	-	55	30	55	55	105	10	10	550	360	1960
BA Economics	1050	-	80	105	10	35	-	55	30	55	55	105	10	10	550	360	1960
B Com	1050	-	80	105	10	35	-	55	30	55	55	105	10	10	550	360	1960
B Sc Mathematics	1050	-	80	105	10	35	160	55	30	55	55	105	10	10	710	360	2120
B Sc Zoology	1050	-	80	105	10	35	585	55	30	55	55	105	10	10	1135	360	2545
B Sc Computer Science	3150	-	80	105	10	35	265	55	30	55	55	105	10	10	815	360	4325
B Sc Physics	1050	-	80	105	10	35	425	55	30	55	55	105	10	10	975	360	2385
M Sc Computer	1890	-	160	105	10	35	1260	55	30	55	55	105	10	10	1890	600	4380

Details of Fees

SECOND YEAR

Class	TF	Fine	Library Fee	Medl. Inspec	Calendar	Lab	Magazine	Visual Edn	Association	Stationery	Games	SAF	Women Study	UUF	SAF	UDF	Total
BA Functional English	1050	-	105	-	35	-	55	30	55	55	105	10	10	125	300	70	2005
BA Economics	1050	-	105	-	35	-	55	30	55	55	105	10	10	125	300	70	2005
B Com	1050	-	105	-	35	-	55	30	55	55	105	10	10	125	300	70	2005
B Sc Mathematics	1050	-	105	-	35	160	55	30	55	55	105	10	10	125	300	70	2165
B Sc Zoology	1050	-	105	-	35	585	55	30	55	55	105	10	10	125	300	70	2590
B Sc Computer Science	3150	-	105	-	35	265	55	30	55	55	105	10	10	125	300	70	4370
B Sc Physics	1050	-	105	-	35	425	55	30	55	55	105	10	10	125	300	70	2430
M Sc Computer	1890	-	105	-	35	1260	55	30	55	55	105	10	10	125	300	70	4105

Details of Fees

THIRD YEAR

Class	TF	Fine	Library Fee	Medl. Inspec	Calendar	Lab	Magazine	Visual Edn	Association	Stationery	Games	SAF	Women Study	UUF	SAF	UDF	Total
BA Functional English	1050	-	105	10	35	-	55	30	55	55	105	10	10	125	300	70	2015
BA Economics	1050	-	105	10	35	-	55	30	55	55	105	10	10	125	300	70	2015
B Com	1050	-	105	10	35	-	55	30	55	55	105	10	10	125	300	70	2015
B Sc Mathematics	1050	-	105	10	35	-	55	30	55	55	105	10	10	125	300	70	2015
B Sc Zoology	1050	-	105	10	35	265	55	30	55	55	105	10	10	125	300	70	2280
B Sc Computer Science	3150	-	105	10	35	265	55	30	55	55	105	10	10	125	300	70	4380
B Sc Physics	1050	-	105	10	35	265	55	30	55	55	105	10	10	125	300	70	2280

Fee Concession, Stipends & Scholarships

- 6** Students belonging to the Scheduled Castes and Scheduled Tribes are eligible for full fee concession and monthly stipends at the rate fixed by the Govt. from time to time.
- 6.1** They should produce nativity and community certificates from the Village Officer concerned. Proper applications with necessary certificates have to be submitted within the prescribed time to the SC/ST Department through the Principal.
- 6.2** Students whose family income falls below Rs 100000/- (Rs. One lakh) are eligible for fee concession as per Kumara Pillai Commission Report (KPCR). They will have to produce the nativity and income certificates issued by the Village Officer. All the students who are eligible for e-grants should register online and submit printouts to the college office.
- 6.3** Students who are financially challenged may apply for financial assistance from the Student Aid Fund.
- 6.4** Fee concession is not available for students who join the unaided courses except those belonging to SC/ST/OEC categories.
- 6.5**

7

Examination

- 7.1** Rules concerning attendance and examination (Excerpts from the Kannur University Regulations 2014)
- 7.2** A student shall be permitted to appear for the semester examination only if he/she secures at least 75% attendance. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 12 days in a semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University on the recommendation of the Department and the Principal. Benefits of condonation of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the Institution. Participation in such activities may be treated as a presence in lieu of their absence on the production of participation/attendance certificate in curricular/extracurricular activities. A student who is not eligible for condonation of shortage of attendance shall repeat the course along with the subsequent batch.
- 7.3** Admission to repeat courses should be within the sanctioned strength. However, if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Government service, may be permitted to repeat the course, with a written order issued by the Registrar, Kannur University (by considering his/her CGPA and percentage of attendance). The number of such candidates should not exceed two.
- 7** If a student registered in the first semester of the UG degree

programme is continuously absent from the classes for more than 14 days at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the Registrar of the university. The names of such students shall be removed from the rolls.

- 7.5 Grace marks may be awarded to a student for achievements in co-curricular activities (in Sports/Arts/NSS/NCC) carried out beside the regular class hours. Such a benefit is applicable and limited to each academic year spreading over three years (6 Semesters). No credit shall be assigned for such activities.

8

Admission

- 8.1 Admission to all programmes is done as per the rules and regulations of the Kannur University. Candidates need to apply to the university online for admission to both UG and PG programmes. The prospectus is on the Kannur University Website.

9

Study Tours / Excursions / Picnics

- 9.1 Study tours conducted by the college are part of the academic programme. The following instructions should be strictly followed by the students:
- 9.2 Study tours are organized by the Departments concerned. Students are not permitted to organize or conduct excursions or picnics without the consent of the HoD and the Principal.
- 9.3 Written consent in the prescribed form should be obtained from the guardians by all the students who intend going on an excursion.
- 9.4 A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
- 9.5 No student from another class will be permitted to join a class going on an excursion.
- 9.6 For a batch of students having more than 20 students, two regular teachers shall accompany the team.
- 9.7 Presence of a lady escort (a regular member of the teaching faculty) is necessary if there are girl students in the tour team.
- 9.8 As far as possible, study tours shall be conducted during the months of November and December. Booking of vehicles and arrangements for accommodation while on tour should be made only after consultation with the teachers in charge.
- 9.9 Students shall obey all the directions given by class teacher/teachers accompanying them.
- 9.10 Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- 9.11 The use of alcohol, drugs, and tobacco is strictly prohibited while on tour.
- 9.12 The Principal has the right to cancel or to make any modification in the tour programme at any time.

Regulations on Political Activity on the Campus

10.

- 10.1 The college does not recognize student organizations patronized by political parties on the campus. No student shall get involved in any political activity or abet activities inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- 10.2 Taking part in any political activity by organizing student gatherings inside the college campus for the purpose of doing any activities shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- 10.3 It shall be considered gross indiscipline to go on strike responding to the exhortation by political parties or their student wings. Participants in strikes will have to face appropriate disciplinary action decided by the authorities.
- 10.4 No student of the college shall stage or indulge in any activity like dharna, gherao or blocking corridors/classrooms/office/ other places inside the campus. Such activities shall be treated as misconduct.
- 10.5 No student shall shout slogans inside the classrooms, office, corridors or any other place on the campus or cause disturbance to the functioning of the institution. These activities shall be treated as misconduct.

11

Procedure for Disciplinary Action and Punishment

- 11.1 The Principal of the college shall be the disciplinary authority with respect to the students in the college.
- 11.2 If it comes to the notice of the teachers and Principal that a student or a group of students have committed a misconduct and the Principal has realized that there is prima facie case in the allegation, he shall immediately pass an order suspending the student/students from the college.
- 11.3 If the Principal feels that the delinquency alleged requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the College Council, the Principal shall appoint a committee of teachers to enquire into the matter and to submit a report.
- 11.4 The Enquiry Committee so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the persons against whom the allegations were made. The Enquiry Officer shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal. After the receipt of the report, the Principal shall consider the report and take appropriate action which he deems fit, including the imposition of the following punishments:
 - 11.4.1 Imposition of fine.
 - 11.4.2 Issuance of compulsory Transfer Certificate (TC).

- 11.4.3 Dismissal from the college.
- 11.5 In the event of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with a report to the University.

Anti-ragging Policy

The College has a coherent and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” [hereinafter referred to as the “UGC Regulations”]. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC regulations shall apply with necessary changes in the College.

Ragging constitutes one or more of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a student by other students;
7. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
9. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts, nature and gravity of the incident of ragging.

Administrative Action in the Event Ragging

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments,

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
11. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.
12. The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

The College Union

The College has an elected College Union constituted with the following objectives:

1. To train the students of the college in parliamentary democracy to make them responsible citizens who are not only aware of their rights but also their duties, and responsibilities
2. To develop in them the spirit of harmony and cooperation necessary for working/learning together in a peaceful environment surpassing the divisions of caste, creed, religion and political affiliation.
3. To provide forums and opportunities for the development of good character, leadership, efficiency and spirit of service in the students.
4. To organize debates, seminars, supplementary academic programs, competitions in arts & sports etc. so that students may develop leadership qualities and sociopolitical awareness.
5. To encourage extracurricular activities which supplement the core academic programs.

Codes and Regulations of Elections

1. The election to the college union is conducted in the presidential

- mode (Clause 6.2.1 of the JM Lyngdoh Committee report and the order issued by the Supreme Court of India - SLP No. 24295/2004).
2. College Union Election shall be conducted on a day fixed by the Vice Chancellor of the Kannur University.
 3. All the students enrolled in the college shall be members of the Union and have the right to vote and contest to the College Union.
 4. Election shall be held by secret ballot on the principle of each member having a single non-transferable vote for one part without postal ballot according to the rules framed by the syndicate of the University from time to time.
 5. The tenure of office of the College Union shall be one academic year, till the next election notification.
 6. Elected members of the Executive Council consist of the following office bearers the Chairperson, Vice Chairperson, General Secretary, Joint Secretary, University Union Councillor, Magazine Editor, Fine Arts Secretary and The General Captain.
 7. The Association Secretary of each department and representatives of each classes (I,II & III DCs I & II PGs) will also be elected to the post of the Executive Council.
 8. The conduct of the election and formation of the College Union presuppose the maintenance of peace and harmony of the campus and the non-political character agreed upon by the Management, PTA and the students.

Rules for Central Library

1. The staff and students of the college are entitled to the use of the library. The library will be open from 9.00 a.m. to 4.30 p.m. on all working days and from 9.30 a.m. to 1.00 p.m. on Saturdays.
2. Reference books, periodicals and newspapers will not be issued outside. Before consulting reference books the user should sign a register after making necessary entries in it.
3. Strict silence should be maintained in and around the library.
4. Readers have to keep all their belongings at the entrance of the reading room including the issued or other text books. If any one needs to keep books (printed) with them, please report it at the Counter.
5. Magazines and papers should not be misplaced.
6. The users must not disfigure or damage by writing on or mishandling any books, magazines, manuscripts and maps belonging to the library.
7. No tracing or mechanical reproduction shall be made without prior permission of the librarian.
8. The readers will be responsible for any damage done to the books or other property belonging to the library. They are required to replace such books or property or pay the price as decided by the authorities. If one of the books in a set is damaged, the whole set will have to be replaced.
9. Students may return the books on all working days.
- 10.

11. Before leaving the counter, the reader should satisfy himself/herself as to whether the book lent to him/her is in good condition. If it is not, he/she should immediately bring the matter to the librarian's notice. Otherwise he/she is liable to be held responsible for the replacement of the book.
12. The loan period is usually 14 days. However the librarian can recall any book at any time from a reader.
13. A book returned after the due date will entail a fine of 1 per day.
14. Members are not allowed to sublet the books of the library.
15. All the books should be returned to the library before March 31st of each academic year. However the final year students should return the books before final year examinations.
16. Books issued for the holidays should be returned within 2 days after reopening.
17. The Staff should return all the books at the close of the academic year.

Code of Conduct for College Staff

1 Academic & Professional Conduct

- 1.1 Punctuality and Attendance: All employees must report to College at the scheduled time.
- 1.2 Classroom Discipline: Teachers must maintain strict punctuality during class hours. Student attendance must be recorded accurately during every hour. Students must not be allowed to leave the campus during class hours without permission.
- 1.3 Equality and Non-discrimination: Staff must respect the rights of students and treat them fairly without any discrimination based on caste, religion, gender, or financial background. A vindictive approach toward students is strictly forbidden.
- 1.4 Conduct of Examinations: Teachers and non-teaching staff are bound to complete exam invigilation, question paper preparation, and transparent evaluation within the stipulated time. Strict disciplinary action will be taken if any exam malpractice or negligence is found.

2 Financial Transparency & Anti-Corruption Policy

- 2.1 Prohibition on Accepting Unauthorized Financial Benefits: Staff members must not demand or accept any financial benefits, donations, discounts, or other personal favors from external individuals, business firms, or shops by misusing their official position or the name of Mary Matha Arts & Science College.
- 2.2 Financial Forgeries: No forgery, manipulation, or financial fraud shall be committed in college funds, utilization certificates, bills, vouchers, or examination remuneration bills. Such actions will be treated as criminal offenses.
- 2.3 Financial Interest / Conflict of Interest: When purchasing/procuring laboratory equipment, chemicals, books, furniture, or other services required for the college, employees must not have any personal financial interest or partnership with such suppliers or firms.

- 2.4 Prohibition on Collecting Funds: No funds or money collections shall be raised from students or the general public without the prior written permission of the Principal or Management.

3 Security of Official Documents

- 3.1 Prohibition on Photographing Documents: Taking photos or scanning the staff attendance register, university records, examination papers, admission files, cash books, or any other official documents or registers of Mary Matha Arts & Science College using mobile phones or other digital devices is strictly prohibited without the prior written permission of the Principal.
- 3.2 Taking Documents Outside: Official files or documents must not be taken outside the office or campus except under special circumstances explicitly authorized in writing by the Principal.
- 3.3 Sharing Information: Disclosing confidential information obtained while holding an official position to colleagues, students, the media, or any other external party without the permission of the Principal is strictly prohibited.

4 Protection of College Properties & Equipment

- 4.1 Prohibition on Taking Equipment Outside: Laboratory equipment, tools, electronic gadgets, computers, library books, or any other materials belonging to Mary Matha Arts & Science College must not be taken home for personal use without prior written permission from the Principal, Management, or other concerned higher authorities.
- 4.2 Responsibility and Compensation: The respective staff members are responsible for properly maintaining the equipment in their departments and laboratories. If any damage or loss occurs to college property due to negligence or unauthorized handling by employees, the compensation for the same will be recovered from the concerned persons.
- 4.3 Disciplinary Actions: Taking college property outside the campus without permission will be treated as a serious violation of regulations, and strict disciplinary and legal action will be taken against such employees.

5 Social Media Use, Media Interaction & Cyber Security

- 5.1 Posts Against the Administration: Posting defamatory content or comments on social media platforms or public spaces against the college management, Principal, Vice-Principal, administrators, or other colleagues is strictly prohibited.
- 5.2 Protecting the Dignity of the Institution: The name, logo, or images of Mary Matha Arts & Science College must not be misused on social media profiles or groups without official permission from the college. Staff must not participate in any campaign that goes against the policies of the college.
- 5.3 Interacting with the Media: No employee is permitted to conduct press conferences or share official information with the media without prior written permission from the Principal, Director, or Management.

6 Restriction on Unauthorized Recording

- 6.1 Prohibition on Recording in Offices: Official discussions and conversations taking place in the offices of the Manager, Principal, Vice-Principal, or other administrative offices and departments must not be recorded in audio or video format without prior permission.
- 6.2 Misuse of Digital Devices: Capturing official matters or information in offices using spy cameras, voice recorders, or mobile phones without the consent of the other employees is completely prohibited.

7 CCTV Policy & Surveillance

- 7.1 Authority to Install Cameras: The college administration has full authority to install and monitor CCTV cameras in public spaces within the campus to ensure security.
- 7.2 Definition of Public Space: Classrooms, corridors, office rooms, entrances/gates, laboratories, the library, the auditorium, seminar halls, the cafeteria, the playground, and other common walkways inside the college campus are considered public spaces here. (Respecting personal privacy, spaces such as washrooms and restrooms are excluded from this).
- 7.3 Authority to Check Footage: Only specific responsible individuals authorized by the college management are permitted to review CCTV footage. Other employees or external persons are not allowed to inspect the footage directly.
- 7.4 Prohibition on Tampering and Recording Footage: No tampering of any kind shall be done to the CCTV footage. Recording visuals from the CCTV monitor screen using mobile phones or other devices, sharing them with other staff, students, or outsiders, or circulating them via social media is a serious punishable offense.

8 Disciplinary Actions for Violations

- 8.1 Serious Misconduct: Acting against college policies or financial transparency, taking college equipment outside without permission, forging documents, misusing social media, photographing official documents without permission, or making unauthorized recordings inside offices will be treated as Serious Misconduct.
- 8.2 Show Cause Notice: The management will immediately issue a Show Cause Notice to employees engaging in such activities.
- 8.3 Inquiries and Penalties: After a proper inquiry, the management reserves full authority to suspend or dismiss employees found guilty, subject to university/government regulations.

9 References

9.1 UGC Regulations & University Rules

UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges, 2018 (Section 17.0): Code of Professional Ethics for Higher Education Faculty.

Kannur University Act, Statutes, and Ordinances: Statutes governing the conditions of service, workload obligations, and disciplinary procedures for teachers and non-teaching staff in affiliated aided colleges.

UGC Guidelines on Safety and Security of Girls & Campus Security in Higher Educational Institutions: Framework governing the appropriate deployment of security assets and surveillance parameters.

9.2 **Service Rules in Kerala & National Statutory Frameworks**

Kerala Service Rules (KSR), Part I & II: General rules concerning attendance, payment liabilities, and recovery actions for institutional property loss due to employee negligence.

Kerala Government Servants' Conduct Rules, 1960: Rules regulating external fund collections, media communications, public declarations, conflict of interest, and digital/social media behavior for public/aided institution sector staff.

Kerala Civil Services (Classification, Control and Appeal) Rules, 1960: Formally sets the procedures for issuing Show Cause notices, conducting domestic defense inquiries, and applying standard minor or major penalties.

Kerala Financial Code (KFC), Volume I (Stores Purchase Rules): Guidelines regarding property accountability, procurement transparency, and financial auditing standard metrics.

Information Technology Act, 2000 & Digital Personal Data Protection (DPDP) Act, 2023: Legal benchmarks restricting non-consensual media recording, data breaches, corporate defamation, and unauthorized distribution of internal server surveillance information.

Working Hours

The College functions from 9.00 am to 4.30 pm.

09.00 am to 10.00 am: Counselling, Tutorial, Guidance etc.

10.00 am to 01.00 pm: Forenoon Session

01.00 pm to 01.40 pm: Lunch Interval

01.40 pm to 03.40 pm: Afternoon Session

03.40 pm to 4.30 pm: Counselling, Certificate Course, Tutorial, Guidance, SSC Activities etc.

Statutory Declaration/Warning

1. Trafficking, sale and use of drugs, alcohol and tobacco are strictly prohibited in the campus and its premises.
2. Ragging in any form that includes any conduct by students whether by words spoken or written or by an act which has the effect of teasing or causing hardship and psychological harm to a fresher is banned and anyone found guilty of encouraging the same is liable to be punished as per the University, UGC, Government, and the Supreme Court directives. In case of need, make use of the helpline @ antiragging.net / tollfree no 18001805522 / the local Coordinator of the Antiragging Squad, the Staff Advisor to Students' Union or the Principal.

**ACADEMIC
CALENDAR**

2026-27

June

1	Mon	Commerce: Department Staff Meeting
2	Tue	
3	Wed	
4	Thu	
5	Fri	Environment Day Programme (CS, Mathematics, NCC Army & Naval, NSS, Commerce, Zoology) Review Meeting & Research Activities (IQAC)
6	Sat	
7	Sun	Holiday
8	Mon	World Ocean Day (NCC Naval, Zoology)
9	Tue	First IQAC Meeting – Approval of Annual Quality Objectives and Year plan IV MSc Project Evaluation and Viva Voce (CS)
10	Wed	Constitution of IQAC Committees and Delegation of Responsibilities
11	Thu	Mentoring Activity (SSE) Distribution of Department-wise Quality Targets and Documentation Formats (IQAC)
12	Fri	Invited Talk on Gender Studies (History)
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	Certificate Course Starts (Mathematics) Identification and Approval of Institutional Best Practices (IQAC)
16	Tue	Mind Spark: The Idea Fest (English)
17	Wed	
18	Thu	In Memoriam: Thomas Hardy, Pearl S Buck, George Orwell (English)
19	Fri	National Reading Day Celebration (Library, Malayalam, English, Mathematics, Hindi, NSS, Commerce)
20	Sat	World Blood Donor Day - Donation Camp (NCC Army)
21	Sun	Holiday, International Day of Yoga Celebration (NCC Army & Naval)
22	Mon	Registration for NPTEL courses starts (Mathematics)
23	Tue	Turing Day (Computer Science)
24	Wed	
25	Thu	Muharram
26	Fri	State Budget Discussion (SSE) Anti-Drugs Day (NSS) International Day Against Drug Abuse Programme (Commerce)
27	Sat	
28	Sun	Holiday
29	Mon	IQAC Exposure Visit to Leading Educational Institutions Students' Seminar Series Starts (Mathematics)

30	Tue	National Statistical Day Observation (SSE) Visit to charitable institutions (Mathematics) Physical Fitness Programme (SSE) Training for Selected Students (Media Club)
----	-----	---

July

1	Wed	Department Staff Meeting (Commerce)
2	Thu	
3	Fri	Mentoring Activity (SSE) Say No to Plastic Campaign (NSS)
4	Sat	
5	Sun	Holiday, Basheer Dhinakaranam (Malayalam)
6	Mon	Enrolment, Media Club Orientation Programme for Newly Appointed Teachers, IQAC Bridge Course (CS)
7	Tue	
8	Wed	Workshop on Outcome-Based Education (IQAC)
9	Thu	
10	Fri	World Population Day Observation (SSE) Skill Development Program (English) World Population Day Competition (Commerce) Training on Work Done Diary Course Files and Academic Documentation, IQAC
11	Sat	Second Saturday, World Population Day (NSS)
12	Sun	Holiday, Paper Bag Day- Paper Bag Making (NCC Naval & NCC Army)
13	Mon	Bridge course starts (Mathematics) Aptitude test for I year students (CS)
14	Tue	
15	Wed	World Youth Skills Day (NCC Naval)
16	Thu	Career Guidance Workshop (Zoology)
17	Fri	Mathematics Club Activities Starts Department Level Orientation Programme for First-Year Students (Commerce)
18	Sat	
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	Pi Approximation Day (Mathematics) Faculty Development Session on Innovative Teaching- Learning and Assessment Methods (IQAC)
23	Thu	Financial Literacy Programme (Commerce)
24	Fri	Kargil Vijay Diwas Celebration - Invited Talk (History) Skill Enhancement Programme (CS)
25	Sat	Visit to Peer Institutions to Strengthen Quality Assurance Mechanisms, IQAC
26	Sun	Holiday

		International Day for the Conservation of the Mangrove Ecosystems- Collaborate activity with Kannur Kandal Project - Wildlife trust of India (Zoology)
27	Mon	Workshop on Basic Professional Communication and Writing (SSE)
28	Tue	Ganitham 2026 - Interschool Quiz Competition and Seminar on Vedic Mathematics (Mathematics) World Nature Conservation Day: Webinar/Seminar & Nature Photography Competition (Zoology)
29	Wed	Physical Fitness Programme (SSE)
30	Thu	International Tiger Day - Seminar (Zoology) Visit to charitable institutions (Mathematics) Premchand Day Celebration & Quiz Competition (Hindi) V Sem first Internal Examination (Commerce)
31	Fri	

August

1	Sat	Heritage (History) Department Staff Meeting (Commerce)
2	Sun	Holiday
3	Mon	Fresher's Day (SSE) Friendship Day Celebration (English) NSS Orientation (NSS) Department Staff Meeting (Commerce)
4	Tue	
5	Wed	Initiative for Introducing Value Added Courses (IQAC)
6	Thu	Hiroshima Day Observation (History & NCC Army) Freshers' Day (Commerce)
7	Fri	
8	Sat	Second Saturday
9	Sun	Holiday, Nagasaki Day (NCC Army)
10	Mon	III Sem first Internal Examination (Commerce) Preparation and Verification of AISHE Data (IQAC)
11	Tue	
12	Wed	Karkkidavavu Seminar (Mathematics) Orientation for 1st year Students Dheeksharambh (IQAC) World Elephant Day (Zoology)
13	Thu	PTA Meeting (Commerce) Second IQAC Review Meeting (IQAC)
14	Fri	Independence Day Celebration (History) Independence Day Quiz (Commerce) Student Enrichment Workshop (CS)
15	Sat	Independence Day Celebration (NCC Army & Naval, NSS) Essay Writing (Hindi)
16	Sun	Holiday

17	Mon	Mentoring Activity (SSE)
18	Tue	PTA Meeting (SSE) Spoken English Workshop (English) Cyber Security and Digital Banking Awareness Programme (Commerce)
19	Wed	PTA Meeting (Mathematics) World Humanitarian Day & World Photography Day Celebration (English, NCC Army) IQAC Initiative for Community Development and Social Engagement (IQAC)
20	Thu	Visit to charitable institutions (Mathematics) Physical Fitness Programme (SSE) Seminar on Leadership (NSS) World Mosquito Day: Cleaning and Awareness Campaign (Zoology)
21	Fri	
22	Sat	AISHE Data submission (IQAC)
23	Sun	Holiday
24	Mon	Institution Visit (Mathematics)
25	Tue	Onam & Nabidinam
26	Wed	Thiruvonam
27	Thu	Onam
28	Fri	Sreenarayana Guru Jayanthi & Ayyamkali Jayanthi
29	Sat	National Sports Day (NCC Naval & Army)
30	Sun	Holiday
31	Mon	Workshop on Microsoft Excel and Basics of Word (SSE)

September

1	Tue	Remedial Class Starts for Odd Semester (Mathematics) World Letter Writing Day Celebration (English)
2	Wed	Sem I Internal Examination (Commerce)
3	Thu	Social Service Programme – I (SSE)
4	Fri	Sree Krishna Jayanthi
5	Sat	Adhyapaka Dhinam (Malayalam) Teachers' Day Celebration NCC (Army) Teachers' Day Academic Excellence Programme (IQAC)
6	Sun	Holiday
7	Mon	
8	Tue	International Literacy Day Celebration (History & NSS) Career Guidance Programme (CS)
9	Wed	Lifestyle Day (NCC Naval)
10	Thu	Skill Development Programme (Mathematics) World Suicide Prevention Day (NCC Army) Commerce Association Inauguration (Commerce) Department-wise Academic Progress Review (IQAC)
11	Fri	

12	Sat	Second Saturday
13	Sun	Holiday
14	Mon	Grandhashala Dhinam (Malayalam) Hindi Day Celebration (Hindi) V Sem Second Internal Examination (Commerce) Programmers Day Celebration (CS)
15	Tue	World Democracy Day Observation (Political Science) Schollege (English) Student Support and Mentoring Review Meeting (IQAC)
16	Wed	Project Orientation Programme (CS)
17	Thu	Old Age Home Visit (NSS)
18	Fri	
19	Sat	Quality Benchmarking Visit for IQAC Members to Study Successful Models of Governance, Teaching-learning, and Student Support (IQAC)
20	Sun	Holiday, Preparation and Verification of KIRF Data
21	Mon	Sree Narayana Guru Samadhi
22	Tue	
23	Wed	Two Days National Seminar (SSE)
24	Thu	Two Days National Seminar (SSE)
		NSS Day Celebration (NSS) Career Guidance Programme (Commerce) World Rivers Day- Poster Making (NCC Naval) Finishing School Programme (CS)
25	Fri	Visit to charitable institutions (Mathematics)
26	Sat	World Environmental Health Day (Zoology)
27	Sun	Holiday
28	Mon	Club activities Review meeting (IQAC)
29	Tue	Industrial Visit (Commerce)
30	Wed	Observation of International Day of Older Persons (SSE) World Translation Day Celebration (English)

October

1	Thu	Department Staff Meeting (Commerce)
2	Fri	Gandhi Jayanthi Dhinam (Malayalam, Hindi) Swachh Bharat Abhiyan Cleanliness Drive (NCC Army & Naval)
3	Sat	
4	Sun	Holiday
5	Mon	PTA Meeting (SSE) Campus Cleaning (NSS) World Habitat Day- Awareness Campaign (NCC Naval) Mid-Semester Student Feedback Collection (IQAC)
6	Tue	
7	Wed	

8	Thu	Indian Air Force Day Celebration (NCC Army & Navy) Faculty Feedback Collection (IQAC)
9	Fri	
10	Sat	Second Saturday World Mental Health Day (NSS) KIRF Data submission (IQAC)
11	Sun	Holiday
12	Mon	
13	Tue	Association Inauguration Seminar (Mathematics)
14	Wed	
15	Thu	Investor Awareness Programme (Commerce)
16	Fri	World Food Day Celebration (SSE, English)
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	Mahanavami, Analysis of Feedback and Corrective Action Planning (IQAC)
21	Wed	Vijayadashami
22	Thu	Skill Development Programme (Mathematics)
23	Fri	Mini Model United Nations - MUN (Political Science)
24	Sat	
25	Sun	Holiday
26	Mon	Old age home visit (Commerce)
27	Tue	
28	Wed	Third IQAC Review Meeting (IQAC)
29	Thu	Visit to charitable institutions (Mathematics) Career Oriented Seminar (NSS) Alumni Interaction Session (Commerce)
30	Fri	SSC UPSC & IES Exam Orientation Finishing School Programme (SSE)
31	Sat	National Unity Day (NCC Naval)

November

1	Sun	Holiday, Kerala Piravi
2	Mon	Kerala Piravi Dinam (Malayalam) Department Staff Meeting (Commerce)
3	Tue	Panel Discussion on Kerala Model of Development (SSE) Literature Festival (English)
4	Wed	
5	Thu	Faculty Development Programme (FDP) (IQAC)
6	Fri	
7	Sat	Second Saturday Campus to Communities: Outreach Programme (SSE) NCC Day Celebration (NCC Army)
8	Sun	Holiday, Deepavali
9	Mon	

10	Tue	Extension Activity: School Visit (SSE) Skill Development Program (English)\
11	Wed	
12	Thu	Internal Academic and Administrative Audit (AAA) – Phase I (IQAC)
13	Fri	
14	Sat	
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	Entrepreneurship Development Programme (Commerce)
19	Thu	Extension Activity (NSS) Old age home visit (Commerce)
20	Fri	Departmental Quality Review Meeting (IQAC)
21	Sat	World Fisheries Day: Ecosystem Model Competition (Zoology)
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	Skill Enhancement Programme (CS)
26	Thu	Constitution Day Celebration (Political Science, Commerce, NCC Naval)
27	Fri	Visit to charitable institutions (Mathematics)
28	Sat	Fourth IQAC Meeting – Review of Student Progression, Placement, Research and Extension Activities (IQAC)
29	Sun	Holiday, NCC Day (NCC Naval)
30	Mon	Extension Programme (Mathematics)

December

1	Tue	World AIDS Day Celebration (NCC Army, NSS) Department Staff Meeting (Commerce)
2	Wed	National Pollution Control Day- Awareness Lecture (NCC Naval) World Computer Literacy Day Celebration (CS)
3	Thu	Wildlife Conservation Day Seminar (Zoology)
4	Fri	Indian Navy Day Celebration (NCC Army) Finishing School Program (English, Commerce) Indian Navy Day (NCC Naval)
5	Sat	Alumni Feedback Collection IQAC
6	Sun	Holiday
7	Mon	Armed Forces Flag Day Celebration (NCC Army & Naval)
8	Tue	
9	Wed	Research Methodology Programme (CS)
10	Thu	Skill Development Programme (Mathematics) National Human Rights Day Observation (History, NCC)

		Army, English)
		Employer Feedback Collection IQAC
11	Fri	Bharatheeya Bhasha Dhinam (Malayalam)
12	Sat	Second Saturday
13	Sun	Holiday
14	Mon	Commerce Fest (Commerce)
		National Energy Conservation Day (NCC Naval, NSS)
15	Tue	Project Presentation (CS)
		Non-Teaching Staff Feedback Collection (IQAC)
16	Wed	Vijay Diwas Celebration (NCC Army)
17	Thu	Workshop on Tally & GST (Commerce)
18	Fri	Social Service Programme - II (SSE)
19	Sat	
20	Sun	Holiday
21	Mon	Old age home visit (Commerce)
		Special Camp Commences (NSS)
22	Tue	Mathematics Day celebration (Mathematics)
		Consolidation and Analysis of Stakeholder Feedback IQAC
23	Wed	Visit to charitable institutions (Mathematics)
		Christmas Celebration (SSE)
24	Thu	
25	Fri	Christmas
26	Sat	
27	Sun	Holiday NSS Special Camp Concludes (NSS)
28	Mon	
29	Tue	
30	Wed	Mid-Year Review of Best Practice Implementation IQAC
31	Thu	

January

1	Fri	New Year, Department Staff Meeting (Commerce)
2	Sat	Mannam Jayanthi
3	Sun	Holiday
4	Mon	Remedial Class Starts for Even sem. (Mathematics)
5	Tue	Skill Development Programme (Mathematics)
6	Wed	
7	Thu	In Memoriam: Mahasweta Devi, Virginia Wolf, Khalil Gibran, Edgar Allan Poe (English)
8	Fri	Food Fest (Commerce)
9	Sat	Second Saturday
10	Sun	Holiday, World Hindi Day Celebration (Hindi)
11	Mon	
12	Tue	National Youth Day (NSS, NCC Naval)
13	Wed	Research Methodology Workshop (SSE, English)
14	Thu	Association Inauguration (English)

15	Fri	Armed Forces Veteran Day, (NCC Naval) Model Parliament Competition - MPC (Political Science) Indian Army Day Celebration (NCC Army, Naval) Compilation and Verification of NIRF Data (IQAC)
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	Finishing School programme (Mathematics)
21	Thu	TED Style Student Talks (English)
22	Fri	IQAC initiative for Mock Placement Drive and Interview Training (IQAC)
23	Sat	
24	Sun	Holiday
25	Mon	National Voters' Day Observation (Political Science) Republic Day Celebration (History) Meet the Entrepreneur (Commerce)
26	Tue	Republic Day Celebration (NCC Army, Naval)
27	Wed	
28	Thu	Visit to Charitable Institutions (Mathematics) Student Exchange Programme (SSE) Seminar: Career Opportunities in Social Service (NSS) Finishing School Programme (Commerce) Finishing School Programme (CS)
29	Fri	
30	Sat	IQAC Initiative to Strengthen Industry Partnerships through Expert Talks, Industrial Visits, Internship Collaborations, and Career Guidance Sessions (IQAC)
31	Sun	Holiday

February

1	Mon	Department Staff Meeting (Commerce)
2	Tue	International Development Week Celebration (SSE) Finishing School Program (English)
3	Wed	PTA Meeting (Mathematics) International Development Week Celebration (SSE)
4	Thu	Awareness Class on World Cancer Day (NSS) Seminar on Intellectual Property Rights (Commerce)
5	Fri	International Development Week Celebration (SSE) Review Meeting on Research Activities (IQAC)
6	Sat	
7	Sun	Holiday
8	Mon	International Development Week Celebration (SSE)
9	Tue	
10	Wed	Skill Development Programme (Mathematics) Road Safety Awareness Campaign (NSS)

11	Thu	Submission of NIRF Data (IQAC), Industrial Visit (CS)
12	Fri	Safe-Internet Day (NCC Naval)
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	Farewell Programme (Commerce)
		Student Satisfaction Survey - SSS Initiation (IQAC)
16	Tue	Organ Donation Awareness Class (NSS)
17	Wed	Union Budget Discussion (SSE)
		In Memoriam: Toni Morrison, Charles Dickens, Victor Hugo, James Joyce (English)
		Finishing School Programme (Commerce)
18	Thu	Finishing School Programme (Mathematics)
19	Fri	
20	Sat	Debate on Social Justice (NSS)
		Collection of Exit Feedback from Final-Year Students (IQAC)
21	Sun	Holiday
22	Mon	PTA Meeting (SSE)
		Loka Mathrubhasha Dhinam (Malayalam)
23	Tue	
24	Wed	Seminar on IPR (CS)
25	Thu	Literature Fest (Hindi)
26	Fri	Visit to charitable institutions (Mathematics)
27	Sat	
28	Sun	Holiday

March

1	Mon	Awareness Program on Zero Discrimination Day (NSS)
		Department Staff Meeting (Commerce)
2	Tue	
3	Wed	Visit to a biodiversity park (NSS)
		Finishing School Programme (Commerce)
4	Thu	
5	Fri	Academic and Administrative Audit – Final Phase (IQAC)
6	Sat	Sivarathri, Social Service Programme - III (SSE)
7	Sun	Holiday
8	Mon	International Women's Day (NCC Naval)
9	Tue	
10	Wed	Eidul Fitr
		Hindi Film Festival (Hindi) Magazine Release (English)
11	Thu	
12	Fri	Career Options After UG: Finishing School Programme (SSE)
13	Sat	
14	Sun	Holiday

15	Mon	Pi Day Celebration (Mathematics) World Consumer Rights Day Programme (Commerce) Documentation Review and Verification of Department Files (IQAC)
16	Tue	
17	Wed	
18	Thu	
19	Fri	Farewell Party (SSE)
20	Sat	World Oral Health Day Program (NSS)
21	Sun	Holiday, International Day of Forests (Zoology)
22	Mon	Loka Kavitha Dinam (Malayalam) Tree Plantation Drive on International Day of Forests (NSS)
23	Tue	
24	Wed	Visit to charitable Institutions (Mathematics)
25	Thu	
26	Fri	Good Friday
27	Sat	
28	Sun	Easter, Holiday
29	Mon	
30	Tue	Academic Review Meeting (Commerce)
31	Wed	

April

1	Thu	
2	Fri	
3	Sat	
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	Ambedkar Jayanthi
15	Thu	Vishu
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	Fifth IQAC Meeting – Review of activities
21	Wed	
22	Thu	

23	Fri	
24	Sat	
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

May

1	Sat	
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Saturday
9	Sun	Holiday
10	Mon	Annual Review of Best Practices and Institutional Distinctiveness (IQAC)
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	Preparation of Action Plan for Academic Year 2027–28
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

College Anthem

*Mother Dear! Oh Mary Matha
Our Hearts for thee! Our will for thee!
May our Love and loyalty
Be true to thee as thine for us
Never shall a single day pass us
But our hearts will turn to thee
Thee whose hand does ever bless us
Bless us ever bounteously*

Pledge

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.

**NEW GENERATION AIDED
PROGRAMME STARTING THIS YEAR**

BSC DATA SCIENCE & LOGISTICS

- A highly employable New Generation aided programme
- Zero Tuition fee
- The only college in Kerala offering this unique combination course

CAREER OPPORTUNITIES:

- Data Analyst / Data Scientist
- Machine Learning Engineer
- Business Intelligence Analyst
- Logistics / Supply Chain Analyst
- Operations / Inventory Manager
- Procurement Analyst
- Demand Forecasting Analyst
- Route Optimization Specialist
- E-Commerce Operations Analyst



MARY MATHA

**Arts & Science College, Mananthavady
Vemom P.O., Wayanad, Kerala 670645**

 **04935241087
9400381087**

 **<https://marymathacollege.ac.in>**

 **mmcmntdy@gmail.com**

