



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 2020-2021



'Lucem sequimur'
"We follow the light"

be allowed to register for the end semester assessment of the semester. Condonation of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of the PG Programme may be granted by the University. Benefit of attendance may be granted to students who attended to University Union activities, meetings of the University bodies and for participation in extracurricular activities by treating them as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities, subject to a maximum of 10 days in a semester.

CSS – Convenor - Prof. Dr. Abraham Punnoose, HOD, Commerce

17. SOCIAL SERVICE/EXTENSION ACTIVITY

It is mandatory for a student to participate in any one of the following Social Service/Extension Activities for not less than forty hours, during the 3rd and 4th semesters, for successful completion of the Programme.

There shall be a general co-ordinator to be nominated by the college council, for the conduct of all these activities.

General Co ordinator

Prof. Tintu Anna Mohan

Sl.No.	Name of the activity	Professors in charge
1	Environmental Activities (Code No. 4)	Prof. Anila Elizabeth John, Prof. Sherlin P Thomas (Meeting Every Tuesday)
2	Literary Club (Code No. 18)	Prof. Ancy B, Dr. Harish R (Meeting Every 1 st Monday)
3	National Service Scheme (Code No. 11)	Prof. Aswathy PProf. Deepa Jayanandan (Programme Officers) (Meeting Every Tuesday)

18. LIST OF MEMBERS IN CHARGE OF CURRICULAR AND CO- CURRICULAR ACTIVITIES 2020-21

18.1 Discipline

- § Principal - General
- § Prof. Prabha Alice Varkey - English Wing
- § Prof. Sarath Krishna A
- § Dr. Abraham Punnoose
- § Prof. Somichan Baby - Commerce – 1st & 2nd Floor
- § Dr. Simon Tharakan
- § Dr. Harichandran R - Commerce – Ground Floor

- § Dr. P K Varghese
- § Prof. Mathew Varghese - Economics Wing

18.2 CLMC / CSS Convenors

- § Prof. Dr. Harish R (HOD, Malayalam)
- § Prof. Dr. Abraham Punnoose (HOD, Commerce)

18.3 IQAC Co-ordinator

- § Dr. P K Varghese (HOD, Economics)

18.4 Staff Secretary

- § Prof. Anila Elizabeth John

18.5 P T A Secretary

- § Prof. Sarath Krishna A

18.6 Exam Internal & External

- § Prof. Dr. Harish R (Chief Supdt.)

18.7 Returning Officer & College Union Advisor

- § Prof. Dr. P K Varghese

18.8 Sports & Games

- § Prof. Dr. Simon Tharakan

18.9 Add on Course Co- ordinators

- § Prof. Anila Elizabeth John
- § Prof. Sherlin P Thomas

18.10 Grievance and redress cell/Internal Complaints Committee

- § Principal & All HOD's
- § Prof. Prabha Alice Varkey (Chairperson)

18.11 Anti – Ragging Committee

- § Principal (Chairman)
- § Prof. Prabha Alice Varkey (Vice Chairperson)
- § All HOD's
- § NSS Programme Officers
- § PTA Vice President
- § Faculty advisors
- § NSS volunteer secretaries

18.12 Mobile Squad

- § Prof. Dr. Simon Tharakan (Chairman)
- § Prof. Prabha Alice Varkey
- § Prof. Dr. Harish R
- § Prof. Deepa Jayanandan
- § Prof. Somichan Baby
- § Prof. Elizabeth George

18.13 Arts & Cultural Activities (Performing Arts)

- § Prof. Stagy Stanly(Convenor)
- § Dr. Harish R
- § Prof. Aswathy P
- § Prof. Ancy B
- § Prof. Sumi Susan Philip

(Meeting - 1st Wednesday of Every Month)

18.14 Women's Forum

- § Prof. Somichan Baby (Convenor)
- § Prof. Ashely Thomas
- § Prof. Aswathy P

(Meeting 1st Thursday of Every Month)

18.15 Life Guidance / Value Education

- § Rev. Fr. Thomas Puthenparampil
- § Prof. Dr. P K Varghese (Convenor)

§ Prof. Prabha Alice Varkey (*Meeting – Fridays*)

18.16 Youth Red Cross

§ Prof. Dr. Abraham Punnoose

18.17 Quiz, Debate, Fest

§ Prof. Sarath Krishna A (Convenor)

§ Prof. Ashely Thomas

§ Prof. Jincy Johnson

§ Prof. Deepa Kuruvilla

18.18 Career and Placement Cell

§ Prof. Anishkumar A S (Convenor)

§ Prof. Mathew Varghese

§ Mrs. Jessy Kuruvila

§ Ms. Sharon Susan Lalan

18.19 Yoga And Meditation

§ Prof. Dr. Simon Tharakan

18.20 Higher Education College level Nodal Officer & Social Media

§ Dr. Simon Tharakan (Nodal Officer)

§ Mr. Gijo George

§ Mr. Kichu Thomas

18.21 Tourism Club

§ Ms. Tintu Anna Mohan

§ Mrs. Stagy Stanly

18.22 Counselling

§ Dr. Varghese Thomas, Rev. Dr. Geevarghese Kaithavana,
Sr. Dr. Jermin DM

18.23 Rural Entrepreneurship Development Cell

§ The following commerce faculty members are nominated to the following post as directed by CDC University of Kerala and as per the order issued by MHRD Govt. of India under Mahatma Gandhi National Council of Rural Education. Ministry of Human Resource Development.

-
1. Student Development Officer (Placement & Internship) - Ms. Stagy Stanly
 2. Student Development Officer (Personality) - Ms. Ashley Thomas
 3. Student Development Officer (Technology) - Ms. Tintu Anna Mohan
 4. Student Development Officer (Entrepreneurship) - Ms. Jincy Johnson
 5. Student Development Officer (Rural Engagement) - Ms. Deepa Jayanandan

18.24 NIRF (National Institution Ranking Frame Work)

§ Ms. Greeshma G Krishnan (Nodal Officer)

19. OPEN COURSE

General Co-ordinator - Prof. Anishkumar A S

For UG during the fifth semester it is compulsory to study an open course other than the course offered by their mother department for each Programme.

The following are the open courses offered by the various department of our college.

1. Commerce - Principles Of Management
2. Economics - Human Resource Management
3. English - Communicative Applications
4. Physical Education - Health And Fitness Education

20. RAGGING

As per the directives of the Honorable Supreme Court of India Ragging in any form is a punishable offence and the same is banned by the court of law.

Preventive measure against ragging: If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging, admission shall be refused or he/she shall be expelled from the educational institution

20.1 ANTI-RAGGING COMMITTEE

Members, E-mail, Phone. No

- 1 Dr. K C Mathai (Principal, Chairman)
email: kcmathai25@gmail.com, Ph: 9447977410
- 2 Prof. Prabha Alice Varkey (Dean UG, Vice Chairperson)
email:prabhaavarkey@gmail.com, Ph: 8606006448
- 3 Prof. Deepa Jayanandan (NSS Programme Officer)
deepajayanandan@gmail.com 9747668327
- 4 Dr. Abraham Punnoose (HOD, Commerce)
email:drabrahampunnoose@yahoo.com, Ph: 9447561414
9446117021

Prof. P K Varghese (HOD, Economics)
Ph: 9744914866

Prof. Dr. Simon Tharakan, (HOD, Phy. Education
email: tharakan.simon@gmail.com, Ph: 9447463277
- 5 Adv. Satheesh T P (PTA Vice President)
Ph: 7012626900
- 6 Faculty advisors of first semester classes
- 7 NSS Volunteer Secretaries

21. 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. Dr. Varghese Thomas, HOD, Political science, Rev. Dr. Geevarghese Kaithavana, Rev. Sr. Dr. Jermin DM serves as the counsellors.

22. 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.

22.1 GRIEVANCE & REDRESS CELL MEMBERS

It consist of principal and all HOD's
Prof. Prabha Alice Varkey (Chairperson)

23. PREVENTION OF CASTE/ GENDER BASED DISCRIMINATION SC/ST CELL

We constituted a cell for monitoring the above.

MEMBERS

§ Prof. Mathew Varghese (Convenor)

§ All HOD's & Prof. Deepa Jayanandan

24. 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 Men's 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.

25. ASSOCIATIONS:- AIMS AND OBJECTIVES

The main objective of our associations is to enrich the potentials of the students beyond their academic intelligence. To make the students responsible and beneficial citizens for the welfare of the society. These associations also provide an opportunity for the students to discover their talents through co-curricular activities, literary and cultural events etc. It aims to develop the leadership quality among students through competitions and co-operation. In

short, these associations provide a platform for the students to voice their opinion

26. CLASS (FACULTY) ADVISERS

SEMESTERS	NAME OF ADVISORS
B.Com Tax	
Semester - 5 & 6	Asst. Prof. Ashely Thomas
Semester - 2 & 3	Asst. Prof. Deepa Jayanandan
Semester - 1 & 2	Asst. Prof. Jincy John
B.Com Tourism	
Semester - 5 & 6	Asst. Prof. Sherlin P
Semester - 2 & 3	Asst. Prof. Tintu Anna Mohan
Semester - 1 & 2	Asst. Prof. Stagy Stanly
B.Com Finance	
Semester - 1 & 2	Greeshma G Krishnan
B A English	
Semester - 5 & 6	Asst. Prof. Ancy B
Semester - 2 & 3	Asst. Prof. Mekha Salim
Semester - 1 & 2	Asst. Prof. Anila Elizabeth John
B A Economics	
Semester - 5 & 6	Prof. Dr. P K Varghese
Semester - 2 & 3	Asst. Prof. Aswathy P
Semester - 1 & 2	Asst. Prof. Anishkumar A S
M.Com Finance	
Semester - 1 & 2	Asst. Prof. Karen Susan Mathew

27. MENTORING

In order to prepare students to excel in the world outside college, we are not only focusing on the intelligence quotient but also on the emotional quotient. Most students are unable to capture the different philosophies that drive expectations for academic excellence and ideas career pathways. This is where mentorship becomes important. Mentorship is an opportunity to provide a student with necessary academic and emotional support. Hence we are providing a platform to provide holistic mentorship to students.

27.1 MENTORS 2020-21

- S5 & S6 B.Com Tax - Ms. Ashely Thomas (1 - 26)
 Ms. Deepa Jayanandan (27 - 52)
 S5 & S6 B.Com Tourism - Ms. Sherlin P Thomas (1 - 21)
 Ms. Stagy Stanly (22 - 43)

- S3 & S4 B.Com Tax - Ms. Deepa Jayanandan (1 - 26)
 Ms. Ashely Thomas (27 - 52)

- S3 & S4 B.Com Tourism - Ms. Tintu Anna Mohan (1 - 22)
 Ms. Jincy Johnson (23 - 42)

- S1 & S2 B.Com Tax - Ms. Jincy Johnson (1 - 25)
 Mr. Sarath krishna A (26 - 50)

- S1 & S2 B.Com Tourism - Ms. Stagy Stanly (1 - 20)
 Ms. Anila Elizabeth John (21 - 35)

- S1 & S2 B.Com Finance - Ms. Greeshma G Krishnan (1 - 22)
 Ms. Elizabeth George (23 - 45)

- S5 & S6 B.Com English - Ms. Ancy B (1 - 20)
 Prof. Prabha Alice Varkey (21 - 29)

- S3 & S4 B A English - Ms. Mekha Salim (1 - 20)
 Prof. Mathew Varghese (21 - 40)
 Prof. Prabha Alice Varkey (41 - 45)

- S1 & S2 B A English - Ms. Sharon Susan Lalan (1 - 22)
 Dr. Harish R (23 - 45)

- S5 & S6 B A Economics - Ms. Aswathy P

- S3 & S4 B A Economics - Mr. Anishkumar A S

- S1 & S2 B A Economics - Mr. Anishkumar A S

Ms. Somichan Baby

- S1 & S2 M.Com Finance - Ms. Karen Susan Mathew

28. STUDENTS SUPPORT SERVICES

a. PHOTOSTAT, SCANNER

A photocopy machine is installed in the college library. Staff and students can have copies of their documents at reasonable rates. Scanner is also made available to the students.

5. Mar Ivanios Memorial All India Intercollegiate quiz competition and Paper Presentation by Economics Department.

33. MAR IVANIOS EXEMPLAR AWARD

An Expedition to choose the best among Ivanios 2020-21 admission onwards a 'Mar Ivanios Exemplar' contest will be conducted for the final years in the month of February. Eligibility, rules and regulations shall be intimated in the month of January. The winners will be awarded the title 'Ivanian Exemplar'. The Exemplar awards will be presented to the selected (3-5) students by a dignified personality in presence of the entire college community.

34. P T A (PARENT TEACHER ASSOCIATION)

The Parent Teacher Association of the college was formed with the Principal as President, Prof. Sarath Krishna A, Dept. of English as the Secretary, Adv. Satheesh T P 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.

34.1. OFFICE BEARERS

Rev. Fr. Thomas Puthenparampil-Director - 9447590533
Prof. Dr. K C Mathai (Principal)-President - 9447977410
Adv. Satheesh T P-Vice President - 7012626900
Mr. Sarath Krishna A-Secretary/Treasurer - 8281578770
Mrs. Jolly Biju-Jnt. Secretary - 7907003236

34.2. COMMITTEE MEMBERS

Smt. Bindhu James - 7560812906
Sri. Hareesh Kumar - 9061710733
Sri. Venkateswara Pai - 8086876730
Smt. Sumitha - 9656781221
Sri. S. Omanakuttan - 9447029495
Smt. Mallika - 9558762446

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Sri. S. Omanakuttan	- 9447029495
Smt. Mallika	- 9558762446

Sri. Satheesh T P	- 7012626900
Smt. Annamma Biju (Jolly)	- 7907003236
Smt. Mini Ajikumar	- 9539729346
Sri. Dayakumar	- 9496095844
Sri. Mathew John	- 8589923050
Smt. Saritha	- 9961313530
Sri. Narayanan V	- 9847227236
Smt. Suja. R	- 8301010110
Sri. Muhammed Shawkath	- 9846277580
Smt. Rosy Sunny	- 9656275627
Sri. Jayalal.G	- 9946125573
Smt. Usha S Kumar	- 9447473241
Sri. Jayan K Stephen	- 9447803518
Smt. Jalaja Rajan	- 9847517270
Smt. Jinutha	- 9744492666
Sri. P J George	- 9447859697
Smt. Daisy Varghese	- 7034881349
Sri. Varghese Yohannan	- 8606117818
Sri. Rajan P V	-9847995626
Smt. Mary Varghese	- 8714476322

&

□ All Faculty members including HOD's

31. IMPORTANT TELEPHONE NUMBERS

a. KERALA UNIVERSITY

Vice-Chancellor	- 0471-2306634
Pro-Vice-Chancellor	- 0471-2308532
Registrar	- 0471-2305631
Controller of Examinations	- 0471-2442269
Director-College Development Council	- 0470-2657600
Public Relations Officer	- 0471 2305738

b. COLLEGES

1. Bishop Moore College, Mavelikara	- 0479 2303260
2. DB Pampa College, Parumala	- 0479 2312247
3. Mar Crysostom College, Adoor	- 04734 220611