GOVERNMENT COLLEGE KOTTAYAM

HANDBOOK AND ACADEMIC CALENDAR 2018-2019

GOVERNMENT COLLEGE KOTTAYAM
Reaccredited with "A" by NAAC
Affiliated to Mahatma Gandhi University

OUR VISION
LIGHT AND PROSPERITY

The College aims at imparting education that would liberateman from the darkness of ignorance to the light of knowledge, leading to the well-being of all. It represents the desire to give light to those in poverty and illiteracy, and inspiration to achieve the highest standards of intellectual and personal development.

OUR MISSION
ACADEMIC EXCELLENCE AND SOCIAL COMMITMENT

Established in the public sector to fulfill the aspirations of thecommon man, our mission is to provide affordable and excellenteducation to all, especially the socially and economically challenged groups, with the best available resources. We are committed to provide a safe, supportive learning environment with opportunitiesfor each student to generate the skills and knowledge to developinto a responsible, successful citizen with self-discipline, tolerance, creativity, responsibility, social commitment, a spirit of in-query with excellence in all endeavors and a clear sense of globalcitizenship.

CONTACT US:
Government College Kottayam
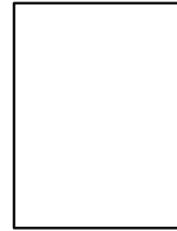**Nattakom P O**
Kottayam - 686 013
Kerala, India.

Tel: +91 481 2363116
Email: gckottayam@gmail.com

AIMS AND OBJECTIVES

- *To provide affordable and high quality education to all, especially the socially and economically challenged groups.*

- *To offer intellectual, cultural, moral, social, emotional, physical and aesthetic training to all students so as to become responsible and successful citizens with self-discipline, integrity, social commitment and democratic values.*

- *To generate skills and knowledge for achieving the highest standards of personal and professional development.*

- *To facilitate an environment for promoting values of courtesy, mutual respect and tolerance.*

- *To promote the spirit of justice and equality of opportunities by encouraging communication of thoughts, opinions and ideas to enhance human rights and spiritual diversity.*

- *To ensure solid basis for both employment and future studies by practicing innovative teaching learning methods and research-based learning programmes.*

PERSONEL INFORMATION

Name :……………………………………………………………

Programme :……………………………………………………………

Class :…………………………………………No………………………

Address :……………………………………………………………

:……………………………………………………………

:……………………………………………………………

Telephone :……………………………………………………………

E-mail :……………………………………………………………

Name of guardian :……………………………………………………………

Driving License No :……………………………………………………………

Blood Group :……………………………………………………………

GUIDELINES AND RULES OF CONDUCT

Government College Kottayam is our college, the campus is our home. Apart from your parents, the teachers are the most concerned about you and your future.

- Class hours are from 10 am to 4 pm. Be in time for classes. Additional classes or other programms may be arranged from 9 am to 10 am or 4pm to 5.30 pm as and when required, and it is mandatory for the stu- dents to attend.

- Be clean and modest in dress, decent and polite in language and cour-teous in behavior.

- Show respect to your elders and teachers.

- Public property is our property. Damage done to it is a nationaloffence.

- Do your best to preserve a peaceful, academic atmosphere in thecampus

- Maintain a calm atmosphere in the campus, especially during working hours. Smoking and chewing are banned in the campus.

- Do not bring mobile phone to the campus.

- Do not disfigure the college furniture, walls, doors or windows with drawings, engravings or by sticking posters. Do not tamper with the electrical and other installations.

- Grievances, if any, shall be taken to the Principal through your representatives, or in person.

- Seek permisison to the teacher before entering or leaving a class in session.

- If classes are free during any period, engage yourself in meaningful cocurricular activities.You can address students in the classroom, or any gathering in the campus, only with the permisison of the Principal

TABLE OF CONTENTS

A BRIEF HISTORY OF THE COLLGE

AUGUST 1972	College started functioning in a building of Government Polytechnic, Nattakom. Courses offered:
	Pre degree – Group I, II and III
	Degree – B.A. Politics, Economics and B.Sc. Mathematics
OCTOBER 1972	College formally inaugurated by Sri. C. Achutha Menon, Hon. Chief Minister of Kerala.
MARCH 1974	Pre degree classes shifted to the semi-permanent building constructed in the campus.
MARCH 1976	Foundation stone laid for 'A' Block
JUNE 1976	B.Sc. Geology started
JUNE 1977	B.Com. and Pre-degree Group IV started
JUNE 1978	'A' Block completed. Degree classes and office shifted to the building
AUGUST 1979	Shift-system introduced to Pre-degree courses
FEBRUARY 1980	'A' Block formally inaugurated by Shri. Baby John, Hon. Minister for Education
SEPTEMBER 1981	B.Sc. Physics and B.Sc. Botany started
NOVEMBER 1981	M.A. Economics started
JUNE 1983	Foundation stone for 'B' Block laid by Sri. T.M. Jacob, Hon. Minister for Education
JUNE 1984	M.Sc. Geology started
JUNE 1985	Drinking water supply scheme launched
SEPTEMBER 1987	'B' Block of the college building inaugurated by Sri. K. Chandrasekharan, Hon. Minister for Education
SEPTEMBER 1988	College Development Council (CDC) constituted by the Government of Kerala
FEBRUARY 1992	College Auditorium, constructed by the CDC, was inaugurated by Sri. E.T. Mohammed Basheer, Hon. Minister for Education
MARCH 1997	Silver Jubilee Celebrated.
MARCH 1997	Foundation stone for 'C' Block laid
JULY 1998	M.Sc. Physics and B.Sc. Industrial Chemistry started
DECEMBER 1999	B.Sc. Zoology started

MARCH 2000	Pre-degree delinking completed
JULY 2003	U.G.C. Network Resource Centre started
MARCH 2004	Construction of Aquarium House for the Dept. of Zoology started.
MARCH 2004	Construction of Ladies' Hostel started
MAY 2004	B.Sc. Industrial Chemistry (VocationalModel II) regularised
DECEMBER 2006	Language Lab with Internet facility started
DECEMBER 2007	'C' Block of the college was inaugurated by Sri. M. A. Baby, Hon. Minister for Education
JUNE 2009	Choice base credit and semester system (CBCSS) was introduced to undergraduate programmes
FEBRUARY 2012	Ladies hostel was inaugurated by Sri. Abdu Rubb, Hon. Ministerfor Education
JULY 2012	Started M.Com, MA Political Science & BA English programmes
SEPTEMBER 2014	Community College started functioning
SEPTEMBER 2016	Reaccredited with A grade the NAAC
SEPTEMBER 2016	Government of Kerala allotted rupees 2 crores for the construction of Research Block
OCTOBER 2017	Inauguration of the Physics Research Centre by Prof. C. Raveendranath, Hon. Minister for Education
NOVEMBER 2017	College received RUSA Fund support
FEBRUARY 2018	Conducted 'Shastrayaan', a State Level Exhibition and Outreach programme
MARCH 2018	Government of Kerala allotted rupees 3 crores for the construction of Library Block (Centre of Excellence Scheme)
MAY 2018	Government of Kerala allotted rupees 8.12 crores for the construction of new Academic block

SUCCESSION LIST OF PRINCIPALS

NAME	FROM	TO
Prof. Joseph K. Alexander	14-08-1972	26-08-1980
Prof. P. K. Chandrasekhara Pillai	07-01-1981	28-08-1983
Sri. E. G. L. Papaly	29-08-1983	01-10-1983
Prof. P. K. Chandrasekhara Pillai	02-10-1983	31-03-1985
Dr. Cicily Zachariah	22-05-1985	04-05-1986
Prof. V. Vinayaka Perumal	12-05-1986	31-05-1988
Prof. M. J. John	08-06-1988	31-05-1990
Prof. V. Hamsadevi	04-06-1990	20-08-1991
Prof. K. Aravindakshan	21-08-1991	18-12-1992
Prof. K. Radhakrishnan	19-12-1992	19-10-1993
Sri. V. D. Krishnan Nambiar	12-11-1993	10-12-1993
Sri. M. V. Mathew	10-12-1993	31-03-1995
Sri. V. D. Krishnan Nambiar	14-07-1995	28-03-1996
Sri. M. C. Rajan	21-06-1996	17-07-1998
Smt. N. P. Annamma	18-07-1998	30-04-1999
Sri. Jacob Thomas	03-06-1999	09-08-2000
Smt. Omana Varghese	09-08-2000	31-03-2002
Dr. A. Salahuddin Kunju	02-09-2002	28-06-2003
Dr. K. P. Krishnankutty Nair	01-07-2003	31-05-2004

Smt. Omanakutty Jacob	26-07-2004	12-08-2005
Sri. K.S. Mohan Das	18-08-2005	02-05-2006
Sri. T.R. Krishnankutty	27-07-2006	31-05-2007
Dr. R. Sreekumar	09-08-2007	19-07-2008
Dr. K. Pankajam	20-07-2008	25-07-2009
Prof. M.S. Viswambharan	26-07-2009	14-10-2009
Dr. K. Pankajam	15-10-2010	31-03-2010
Prof. G. Sreenivas	01-04-2010	31-03-2011
Dr. Suja Beegum S.	01-04-2011	31-05-2012
Prof. Leelamma Thomas	01-06-2012	31-03-2013
Dr. T.V. Francy	21-05-2013	31-05-2013
Dr. B. Syamalakumari	01-06-2013	30-07-2014
Dr. P.V. Sasi	30-07-2014	25-06-2015
Dr. Babu Sebatian	06-07-2015	31.05.2017
Dr. Mercyamma Francis	01-06-2017	13-08-2017
Dr. K.N. Krishnakumar	14-08-2017	04-01-2018
Dr. Mathew George	05-01-2018	

No	Name and Designation	Address	Phone No. and E-mail
**FACULTY MEMBERS OF THE COLLEGE**			

No	Name and Designation	Address	Phone No. and E-mail
1.	Dr. Mathew George Principal	521 Vettikattil, Muttom, Cherthala, Alappuzha PIN: 688524	8921849733 mathewvetti@gmail.com
**DEPARTMENT OF BOTANY**			
2.	Shri. Jazir Haneef Assistant Professor	Velacheril Kunnakadu Fathimapuram P. O. Changanacherry 686 102	9947462138 jazir5@gmail.coM
3.	Dr. Kavitha R. Assistant Professor	Amakkottu, Kidangannur P.O. Pathanamthitta 68514	Mob: 9846112753 kavitharsuresh @yahoo.com
4.	Smt. Prasanna Rajan Assistant Professor	Kunnumpurathu Upputhodu P.O. Idukki 685604	9388333768 prasannasijo@gmail.com
5.	Dr. Asha Ramachandran Assistant Professor	Plathottathil Kunnumbhagam Kanjirappally P.O. 686507	9747486857 asharam2007@gmail.com
**DEPARTMENT OF CHEMISTRY**			
6.	Dr. Seno Jose Assistant Professor	O-2, C-block, Jewel Fortune Palace, Varissery Kottayam - 686017	9447456425 senojose@gmail.com
7.	Smt. V.K. Smitha Assistant Professor	Valiyakallingal (H) West Vengola P.O. Perumbavoor 683 556	9447153334 smithavkchem@rediffmail.com
8.	Prof. Devan V R Assistant Professor	Vendakathil, Pampady South P.O, Kottayam 686521	9446425367 vrdevan@gmail.com
9.	Smt. Laigi Joseph (On FDP) Assistant Professor	Perumpallil, Karoor P.O., Pala 686575	**9495335922** laigijoseph@gmail.com
10.	Dr. Anila B N Assistant Professor	Variyattel (H) Kakkad P O, Piraom Ernakulam 696664	**9496369827** bnanila@gmail.com
	Shri. Manu kumar N Assistant Professor	Chiramel House, Prayar, Pandanad North P.O, Chengannur, Alapuzha	+91 9605892824 manunandanan@ gmail.com
11.	Dr. Krishnaraj K U (FDP substitute)	Sarojavilas (H) Malloseril P O Kottayam 686041	9995203986 krishnarajku1980@gmail.com

	DEPARTMENT OF COMMERCE		
12.	Dr. Bino Joy Assistant Professor	Bino Villa, Manjadi Thiruvalla 689105	9447703610 binojoy@gmail
13.	Dr. Mary Micheal Assistant Professor	Poothottal (H) Keezhamkulam P O Kottayam 686 584	9446985294 marypoothottal@gmail.com
14.	Smt. Nisha Mary Jose Assistant Professor	Puttilanickel Melukukavu P.O Kottayam 686652	8547330124 nishamaryjose@yahoo.co.in
15.	Shri. Jesvin Jose Assistant Professor	Kaithamattom (H) Kuravilangad P O Kottayam	8547271340 Jeswinjose19@gmail.com
16.	Shri. Vimal Jack Roy Assistant Professor	Edathil (H) Kaipuzha P O Kottayam	8111867476 vimaljackroyktym@gmail.com
17.	Smt. Sajini Sebastian Assistant Professor	Puliyirikkumthadam (H) Thalayolapparanbu P O Kottayam	9747205390 sajinisebastian76@gmail.com
18.	Dr. Renjith Mohan P Assistant Professor	Parapparambil (H) Pakkil P O Kottayam 686 012	9846972633 renjithmohan@yahoo.com
	DEPARTMENT OF ECONOMICS		
	Shri. M.J. Sunil Kumar Associate Professor	Sivam, Muthoor P.O. Thiruvalla 689 107	9447144987 mjsunil97@gmail.com
22.	Shri. C.D. Cherian Assistant Professor (Head)	Cherukara Thrikodithanam P.O. Changanassery 686 105	9447257935 cherian3170@gmail.com
23.	Smt. Rajalakshmi A. Assistant Professor	Thirunalloor (H) Vattukulam P.O. Vempally, Kottayam 686 587	9446025308 krishnanjali006@gmail.com
24.	Shri. Rajesh George Assistant Professor	Kannattukunnel (H) Ammanchery Amalagiri P O Kottayam 686561	9447134764 georgerajesh2000@gamil.com
25.	Shri. Aravind R Assistant Professor	Surya, Kunduparambu, Mokavoor, Kozhikode.	9847588660 aravind6600@gmail.com
26.	Smt. Subha P P Assistant Professor (on FDP)	Pambalayam (H) Kanichar P O Kerakam, Kannur 670674	8281375869 subhabinu2009@gmail.com
27.	Shri. Baisil A Assistant Professor	Seenai (H), Thrikkadavoor perinad P O Kollam	9539803272 christbaisal@gmail.com
28.	Smt. Chandini P Senan Assistant Professor	Chandralayam (H) Maruthimood Pathanapuram P O Kollam 689695	chandinipcs@gmail.c0m

DEPARTMENT OF ENGLISH

32.	Shri. M.S. Somarajan Associate Professor	Maradathu House Mariyappalli P.O. Kottayam - 686 023	9446540073 ms.somarajan@gmail.com
33.	Dr. B. Keralavarma Associate Professor	Suryagayathri, Karappuzha P.O.Kottayam	9495064417 keralavarmab@gmail.com
34.	Dr. Lekshmi R Nair Assistant Professor	Sreeshyalam (H) Ettumanoor P O Kottayam 686631	9846440008 lekshmirnair@gckottayam.ac.in
35.	Smt. Estella R. Joseph Assistant Professor	Narippara Rubber Board P.O., PuthuppallyKottayam	9497321030 estella.sajeev@gmail.com
36.	Smt. Pinku Bousally Assistant Professor	Puthumannil (H) Muthoor P O Thiruvalla – 689107	9447782124 pinkubous@gmail.com

DEPARTMENT OF GEOLOGY

40.	Shri. Dilip Kumar P.G. Assistant Professor	Pukadiyil House Thazhattangady P.O. Kottayam-686005	9446054021 dilipkumarpg@yahoo.com
41.	Shri. Anish A.U. Assistant Professor (FDP)	Vadakkedathu Moolavattom P.O., Kottayam - 686 026	9961468677 anishgold@gmail.com
42.	Dr. Anto Francis K. Assistant Professor	Kakkanattu House Vellanikkara West Thrissur - 680 656	9847266591 kfanto@gmail.com
43.	Dr. Ajay K.K. Assistant Professor	Kottekkattuparambil (H) West Chalakudy Thrissur - 680307	9048782225 ajay2k@gmail.com
44.	Shri. Suraj P.R. Assistant Professor	Plackyil Mariathuruthu P.O. Kottayam-686017	9539314877 suraj@gmail.com
45.	Shri. Praveen Kurian Thomas (Guest Faculty)	Mukalel House, Aymanam P O Kottayam - 686 015	9447018190 eternalpkt@yahoo.co.in
46.	Smt. Indu G	Ramanilayam (H) Kalliyoor P O Thiruvanthapuram 695042	8903300704 indugk.tvm@gmail.com

DEPARTMENT OF HISTORY

48.	Shri. Ashok Kumar D Assistant Professor	Elavummuttil, Champakkara, Karukachal, Kottayam	9495904092 Ashokhistory73@gmail.com

DEPARTMENT OF MALAYALAM

	Dr. Selin S L Assistant Professor	Thushara (H) Peringanmala Kalliyoor P O Thiruvananthapuram 695042	9495349470 slselinsajan@gmail.com

	Shri. Shanty M Jacob Assistant Professor	Ellum Kalayil (H) Payippad P O, Changanassery Kottayam 686 537	9495353416 shantymjacob@gmail.com
	DEPARTMENT OF HINDI		
	Dr. Susan Alex Assistant Professor	Vadasseril (H), Muttambalm P O, Kottayam	9946665466 susanalexv9@gmail.com
	DEPARTMENT OF MATHEMATICS		
51.	Shri. V. V. Jayalal Associate Professor	Velanparampil Kallissery P.O., Chengannuur P.O.Alappuzha - 689 124	9400950101 jayalalklsry@gmail.com
52.	Dr. Varghese Jacob Associate Professor	Thevarthundiyil (H) Varayannur P.O., Pullad, Thiruvalla	9447594984 v.jacob1971@gmail.com
53.	Dr. Jayaprasad P N Assistant Professor	Parayarathu (H), Majoor P O Kottayam 686603	9447535103 jayaprasadpn@gmail.com
54.	Dr. Madhavan Namboothiri M N Assistant Professor	Udhikal Neelamana Illom Vakathanam P O Kottayam 686 538	9446308292 madhavangck@gmail.com
	DEPARTMENT OF PHYSICAL EDUCATION		
56.	Shri. K. Ramachandran Nair Associate Professor	Valiavilayil House Pandalam P.O. Pathanamthitta - 689 501	9446037429 rnkpdm@gmail.com
	DEPARTMENT OF PHYSICS		
57.	Dr. R. Pragash Associate Professor	Ramnivas, Choolakavala Kollad P.O., Kottayam	9947892249 pragashramnivas@yahoo.co.in
58.	Shri. Jacob George Associate Professor	Anuranjanam, Adoor P.O. Pathanamthitta - 691 523	9446315206 jgadoor@gmail.com
59.	Shri. A.K. Sadanandan Assistant Professor	Sarojabhavan (H) Champakkara P.O., Kottayam - 686 540	9846177944 anand3.ak@gmail.com
61.	Dr. Sreelatha K.S. Assistant Professor	Ampanal Ramapuram P.O.Pala	9447415110 kssreelatha@yahoo.com
62.	Dr. Lyjo K. Joseph Assistant Professor	Kalermattathil (H), Perumbaikkad P.O.Kottayam-686 016	9447659848 Susanalexv9@gmail.com
63.	Dr. Sajeev U.S. Assistant Professor	Unnukallel (H) Kurianad P.O. Kottayam - 686 636	9447191048 ussajeev@gmail.com
64.	Shri. Sanal Raj	Cooliyathu (H), Cahnnanikkad P O, Kottayam	8075479551 sanalraj64@gmail.com
65.	Smt. Mary Linsa K S	Marylinsa K S, Kaithakkal (H) S L Puram P O, Alappuzha 688523	9847934404 ksmarylinsa@gmail.com

	DEPARTMENT OF POLITICS		
66.	Shri. Riju Saimon Assistant Professor	Anakkattu House Pakkil P.O., Kottayam-686012	9744174577 rijusaimon@gmail.com
	Dr. Sreelatha R G Assistant Professor	Anil Bhavan Konniyoor, Poovachal P O Thiruvanthapuram 695575	999577873 sreelekhargnair@gmail.com
67.	Dr. Sivakumar M.V. Assistant Professor	Mangalathumana Neendoor P.O., Kottayam-686601	9446095563 mvsmangalam@gmail.com
68.	Shri. Ajimon George Assistant Professor	Thekkumkattil (H) Valavoor P O Kottayam 686635	9497321406 ajigeoge89@gmail.com
69.	Shri. Chandran Komath Assistant Professor	Mangadan Chal (H) Kuttiattoor P.O., Kannur - 670 602	8281345783 komathchandran@gmail.com
70.	Dr. Manoj Kumar B Assistant Professor	Urumbanal (H) Rajakkad P O Idukki 685566	9995863286 manoj71pols@gmail.com
72.	Smt. Sivymol T. Assistant Professor	V.S. Cottage, Sasthamkotta Kollam - 690 521	9562524168 tsivy5@gmail.com
	Shri. Ashar S Assistant Professor	Villikulathu (H) Karukone P O, Anchal Kollam 691306	9447695637 ashar036@gmail.com
	DEPARTMENT OF STATISTICS		
74.	Shri. Vinayachandran C. Associate Professor	Manimala House Aymanam P.O Kottayam-686 015	9446025176 vinumanimala@gmail.com
	Dr. Catherine Thomas Associate Professor	Theruvil House Kizhathadiyoor P O, Pala	9846284392 catherinbiju@gmail.com
	DEPARTMENT OF ZOOLOGY		
76.	Dr. Sebastian K.S. Assistant Professor	Korattiparambil (H) Muthalakodam P.O., Thodupuzha	9447890079 sebastiankss@gmail.com
77.	Dr. Sujatha S. Assistant Professor	Modiyil House Angamoozhi P.O. Kochukottamonpara	9495365974 sujasreedhar31@gmail.com
78.	Dr. Shiny K.J. Assistant Professor	18/294 A Palluruthy Nada, Kochi Ernakulam	9447886171 shinykj@rediffmail.com
79.	Smt. Hayarnnisa M. Assistnat Professor	Bismi Manzil, Komalamkunnu, Punalur P.O., Kollam	Mob: 9947485013 Res: 0475 2226998 hnizamaheen@gmail.com
80.	Smt. Dhanya Balakrishnan Assistant Professor	Kallumkal House, Kolenchery P.O. Ernakulam - 682311	Mob: 8547553088, 0484-2763088 dhanya_balu@yahoo.com

ADMINISTRATIVE STAFF

No	Name and Designation	Address	Phone No. and E-mail
1.	Sasikumar K Junior Superintendent	Changad , Kattippoil P O , Nileswaram, Kasaragod	9747391014
2.	Rajesh Narayanan Head Accountant	Pournami, Near C.N.I.L.P.S. Kottayam - 686 001	9947748174 8281402174
3.	Ms. Elsy Joseph Head Accountant	Marottipuzha, Areeparambu P.O. Kottayam - 686 563	9495548017
4.	Ms. Sheeba Sebastain Senior Clerk		sheebasibi2009@gmail.com
5.	Mr. Aneesh Philip Senior Clerk	Thadathil House Collectorate Post, Kottayam - 686 002	9744444945 aneeshphilipthadathil@gmail.com
6.	Ms. Swapna S. Senior Clerk	Neelambari Koorali P.O., Koorali	9496465332 swapnaadarsh1979@gmail.com
7.	Mr. Benoy Abraham Senior Clerk	Perumanoor, Maalam P.O. Kottayam - 686 031	9447117682 binoyperumanoor@gmail.com
8.	Ms Juniya Sivan Senior Clerk	Geetha Bhavan, Arikkuzha, Thodupuzha, Idukki.	9744404834 govindjuniya@gmail.com
9	Ms. Smitha G Krishnan Clerk Hr. Jr.	Thiruvonam (H) Kidangara PO Alappuzha	8281237498
10.	Mr. Job K.J. Clerk Hr. Jr.	Kadavil Parampil Kadakkarappally P.O., Cherthala 688529	9497019344
11	Mr. Sarath Chandran V C Clerk	Vadakkekkuttu House, Channanikkad PO, Kottayam	9947494103 sarath9711@gmail.com
12.	Mr. Sudhakaran Pillai Clerk	Kuzhippallil, Chirakkadavu P.O. Ponkunnam 686 519	9747451807
13.	Mr. Shanmukham Achary Clerk	Arattuchirayil, Changanacherry - 686 105	9496986445 shanmukham001@gmail.com

14.	Mr. Lakshmipriya K. Kartha L.D. Typist	PuthenMadathil, Vazhoor P.O. Kottayam - 686 504	9747496435
15	Mr. Raveendran A N Attender	Madathettu House Perumpaikadu P.O. Samkranthi	9495705943
16.	Mr Ponnappan P D Attender	Palanilkumparambil Sreekandamangalam P.O. Kottayam - 686 562	9447318344
17.	Ms. Sini A T Attender	Assariparampil Kuravilangad P.O. Kottayam - 686 633	9495547837
18	Mr Pramod K P Attender	Kaichirayil House North Aryad P.O. Alappuzha	8547886585 kbpram@gmail.com
19.	Ms. Valsamma George Attender	Incherikunnel House S.H. Mount P.O., Nattaserry 686 006	
20.	Ms. Chempakavally M P Attender	Thayil, Neerikadu P O, Kottayam.	8289812782
21.	Ms Saritha Das Attender		
22.	Mr. Zacharia P Abraham Attender	Pathiyil Puthenveedu Chingavanam P.O. Kottayam	9447508116
23.	Mr. Arun C Chellappan Attender	Vetticadu House, Puthuppally P.O. Kottyaam	9961805362
24.	Ms. Rajimol R Attender		
25.	Mr. Aneesh Kumar V V Attender	Viswabhavanam, T.V. Puram P.O., Kottayam - 686 606	9895557079
26.	Mr. Jiji P B Attender	Palliparambil, Sreekandamangalam, Athirampuzha, Kottayam.	9539561834

27.	Mr. Sajan K A Attender	Puthankavil, Thalunkal P.O. Kottayam - 686 514	9496635152
28.	Mr. Venu Gopalan Gardner	Cheruvakodu, Keraladithyapuram, Thiruvananthapuram	9656897128
29.	Ms. Sheeja M B Sweeper	Melepurath House, Parlikad P.O. Wadakkanchery, Thrissur	9946947398
30.	Unnikrishnan M K Sanitizer worker		
31.	Pushpa P K Sanitizer worker		
32.	Mr. Anoop V J Night watchman	V J Bhavan, Elluvila P.O., Thiruvananthapuram	9747320591
33.	Mr. Saju C Night watchman		

STATUTORY COMMITTEES

COLLEGE COUNCIL

The College council shall consist of the Principal and Heads of the Department of each subject of study, two persons elected from the staff members, Librarian of the General Library and the Ministerial Head of Administrative Staff of the College Office.

The Principal shall be the ex-officio President of the Council. The council shall appoint one of the members as the Secretary.

INTERNAL QUALITY ASSUARANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) was set up in the college in 2009. The IQAC works in accordance with the guidelines issued by the UGC and acts as change agent in the college. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Dissemination of information of various quality parameters of higher education, documentation of the various programmes and activities leading to quality improvement of the college are some of the important functions of the IQAC. Dr. Seno Jose, Associate Professor of Chemistry, is the coordinator of IQAC.

PARENT-TEACHER ASSOCIATION (PTA)

The objectives of the association include (i) to foster and promote good relationship among the members of the teaching staff, students and parents of the students (ii) to create in members a keen interest for the smooth working of the college and for maintaining good discipline and high academic standards (iii) to collect subscriptions, donations, gifts etc., from members, non-members and the other institutions for furthering the aims and objects of the association (iv) to institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies. Sri. Sanal Raj, Assistant Professor of Physics is the PTA Secretary for the calendar year 2018.

COLLEGE DEVELOPMENT COMMITTEE (CDC)

The CDC was constituted by the Government, as per G.O. (Rt) No. 1625/88/H.Edn. dated 17-9-1988. The CDC is empowered to accept donations from students and the public.

The members of CDC are the District Collector (Chairperson), the Principal (Secretary/Treasurer), one teacher nominated by the College Council, Chairperson of College Union, President of Alumni Association, Executive Engineer of PWD, and four persons nominated by the DCE. The Committee shall prepare a plan for the development of the college with a view to improving the facilities available including construction/maintenance to be carried out during a period of five years and is responsible for the implementation of schemes in line with the rules and guidelines of the Government. The Committee shall have powers to accept donations from the public.

COLLEGE LIBRARY

College library started functioning soon after the inauguration of the college in 1972. The college authority provides adequate funds for the library and hence we were able to add more titles to the stock every year. There are 12 Newspapers and 35 periodicals both in English and Malayalam subscribed to the library. There are 6 department libraries in addition to the general library. The library is partially automated using the library management software SOUL (Software for University Libraries) developed by INFLBNET. Books are classified using the Dewey decimal classification scheme.

Now the college is a member of the N-List Project (National Library and Information Services Infrastructure for scholarly contents) of INFLIBNET. It provides access to e-resources to scholarly contents) at INFLIBNET centre. The authorized users can now access e-resources and down loan articles required by them from the publisher's website. We can access more than 4000 e journals and 75000 d-books. The college has a total collection of 44353. Books are purchased once in a year using the state plan fund.

LIBRARY RULES

1. The library is open from 9.30 am. to 4.30 pm in every working day with lunch break 12.15 pm to 1 pm. Open access system is followed in the library.

2. Students coming to the library should produce their identity cards to the library staff on demand.

3. Personal belongings of students are to be kept outside before entering the library.

4. Strict silence should be maintained in the library.

5. Books are issued for a period of 14 days. After 14 days, rupee 1 per day per book will be charged.

6. Five books were issued to P.G. students whereas and three to U.G. students at a time.

7. Books damaged or lost must be replaced or three times of the book value should be paid by the borrower.

8. Books will be issued in between 10 am to 4 pm students / staff every day and are required to should verify that the books are not damaged before they borrow its. Complaints after the issue will not be considered.

9. Books taken out of the library may be recalled at any time.

COLLEGE UNION

The College Union Council comprises the following offices:
(i) The President of the Union (Principal of the College Ex-officio)
(ii) The Chairman.
(iii) The Vice-Chairman
(iv) The Secretary.
(v) The Joint Secretary.
(vi) Councillor/Councillors to the concerned University Union of the College Union.
(vii) The Secretary, Fine Arts
(viii) The Chief Student Editor of the College Magazine
(ix) General Captain (Sports & Games)
(x) The Staff Advisor Treasurer nominated by the President (with no vote)
(xi) The Secretary of each of the various (main subject-wise), College Association
(xii) One representative each of I DC, II DC and III DC (For professional colleges, one representative for each year) elected by the students of the respective classes and representative elected by all the PG students.

COLLEGE UNION ELECTION RULES AS PER LYNGDHO COMMITTEE REPORT.
ELIGIBILITY CRITERIA FOR CANDIDATES.

1. Under Graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where course often range between 4 to 5 years.

2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years.

3. For research students the age limit to legitimately contest an election would be 28 years.

4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.

5. The candidates should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, of whichever is higher.

6. The candidates shall have one opportunity to contest for the post of officer bearer, and two opportunities to contest for the post of an executive member.

7. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities.

8. The candidate must be a regular, full time student of the College and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full-time course, the course duration being at least one year.

CENTRE FOR CONTINUING EDUCATION

Aims and Objectives:

(1). To impart need based training to unemployed youth to increase their employability in key sectors of our economy.

(2). To offer full time, part-time, formal and non formal programmes to upgrade the management skills to small scale business and industry.

(3). To provide special training on small business development utilizing locally available resources.

(4). To conduct vocational training to meet the specific needs of industry and business.

(5). To conduct retaining for professional and executives in Industry, Business and Service Sector so as to enable them to cope up with the fast changing technological and managerial environment.

(6). To conduct in service training to workers in the industries of organized and unorganized

sectors for enhancement of productivity and equip them to meet the changes in technology.

(7). To establish partnership with industries and commerce for identifying human resource requirements and training needs.

(8). To make training needs analysis of specific sectors and plan and organize suitable training programmes for them.

(9). To develop and publish training materials for regular and distance education programmes.

(10). To identify the areas in which distance education and open learning methods are appropriate and to design and conduct such programmes.

(11). To identify the employment potential areas and to conduct competency based skill development programmes.

(12). To undertake such other activities as are relevant to fulfil the objectives of the centre.

COURSES OFFERED IN THE COLLEGE

1.   Professional Diploma in Network Engineering (1year)
2.   Professional Diploma in Computerized Instrumentation (1year)
3.   Professional Diploma in automobile Engineering (1year)
4.   Diploma in Computer Application (DCA) (6 months)
5.   MS Office (6 months)
6.   DTP (6 months)

Shri. Dilipkumar P.G. is the Manager of the Centre for Continuing Education of the College.

RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) under the ministry of Human Resource is the new funding agency for catering the needs of higher education sector in India. Financial assistance for Institutional development such as academic reforms, infrastructural development of student's amenities improvement, administrative reforms etc. are taken care of by the RUSA through the state Higher Education Council. The College has submitted proposals for its overall development to the RUSA as per the direction of Kerala State Higher Education Council. The proposals were drafted by the RUSA coordination committee and are approved by the council. The institutional coordinator of RUSA is Sri. Dilipkumar P G, Department of Geology. There is an 8-member committee for drafting the proposal and supervising its action plan foreffective utilization of funds.

NCC ARMY WING

One company of NCC Army wing is functioning in the college with a sanctioned strength of 108 cadets, under the command of 16 Kerala Battalion NCC, Kottayam. Lieutenant K. Ramachandran Nair is the associate NCC officer of this sub unit.

NCC NAVAL WING

A naval NCC sub-unit of 5 (K) Naval NCC Unit, Changanacherry is functioning actively. The unit has a trained ANO (Shri. C.D. Cheriyan, Asst. Professor of Economics) and the sanctioned strength is 50.

NATIONAL SERVICE SCHEME (NSS)

The NSS has been introduced in colleges and universities all over India in response to the Kothari Commission's recommendation that education should be oriented to the social needs by involving students in service to the community. It is a voluntary organization for students and the teachers. A student volunteer who has completed 240 hrs of work and attended a special camp during the course of two years is eligible for NSS Certificate from the University. This certificate gives weightage for higher studies and is an additional qualification for appointment in public services. Shri. Aravind R. and Smt. Priya P.N. are NSS programme officers.

FEE CONCESSION AND SCHOLARSHIP

Fee concession for SC/ST/OEC student

Students belonging to SC, ST and OEC categories are eligible for full fee concession. They are eligible for stipend.

Educational concession under Kumara Pillai Commission Report(KPCR)

Students, irrespective of their caste or community, are eligible for fee concession, depending on the aggregate annual income of their parents. The annual income should be below Rs. 42,000/- in the case of postgraduate programmes and below Rs. 25,000/- for undergraduate programmes.

Kerala State Scholarship

Awarded by the Director of Collegiate Education, the scholarship is renewable based on the progress and conduct of the student and marks obtained by him/her in the examinations (a minimum of 45 percent marks to be secured.

Scholarships for proficiency in sports

Awarded by the Director of Collegiate Education to the first-year students of each class, who were distinguished themselves by participating in International, National, Inter University, State Championships or Inter-Zonal-Collegiate Competitions.

Stipend for children of fisherman

Children of fishermen are eligible for stipend from the Department of Fisheries.

Suvarna Jubilee Merit Scholarship
1. Should be a firstyear student of Under Graduate or Post Graduate course in Govt/ Aided colleges or University Departments. 2. Should belong to BPL family. 3. Should have scored 50% or above in the qualifying Examination.
Muslim Nadar Girls Scholarship
Should be a first year girls student of HSC/VHSC and under graduate course in Govt/Aided Arts and science college. Should belong to forward of BPL family and backward community

Blind/PH Scholarship

Blind/PH/Deaf students studying in Govt/Aided Arts and Science Colleges, Music Colleges, and Govt/Aided Higher Secondary/Vocational Higher Secondary Schools

Financial Support

1. Fee Charges for Blind students with family annual income below Rs. 2.5 lakhs
2. Hostel charges for all PH students who are hostellers and whose family annual income is below Rs. 4.5 lakhs/-
3. Boarding charges for all PH students who are day scholars and whose family annual income is below Rs. 4.5 lakhs

C H Muhammedkoya Scholarship

1. Should belong to Muslim , Latin, Converted Christian community and should be a native of Kerala.
2. Should be a GIRL student studying for the first year of Graduation or Higher courses in Govt./ Aided Institution.
3. Students who got admission to Self-financing colleges from merit seat are also eligible to apply for this scholarship.
4. Should have scored 50% or above in the qualifying Examination.
5. Family Annual income should not exceed 4.50 Lakhs.
6. Those who apply for Hostel stipend should be staying in recognized hostels.

State Merit Scholarship

1. Should be a first year student of Under Graduate or Post Graduate course in Govt/ Aided colleges or University Departments.
2. Should have scored 50% or above in the qualifying Examination.
3. Family annual income should not exceed 1 Lakh. For Exemption of annual income based on merit, please see the notification.

Post Matric Scholarship (PMS)

Rate of Scholarship	An amount equivalent to Admission and Course/Tuition Fee and Maintenance allowance, subjected to a maximum ceiling. See Instructions for details.
Eligibility Criteria	a) Should be the first-year student.
	b) Should belong to Minority Community (Muslim/ Christian/ Buddhists/ Sikh/ Zoroastrians or Parsis).

	c) Should have secured not less than 50% marks or equivalent grade in the previous Board/ University Examination.
	d) The Annual Family Income should not exceed Rs. 2 Lakhs.
	e) Should not be availing any other Scholarship or Stipend.
Other Information	a) Scholarships will not be given to more than two students in a family.
	b) The scholarships will be sanctioned in accordance with the criterion laid down by the Central Government.

Central Sector Scholarship

Rate of Scholarship	Under Graduate Students: Rs.1000/- per month for (Subject to a Maximum ofRs. 10,000/- for an academic year) and Rs. 2000/- per month for PG (Subject to a Maximum of Rs. 20,000/- for an academic year), providedthey are selected for Scholarship at UG level.
	Professional Courses: Rs.1000/- per month for the first three years (Subject toa Maximum of Rs. 10,000/- for an academic year) and Rs. 2000/- per month forthe 4th and 5th years of study (Subject to a maximum of Rs. 20,000/- for anacademic year).
Eligibility Conditions	(i) Applicant should be pursuing any Regular Course at Under-Graduate Degreelevel in any recognised Educational Institution, including Professional Coursessuch as Medical, Engineering etc. Students pursuing Parallel/ PrivateRegistration/ Correspondence/ Distance Education courses are not eligible toapply for this scholarship.
	Parental income Both Father and Mother should not exceed Rs 6 lakhs per annum for the financial year ending March 2013
	(ii) Applicant should not be availing any other scholarships/ Financial Assistance.
	(iii) Applicants should not be belonging to the Creamy-layer as defined by theDepartment of Personal and Training in their Notification number36012/22/93 Esst.(SCT) dated 8/11/93 (Annexure IV) and as modified videtheir OM No.36033/3/2004-Esst(Res) Dated: 9/3/2004 (Annexure V) and asmay be modified from time to time.

ATTENDANCE AND LEAVE

- Attendance will be marked at the beginning of each period. Absence for one period will be treated as absence for half a day

- If leave is required for a single period, application may be submitted to the HOD through the teacher concerned.

- Students absenting themselves from class without leave, for more than 10 continuous days, will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal, in which case they will have to pay the readmission-fee and all other fees due.

- Application for leave of absence should be submitted to the Principal through the teacher-in-charge and HOD.

- The certificate of attendance and progress, required by the University, for presentation to a University Examination, will not be granted if (a) the student has attended only less than 75% of the total number of working days of the semester, (b) the Principal is not satisfied with the student's progress and conduct.

CHOICE BASED CREDIT AND SEMESTER SYSTEM

The Higher Education Council, Government of Kerala has taken the initiative to reformulate the undergraduate syllabi by introducing choice based credit and semester system. This is to cope with the internationally followed curricula and mode of evaluation.

Evaluation

There shall be two parts for evaluation:

(i) Internal or In- Semester Examination or Continuous Assessment

(ii) External or End- Semester Examination.

The weightage for the Internal and External examinations shall be in the ratio 1:3. Both evaluations shall be done using Direct Grading system based on a 5- point scale as given below

Letter Grade	Grade Range	Performance	Grade point (G)
A	Excellent	4	3.5 to 4.00
B	Very Good	3	2.5 to 3.49
C	Good	2	1.5 to 2.49
D	Average	1	0.5 to 1.49
E	Poor	0	0.00 to 0.49

A separate minimum of D grade for both internal and external evaluations are required for a pass in the course. A student has to conduct to required number of seminars and submit the required number of assignments during each semester. Grades for attendance will be awarded as shown below

% of Attendance	Grade
> 90%	A
Between 85 and 90	B
Between 80 and 85	C
Between 75 and 80	D
< 75	E

The overall grade for a programme for certification shall be based on Cumulative Grade Point

Average (CGPA) with a 7-point scale given below.

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

For the successful completion of a programme and award of the degree, a student must pass all courses satisfying the minimum credit requirements and must score a minimum CGPA of 2.00 or an overall grade of C+ or above.

REGULATIONS OF EXAMINATIONS FOR UG PROGRAMMES UNDER CBCSS AND GRADING, 2013

The evaluation of each course shall contain two parts:

i)   Internal or in-Semester Assessment (ISA)

ii)   External or End- Semester Assessment (ESA)

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

Percentage of Marks	Grade	Grade point
90 and above	A+ - Outstanding	10
80-89	A – Excellent	9
70-79	B- Very Good	8
60 -69	C- Good	7
50 – 59	D – Satisfactory	6
40-49	E- Adequate	5
Below 40	F- Failure	4

Note: Decimal are to be rounded to the next whole number

CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula

CP = C x Gp, where C = Credit; GP = Grade point.

Credit Point Average (CPA) of a Semester / Programme is calculatedsuing the formula.

CPA = TCP / TC where TCP = Total Credit Point; TC = Total Credit

Grades for the different semesters and overall programme are given base on the corresponding CPA as shown below:

CPA	*Grade*
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A – Excellent
Above 7, but below or equal to 8	B - very good
Above 6, But below or equal to 7	C- Good
Above 5, but below or equal to 6	D- Satisfactory
Above 4, but below or equal to 5	E- Adequate
4 or below	F- Failure

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester / Programme only F grade will be awarded for that Semester

COMMITTEES/ CLUBS / FORA / STUDENTS WELFARE MEASURES

Sl. No	Committee / Club	Coordinator
1	IQAC	Dr. Seno Jose
2	Academic Committee	Sri.Jayalal V V
3	Admission Committee	Sri.Vinayachandran C
4	University Examination Committee	Dr. Madhavan Namboothiri N
5	Ethics Committee	Sri. Jayalal V V)
6	RUSA – Project Monitoring Group	Sri. Dilipkumar P N
7	UGC Cell	Dr. Varghese Jacob
8	CAMS	Dr. Jayaprasad P N
9	Parents Teachers Association (PTA)	Sri. Sanalraj (Secretary)
10	College Development Committee	Dr. Seno Jose (Staff nominee)
11	Equal Opportunity Cell Advisory Committee	Smt. Sivymol (Advisor)
12	Student Facilitation Cell	Sri. M S Somarajan
13	College union Advisor	Dr. B. Keralavarma
14	Women's Cell/Welfare Committee	Smt. Smitha V K
15	Discipline Committee	Sri.C D Cherian
16	Grievance Redress Cell	Sri. Jayalal V V
17	Anti-ragging Committee	Sri.R. Ramachandran Nair
18	Anti-Narkotic Cell	Sri. R. Ramachandran Nair
19	Committee Against Sexual Harassment (CASH)	Dr. Shylajakumari P
20	Office automation digitization	Dr. Sajeev U S
21	Counselling Centre	Smt. Mary Michael
22	Hostel Committee	Dr. B. Keralavarma
23	NCC (Army)	Sri.Ramachandran Nair
24	NCC (Navy)	Sri. C D Cherian
25	Cooperative society	Aravind R
26	Internal Examinations Committee	Dr. Bino Joy
27	Open Course	Dr. Varghese Jacob
28	SC/ST Cell (Grievance Redress Cell)	Smt. Priya P N

29	Scholarship Desk	Sri. Devan V R
30	Library Advisory Committee	Sri. Chandran Komath
31	NSS Advisory Board	Sri.Aravind R Smt.Priya P N
32	Planning Committee	Sri. Sunil M J
33	Purchase Committee	Vice Principal
34	Building Committee	Sri. R. Ramachandran Nair
35	Career Guidance & Placement Cell	Dr. Ajay K K Sreelatha K S
36	Competitive exams	Dr. Sivakumar Dr. Lyjo Joseph
37	Sports and Games Committee	Sri. R. Ramachandran Nair
38	SAIF (Common Instrumentation Facility)	Dr. Seno Jose Dr. Sajeev U S
39	Inter Disciplinary Forum for Research (IDFR)	Dr. Sreelatha K S
40	Expert Committee (Research Project Proposals)	Dr. Sreelekha R G Dr. Sajeev U S
41	Remedial Coaching	Smt. Rajalakshmi A
42	AISHE	Sri. Chandran Komath
43	Staff Editor	Sri. Manukumar N
44	Health Club	Sri. Ramachandran Nair
45	Canteen Committee	Sri. C D Cherian
46	Literary Club	Smt. Celin Joseph
47	Science Forum	Sri. Devan V R
48	Music Club	Dr. Ajay K K
49	Nature/Environment Club	Dr. Kavitha Suresh
50	Bird's Club	Sri. Sojomon Mathew
51	Arts/Cultural Club	Sri. Shanty Jacob
52	Tourism Club	Dr. Manojkumar B
53	Film Club	Sri. Jayaprasad P N
54	Debate Club	Dr. Rajesh George
55	Reader's Forum	Smt. Estella R Joseph
56	Quiz Club	Sri. Jeswin Jose
57	CE Cell	Sri. Suraj P R
58	Community College	Sri. Devan V R
59	SSP	Lyjo Joseph
60	ASAP	Dr. Varghese Jacob
61	WWS	Dr. Sajeev U S
62	FLAIR	Mary Linza

63	Alumni Association	Sri. Dilipkumar P G
64	Website Committee	Sri.Jayaprasad P
65	Technical Committee	Dr. Varghese Jacob
66	ORICE	Dr. Ajay K K
67	Computer Lab/Internet Club	Dr. Sajeev U S Smt. Anila B N
68	Feedback System	IQAC
69	Language Lab	Dr. Lakshmi Nair
70	Bhoomithraseena	Dr. Sreelekha R G Dr. Kavitha Suresh
71	Public Relations Committee	Dr. Susan Alex
72	Haritha Kerala	Dr. Kavitha R

FORM OF APPLICATION FOR TRANSFER CERTIFICATE

Name (In block letters)

Date of Birth

Class and Programme/Subject

Admission No./Class No.

Years of study in the college

Details of fee concession/

Scholarships/Stipend held

Whether all dues to the been discharged

Certificate of conduct by the tutor

Signature of applicant

Date of application

Orders of the Principal

Verification of Dues

Fee

Departments

English	Geology
Zoology	Botany
Physics	Economics
Mathematics	Commerce
Politics	Physical education

General library

Hostel

NCC

NSS

FORM OF APPLICATION FOR REFUND OF CAUTION DEPOSIT

Name (In block letters)

Class and Programme/Subject

Class No. and Admission No.

Years of study in the college

Amount of Caution Deposit to be

refunded

No. and date of receipt received in

token of having made the deposit

Whether T.C. has already been issued, if

so, state No. and date of T C obtained

Address (Permanent Home Address)

Date of Application   Signature of applicant

APPLICATION FOR COURSE AND CONDUCT CERTIFICATE

From

Name...

Programme...

Class.....................Class No.................

Admission No......................................

To

The Principal

Government College Kottayam

Respected Sir

I humbly hereby request you to issue me a course/conduct certificate.

Thanking you,

Place: Yours obediently

Date:

(Signature)

Certificate of conduct by the tutor

FORM OF APPLICATION FOR LEAVE

Name   :

Programme   :

Class   :

Reason for leave   :

Signature of parent / guardian / warden   :

Signature of applicant   :

Recommendation of the Class Tutor   :

Principal's order

GENERAL TIME TABLE FOR UNDERGRADUATE PROGRAMMES

	SUBJECT	1	2	3	4	5
DAY I	Mathematics D1:D2:D3	STAT:ENG:MATHS	MATHS:SL:MATHS	SL:PHY:MATHS	ENG:MATHS:MATHS	ENG:STAT:MATHS
	Physics D1:D2:D3	ENG:MATHS:PHY	PHY:SL:PHY	SL:CHE:PHY	ENG:PHY:CORE	MATHS:PHY:PHY
	Chemistry D1:D2:D3	SL:CHE:CHE	MATHS:CHE:CHE	ENG:MATHS:CHE	CHE:CHE:CHE	CHE:ENG:CHE
	Politics D1:D2:D3	HIS:POL:POL	ENG:SL:POL	SL:ENG:POL	POL:ECO:POL	ENG:POL:POL
	Zoology D1:D2:D3	SL:Z:Z	Z:Z:Z	ENG:B:Z	Z:Z:Z	Z:ENG:Z
	Botany D1:D2:D3	CHE:ENG:B	CHE:SL:B	SL:Z:B	ENG:B:B	ENG:B:B
	English D1:D2:D3	EM:ENG:EM	ENG:SL:EM	SL:EM:EM	ENG:EM:EM	HIS:EM:EM
	Commerce D1:D2:D3	COM:COM:COM	COM:ENG:COM	ENG:COM:COM	COM:COM:COM	SL:COM:COM
	Geology D1:D2:D3	ENG:MATHS:GEO	GEO:SL:GEO	SL:PHY/CHE:GEO	ENG:GEO:GEO	MATHS:GEO:GEO
	Economics D1:D2:D3:P1:P2	ECO:ENG:ECO	ENG:SL:ECO	SL:POL:ECO	ENG:ECO:STAT	(HIS/MATHS):ECO:ECO
DAY 2	Mathematics D1:D2:D3	ENG:MATHS:MATHS	STAT:ENG:MATHS	ENG:STAT:MATHS	MATHS:SL:MATHS(OC)	MATHS:STAT:MATHS
	Physics D1:D2:D3	ENG:PHY:CHE	ENG:PHY:PHY	PHY:ENG:PHY	CHE:SL:PHY	PHY:ENG:MATHS
	Chemistry D1:D2:D3	CHE:ENG:CHE	CHE:MATHS:CHE	MATHS:CHE:CHE	ENG:CHE:CHE(OC)	SL:CHE:CHE
	Politics D1:D2:D3	POL:ECO:POL	HIS:POL:POL	POL:ECO:POL	ENG:SL:POL	ENG:ENG:POL
	Zoology D1:D2:D3	Z:ENG:Z	Z:B:Z	B:Z:Z	ENG:Z:Z	SL:Z:Z
	Botany D1:D2:D3	ENG:B:B	CHE:ENG:B	ENG:CHE:B	Z:SL:B	Z:ENG:B
	English D1:D2:D3	EM:EM:EM	ENG:EM:EM	HIS:ENG:EM	HIS:SL:EM	EM:EM:EM
	Commerce D1:D2:D3	COM:COM:COM	COM:COM:COM	SL:COM:COM	ENG:COM:COM	COM:COM:COM
	Geology D1:D2:D3	ENG:PHY/CHE:GEO	ENG:GEO:GEO	GEO:ENG:GEO	PHY/CHE:SL:GEO	PHY/CHE:MATHSGEO
	Economics D1:D2:D3	ECO:ECO:STAT	ENG:ECO:ECO	HIS/MATHS:ENG:ECO	HIS/MATHS:SLECO	ECO:POL:ECO
DAY 3	Mathematics D1:D2:D3	ENG:PHY:MATHS	PHY:STAT:MATHS	STAT:SL:MATHS	SL:PHY:MATHS(OC)	ENG:PHY:MATHS
	Physics D1:D2:D3	MATHS:PHY:PHY	CHE:MATHS:PHY	ENG:SL:PHY	SL:ENG:PHY	ENG:ENG:PHY
	Chemistry D1:D2:D3	CHE:CHE:CHE	SL:ENG:CHE	ENG:MATHS:CHE	MATHS:CHE:CHE	MATHS:CHE:CHE
	Politics D1:D2:D3	ENG:POL:POL	ENG:ENG:POL	POL:SL:POL	SL:POL:POL	HIS:ECO:POL
	Zoology D1:D2:D3	Z:Z:Z	SL:ENG:Z	ENG:Z:Z	BOT:Z:Z	BOT:Z:Z
	Botany D1:D2:D3	ENG:BOT:BOT	BOT:Z:BOT	CHE:SL:BOT	SL:CHE:CHE	ENG:CHE:BOT
	English D1:D2:D3	ENG:EM:EM	HIS:EM:EM	ENG:SL:EM	SL:ENG:ENG(OC)	EM:EM:EM

	Commerce D1:D2:D3	COM:COM:COM	COM:COM:COM	COM:COM:COM	ENG:COM:COM	SL:COM:COM
	Geology D1:D2:D3	MATHS:GEO:GEO	PHY/CHE:MATHS:GEO	ENG:SL:GEO	SL:ENG:GEO(OC)	ENG:ENG:GEO
	Econo micsD1:D2:D3	ENG:ECO:ECO	HIST:POL:ECO	ENG:SL:ECO	SL:ENG:ECO(OC)	ECO:POL:ECO
DAY 4	Mathematics D1:D2:D3	SL:PHY:MATHS(OC)	ENG:MATHS:MATHS	ENG:STAT:MATHS	STAT:ENG:MATHS	MATHS:SL:MATHS
	Physics D1:D2:D3	SL:ENG:PHY	ENG:CHE:PHY	MATHS:PHY:PHY	PHY:MATHS:PHY	PHY:SL:PHY
	Chemistry D1:D2:D3 /COM	CHE:MATHS:CHE(OC)	ENG:CHE:CHE	SL:CHE:CHE	CHE:ENG:CHE	CHE:CHE:CHE
	Politics D1:D2:D3	SL:ENG:POLI(OC)	POL:ECO:POL	ENG:POL:POL	HIS:POL:POL	ENG:SL:POL
	Zoology D1:D2:D3	BOT:Z:Z(OC)	ENG:Z:Z	SL:BOT:BOT	Z:ENG:Z	Z:Z:Z
	Botany D1:D2:D3	SL:Z:BOT(OC)	ENG:BOT:BOT	ENG:CHE:BOT	Z:ENG:BOT	BOT:SL:BOT
	English D1:D2:D3	SL:EM:EM(OC)	HIS:EM:EM	EM:ENG:EM	ENG:EM:EM	ENG:SL:EM
	Commerce D1:D2:D3	COM:ENG:COM	COM:COM:COM	COM:COM:COM	SL:COM:COM	ENG:COM:COM
	Geology D1:D2:D3	SL:ENG:GEO(OC)	ENG:PHY/CHE:GEO	MATHS:GEO:GEO	GEO:MATHS:GEO	GEO:SL:GEO
	Economic D1:D2:D3s	SL:POL:ECO(OC)	HIS/MATHS:ECO:STAT	ECO:ENG:ECO	ENG:ECO:ECO	ENG:SL:ECO
DAY 5	Mathematics D1:D2:D3	MATHS:SL:MATHS	PHY:PHY:MATHS	PHY:ENG:MATHS	ENG:STAT:MATHS(OC)	SL:MATHS:MATHS
	Physics D1:D2:D3	ENG:SL:PHY	MATHS:ENG:PHY	CHE:MATHS:PHY	ENG:CHEPHY(OC)	SL:CHE:CORE
	Chemistry D1:D2:D3	MATHS:CHE:CHE	CHE:MATHS:CHE	CHE:ENG:CHE	SL:CHE:CHEM	ENG:CHE:CHE
	Politics D1:D2:D3	ENG:SL:POL	HIST:POL:POL	HIST:POL:POL	POL:ENG:POL(OC)	SL:ECO:POL
	Zoology D1:D2:D3	Z:Z:Z	Z:Z:Z	BOT:ENG:Z:	SL:BOT::Z(OC)	ENG:BOT:Z
	Botany D1:D2:D3	BOT:SL:BOT	BOT:CHE:BOT	Z:ENG:BOT	ENG:Z:BOT(OC)	SL:Z:BOT
	English D1:D2:D3	ENG:SL:EM	ENG:ENG:EM	EM:EM:EM	HIS:EM:EM(OC)	SL:EM:EM
	Commerce D1:D2:D3	COM:COM:COM	COM:COM:COM	ENG:COM:COM:	CO M:COM:COM	COM:ENG:COM
	Geology D1:D2:D3	ENG:SL:GEO	MATHS:ENG:GEO	PHY/CHE:MATHS:GEO	ENG:PHY/CHE:GEO(OC)	SL:PHY/CHE:GEO
	Economics D1:D2:D3	ENG:SL:ECO	ENG:ENG:STAT	ECO:ECO:STAT	HIS/MATHS:ECO/ECO(OC)	SL:POL:ECO

GENERAL TIME TABLE FOR POST GRADUATE PROGRAMMES

	SUBJECT	1	2	3	4	5
DAY1	Geology P1:P2	GEO	STAT	GEO	GEO	STAT
	PhysicsP1:P2	PHY	PHY	PHY	PHY	PHY
	CommerceP1:P2	COM	COM	COM	COM	COM
	EconomicsP1:P2	ECO	STAT	ECO	STAT	ECO
DAY2	Geology P1:P2	GEO	GEO	GEO	GEO	GEO
	PhysicsP1:P2	PHY	PHY	PHY	PHY	PHY
	CommerceP1:P2	COM	COM	COM	COM	COM
	EconomicsP1:P2	ECO	ECO	ECO	STAT	ECO
DAY3	Geology P1:P2	GEO	GEO	GEO	GEO	GEO
	PhysicsP1:P2	PHY	PHY	PHY	PHY	PHY
	CommerceP1:P2	COM	COM	COM	COM	COM
	EconomicsP1:P2	STAT	ECO	ECO	ECO	ECO
DAY4	Geology P1:P2	GEO	GEO	GEO	GEO	GEO
	PhysicsP1:P2	PHY	PHY	PHY	PHY	PHY
	CommerceP1:P2	COM	COM	COM	COM	COM
	EconomicsP1:P2	ECO	ECO	ECO	ECO	ECO
DAY5	Geology P1:P2	STAT	GEO	GEO	GEO	GEO
	PhysicsP1:P2	PHY	PHY	PHY	PHY	PHY
	CommerceP1:P2	COM	COM	COM	COM	COM
	EconomicsP1:P2	ECO	ECO	ECO	ECO	STAT/STAT

June 2018

Day	Date	Particulars
Friday	1	
Saturday	2	
Sunday	3	
Monday	4	College reopens after mid-summer vacation
Tuesday	5	World Environment Day
Wednesday	6	
Thursday	7	
Friday	8	World Ocean Day
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	Ramzan Holiday
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	
Thursday	21	International Day of Yoga
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	
Tuesday	26	
Wednesday	27	
Thursday	28	
Friday	29	Semester II PG classes end
Saturday	30	

July 2018

Day	Date	Particulars
Sunday	1	
Monday	2	Semester III PG classes begin
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	
Wednesday	11	
Thursday	12	Semester I UG classes begin
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

August 2018

Day	Date	Particulars
Wednesday	1	
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	Hiroshima Day
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	
Wednesday	15	Independence Day
Thursday	16	
Friday	17	College closes for Onam vacation
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	
Thursday	23	
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	College re-opens after Onam vacation
Tuesday	28	
Wednesday	29	
Thursday	30	
Friday	31	

September 2018

Day	Date	Particulars
Saturday	1	
Sunday	2	
Monday	3	
Tuesday	4	
Wednesday	5	Teacher's Day
Thursday	6	
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	
Tuesday	11	
Wednesday	12	
Thursday	13	
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	
Tuesday	18	Semester I PG classes begin
Wednesday	19	
Thursday	20	
Friday	21	Sree Narayana Guru Samadhi Holiday
Saturday	22	
Sunday	23	
Monday	24	
Tuesday	25	
Wednesday	26	
Thursday	27	
Friday	28	
Saturday	29	
Sunday	30	

October 2018

Day	Date	Particulars
Monday	1	
Tuesday	2	Mahatma Gandhi Jayanti
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	
Wednesday	10	Commencement of Semester III UG Exams
Thursday	11	Commencement of Semester IV UG Exams
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	
Tuesday	16	
Wednesday	17	
Thursday	18	Mahanavami Holiday
Friday	19	Vijayadashami Holiday
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	Semester V UG classes end
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	Semester VI UG classes begin
Tuesday	30	
Wednesday	31	

November 2018

Day	Date	Particulars
Thursday	1	Kerlalapiravi Day
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	Deepavali Holiday
Wednesday	7	
Thursday	8	
Friday	9	Semester III UG classes end
Saturday	10	
Sunday	11	
Monday	12	Semester IV UG classes begin
Tuesday	13	
Wednesday	14	Children's Day
Thursday	15	
Friday	16	Commencement of Sem I UG and Sem III PG Exams
Saturday	17	
Sunday	18	
Monday	19	
Tuesday	20	Milad-Un-Nabi Holiday
Wednesday	21	
Thursday	22	
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	Semester III PG classes end
Tuesday	27	Semester IV PG classes begin
Wednesday	28	
Thursday	29	
Friday	30	

December 2018

Day	Date	Particulars
Saturday	1	World AIDS Day
Sunday	2	
Monday	3	
Tuesday	4	
Wednesday	5	
Thursday	6	
Friday	7	Semester I UG and PG classes end
Saturday	8	
Sunday	9	
Monday	10	Semester II UG and PG classes begin
Tuesday	11	
Wednesday	12	
Thursday	13	
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	
Tuesday	18	
Wednesday	19	
Thursday	20	
Friday	21	
Saturday	22	College closes for Christmas vacation
Sunday	23	
Monday	24	
Tuesday	25	Christmas Day
Wednesday	26	
Thursday	27	
Friday	28	
Saturday	29	
Sunday	30	
Monday	31	

January 2018

Day	Date	Particulars
Tuesday	1	College reopens after Christmas vacation
Wednesday	2	Mannam Jayanthi Holiday
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	
Friday	25	
Saturday	26	Republic Day
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	

February 2019

Day	Date	Particulars
Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	
Wednesday	6	
Thursday	7	
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	
Tuesday	26	
Wednesday	27	
Thursday	28	

March 2019

Day	Date	Particulars
Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Mahashivaratri Holiday
Tuesday	5	
Wednesday	6	
Thursday	7	
Friday	8	International Women's Day
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	Commencement of Semester IV UG exams
Wednesday	13	Commencement of Semester VI UG exams
Thursday	14	
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	Commencement of Semester II and IV PG exams
Thursday	21	
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	
Tuesday	26	
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	College closes for Mid-Summer vacation

PERSONNEL NOTES