



Founded in 2015

MAR IVANIOS COLLEGE OF ARTS AND SCIENCE

Kallumala P O, Mavelikara

(Affiliated to University of Kerala)

Managed by Malankara Catholic Diocese of Mavelikara

**HAND BOOK AND ACADEMIC CALENDAR
2018-19**

'Lucem sequimur'

"We follow the light"



-
- To encourage the students of the Catholic Community to attain their religious ideals.

1.5 MANAGEMENT

- **PATRON & MANAGER**

His Excellency Most Rev. Dr. Joshua Mar Ignathios

- **DIRECTOR**

Rev. Fr. Thomas Puthenparampil

- **PRINCIPAL**

Prof. Dr. K C Mathai

2. MANAGING COUNCIL

1. Most Rev. Dr. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Jose Venmalot
3. Rt. Rev. George Charuvila Corepiscopa
4. Rev. Fr. Thomas Puthenparampil
5. Very Rev. Fr. Benedict Perumuttathu
6. Very Rev. Fr. Immanuel Punthalavila
7. Very Rev. Fr. John Vaipil
8. Very Rev. Fr. John C Puthenveedu
9. Rev. Fr. Geevarghese Nedyyamala

3. ACADEMIC COUNCIL/ADVISORY COMMITTEE

1. Dr. John T Abraham
 2. Prof. Dr. Abraham Joseph
 3. Prof. Dr. Rooble Raj
 4. Prof. Thomaskutty Panachikkal
 5. Prof. Thomaskutty Kaimala
 6. Prof. Jacob Thomas
 7. Mr. Saji Payickattethu
 8. Prof. Dr. Gibi Geevarghese
 9. Prof. Dr. K Y Benedict
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10. Prof. Dr. K M Francis
 11. Adv. Johnson Abraham
 12. Dr. M K George S J
 13. Adv. George Varghese
 14. Mr. John T Samuel
 15. Mr. P J Antony
 16. Mr. Varghese Alexander

4. GOVERNING BODY

1. Most Rev. Joshua Mar Ignathios
2. Rt. Rev. Msgr. Jose Venmalot
3. Rt. Rev. George Charuvila Corepiscopa
4. Very Rev. Immanuel Punthaplavila
5. Rev. Fr. Benedict Perumuttathu
6. Rev. Fr. John Vaipil
7. Rev. Fr. Thomas Puthenparampil
8. Rev. Fr. John C Puthenveedu
9. Rev. Fr. Thomas Cherupushpa Bhavan
10. Prof. Dr. K C Mathai

5. STAFF COUNCIL

1. Rev. Fr. Thomas Puthenparampil (Director)
2. Prof. Dr. K C Mathai (Principal)
3. Prof. Prabha Alice Varkey (H O D, English)
4. Prof. Dr. Abraham Punnoose (H O D, Commerce)
5. Prof. Dr. P K Varghese (H O D, Economics)
6. Prof. Dr. Simon Tharakan (Dept. of Physical Education)
7. Prof. Dr. Harichandran R (Dept. of Malayalam)
8. Prof. Mathew Varghese (Dept. of History)
9. Asst. Prof. Anila Elizabeth John (Dept. of English)

10. Asst. Prof. Somichan Baby (Dept. of Hindi)
 11. Prof. Dr. Varghese Thomas (Dept. of Political Science)

6. COURSES OFFERED

- B A English Language and Literature
 - B A Economics
 - B.Com – Commerce and Tax Procedure & Practice
 - B.Com – Commerce and Tourism & Travel Management
 - B.Com – Commerce and Computer Application*
 - B.Sc. Computer Science *
 - M.Com Finance*
 - M A English Literature*
- (* subject to the approval of the university)

7. MEMBERS OF THE FACULTY

7.1 PRINCIPAL

Prof. Dr. K C Mathai, M.Sc., M.Phil., Ph.D. - 9447977410

7.2 DEPARTMENT OF ENGLISH

Prof. Prabha Alice Varkey,

M.A., M.Phil., [H. O. D] - 8606006448

Ms. Mekha Salim, M. A, B.Ed,

SET, NET (Asst. Prof.) - 9562163681

Ms Anila Elizabeth John, M.A, (Asst. Prof.) - 9746824943

Mrs. Ancy B, M.A (Asst. Prof.) - 8921340069

Mr. Sarath Krishna A, MA (Asst. Prof) - 8281578770

Mr. Iype George, M.A (Asst. Prof.) - 9844630137

7.3 DEPARTMENT OF COMMERCE

Prof. Dr. Abraham Punnoose, M.Com,

M.Phil., PhD, [H. O. D] - 9447561414

Ms. Tintu Anna Mohan, M.T.A, NET

(Asst. Prof.) - 9207597560

15.1 ANTI-RAGGING COMMITTEE

- 1 Dr. K C Mathai (Principal, Chairman)
email: kcmathai25@gmail.com, Ph: 9447977410
- 2 Prof. Prabha Alice Varkey (DeanUG, Vice Chairperson)
email: prabhaavarkey@gmail.com, Ph: 8606006448
- 3 Prof. Mekha Salim (NSS Programme Officer)
email: mekhasalim02@gmail.com, Ph: 9562163681
- 4 **HODs of all departments:-**
 - Dr. Abraham Punnoose
email: drabrahampunnoose@yahoo.com
Ph: 9447561414, 9446117021
 - Prof. P K Varghese
Ph: 9744914866
 - Prof. Dr. Simon Tharakan
email: tharakan.simon@gmail.com, Ph: 9447463277
- 5 Sri. Rajan Varghese (PTA Vice President)
Ph: 9446472944
- 6 Faculty advisors of first semester classes
- 7 NSS Volunteer Secretaries

16. GUIDANCE AND COUNSELLING

The centre organises orientation programme for students and provides counselling facility for the needy. It aims at protecting the emotional security of our students. and Rev. Sr. Susy, Holy Spirit congregation serves as the counselors. About 70 students availed the facility

17. GRIEVANCE REDRESS CELL

Growth and development entails mistakes and corrections. Forgiving and forgetting are essential for peaceful life in society. Redress

cell is functioning in the college to settle grievances of students. It has a three tier system as follows:

Tier-1 : faculty advisor

Tier-2 : head of the department

Tier-3 : principal with G.R Cell

Any matter of disputes, complaints, act of indiscipline, etc. is submitted first to the faculty advisor of the student concerned. If justice is denied there, he/she shall approach tier - II and finally tier III. The decision of the principal shall be final.

2.1 GR Cell

It consist of principal and all HOD's

Prof. Prabha Alice Varkey (Chairperson)

Prevention of Caste Based Discrimination

We constituted a cell consisting of all HOD's and prof. Deepa Jayanandan as a committee member for monitoring caste based discrimination if any.

Prof. Mathew Varghese (Chairman)

18. RESIDENCE, HOSTEL AND VISITORS

Students are expected to stay with their parents. However, Principal may permit students to stay with local guardians or in approved hostels on written request. Change of residence also should be reported to the Principal immediately. College provides hostel for lady students with the SIC Convent Sisters as wardens and Boys in the Mens Hostels with Rev. Fathers as care takers. Visitors except guardians are not permitted in either of the college hostels. Students will have their letters and other communications addressed to their own home or hostels. College office will not be responsible for the distribution of postal articles or phone messages.

24. SCHOLARSHIP / AWARDS

To encourage the students to excel in academic activities the following scholarship was introduced

24. 1. Mar Ivanios Scholarship

Students who secures A+ Grade (Above 9 SGPA) will be awarded Rs. 7500/- in each semester to all courses.

24. 2. Rev. Dr. P T GeevarghesePanicker Memorial Cash Award

Those who secures highest score in A grade (Top Scorer in A grade) in each course will be awarded Rs. 5000/- and those who score A grade will be awarded Rs. 2500/- each courses.

24.3. University Merit Scholarship

Eligible candidate can apply for the university merit scholarship as and when university announces. For details:

https://www.kerlauniversity.ac.in/downloads/rules_for_merit_scholarship.

25. INTERCOLLEGIATE / INTER UNIVERSITY COMPETITIONS

For the wholesome development of the individual the college has been conducting the intercollegiate Handball Tournament every year for the prestigious Mr Ivanios Trophy for men since its establishment. Best teams in All India participate in the tournament.

26. P T A (Parent Teacher Association)

The Parent Teacher Association of the college was formed with he Principal as President, Prof. Sarath Krishna A, Dept. of English as

the Secretary, Sri. Rajan Varghese as Vice President. Minimum of one general PTA and a department PTA will be arranged in each semester to discuss curricular and co – curricular activities of the college. Two representatives of the parents from each class and teachers constitute the executive committee. The executive committee will be summoned frequently. The executive committee of the Association is generally concerned with the welfare of the college and of improving the facilities available to students.

26.1 OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS

1. Rev. Fr. Thomas Puthenparampil-Director - 9447590533
 2. Prof. Dr. K C Mathai (Principal)-President - 9447977410
 3. Sri. Rajan Varghese-Vice President - 9446472944
 4. Mr. Sarath Krishna A-Secretary - 8281578770
 5. Smt. GeethaRemesh-Jnt. Secretary - 9947382028
 6. Smt. Deepa Rajendran-Treasurer - 9605305294
 7. Sri. Udayakumar. S - 9446220402
 8. Smt. Santhy Thomas - 9745503320
 9. Smt. Raji Susan Varkey - 04792353275
 10. Sri. D. Thomas - 9495418357
 11. Sri. Sebastian M.J - 9388238445
 12. Smt. PreethaSreekumar - 9846277703
 13. Sri. Vincent D K - 9895776030
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|----------------------------|--------------|
| 14.Smt. AleyammaKoshy | - 9947908995 |
| 15.Sri. I K Alexander | - 7559816978 |
| 16.Smt. Siby Varghese | - 9544001929 |
| 17.Sri. Samuel Georgekutty | - 9447576848 |
| 18.Smt. Ruby Rachel Mathew | - 8547060150 |
| 19.Sri. Mathaikutty | - 9747305363 |
| 20 Jayan K Stephen | - 9447803518 |
| 21.JalajaRajan | - 9847517270 |
| 22.P J George | - 9447859697 |
| 23.Jinutha | - 9744492666 |
| 24.Daisy Varghese | - 7034881349 |
| 25.Varghese Yohannan | - 8606117818 |
| 26.Rajan P V | - 9847995626 |
| 27.Mary Varghese | - 8714476322 |
- & All Faculty members including HOD's

27. OTHERS

27.1 IMPORTANT TELEPHONE NUMBERS

➤ **Kerala University**

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|----------------------------|----------------|
| Vice-Chancellor | - 0471-2306634 |
| Pro-Vice-Chancellor | - 0471-2308532 |
| Registrar | - 0471-2305631 |
| Controller of Examinations | - 0471-2442269 |