

# SREE AYYAPPA COLLEGE

NAAC ACCREDITED WITH 'B' GRADE

ERAMALLIKKARA, THIRUVANVANDOOR,  
CHENGANNUR-689109

ALAPPUZHA DISTRICT

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(Govt. Aided College affiliated to the University of Kerala)

Started In 1995



## HANDBOOK & ACADEMIC CALENDAR 2017-18

Name: .....

Class: ..... No: .....

**MANAGEMENT**

**THE TRAVANCORE DEVASWOM BOARD**

**THIRUVANANTHAPURAM**

**President : Sri. A Padmakumar**

**Member : Sri. K. P Shankaradas**

**Member : Sri. K Raghavan**

**Manager : Smt. S. Jayasree**  
(Secretary, Travancore Devaswom Board)

**Principal : Dr. K.S Anil Kumar**

ഓം സഹനാ വവതു  
സഹനൗ ഭൂനക്തു  
സഹവീര്യം കരവാഹൈ  
തേജസിനാവദിയമസ്തു മാ  
വിദിഷാവഹൈ  
ഓം ശാന്തിഃ ശാന്തിഃ ശാന്തിഃ

**മന്ത്രാർത്ഥം:**

ഞങ്ങൾ ഒരുമിച്ച് രക്ഷിക്കപ്പെട്ടെ,  
ഞങ്ങൾ ഒരുമിച്ച് വിദ്യ അനുഭവിക്കാൻ ഇടയാക്കട്ടെ,  
ഞങ്ങൾ അന്യോന്യം സഹായിച്ചും, സഹകരിച്ചും  
പ്രവർത്തിക്കാൻ ഇടവരുത്തണമേ,  
ഞങ്ങളുടെ ഇടയിൽ പരസ്പര കലഹം ഇല്ലാതാവട്ടെ,  
ഞങ്ങൾക്ക് ശാരീരികവും മാനസികവും ദൈവികവുമായ  
ശാന്തി ഉണ്ടാകട്ടെ

## PERSONAL RECORD

**Name** :

**Class & Semester** :

**Admission Number & Year** :

**Blood Group** :

**Extra-Curricular Work** :

**Father's Name** :

**Residential Address &**

**Phone Number** :

**Guardian's Name** :

**Address & Phone Number** :

**Signature**

## History of this College

Sree Ayyappa College, managed by The Travancore Devaswom Board, started functioning in 1995, as the fulfillment of a long cherished dream of the rustic populace of the serene and beautiful hamlet of Eramallikkara, situated at the confluence of the twin-rivers, holy Pampa and Manimala. As the manifestation of the bounteous blessings of Lord Ayyappa, the *Kaliyuga Varadan*, this abode of learning proves to be a fountain of prosperity and fortune to this educationally underdeveloped remote area in Thiruvananthapuram Panchayat, of epic importance. The Government policy of starting diverse and applied-science courses in the rural sector, with the objective of providing more and more job opportunities to aspiring and ambitious youth, culminated in the establishment of this institution. The Travancore Devaswom Board, with the aim of spreading the light of knowledge, especially to underdeveloped, remote and rural population, in order to groom genuine geniuses for the service of society and humanity at large, started this college as its fourth one in the field of higher learning.

Three Degree Courses were started in 1995, namely; 3 years B.Sc. Mathematics, 6 Semester B.Sc. Computer Science and 6 Semester B.Sc. Electronics. In appreciation of the flourishing output at the academic level, a new 6 Semester B.Sc. Industrial Microbiology Degree Course was sanctioned in 1999. The College enjoys permanent affiliation from University of Kerala in 2003. The college has been recognized by UGC under 2f & 12B certification in 2010. In 2013 we have started M.Sc. Computer Science and in 2014 B.Com with Computer Application in Aided stream.

In 2017, the college has been accredited by the National Assessment and Accreditation Council with a B Grade of excellence, which is a coveted honour from the University Grants Commission. Academic results at the University examinations have so far been exemplary and gratifying considering the input of the various faculties and relative achievements. The good-will and timely benevolence of our management and parents and all well-wishers, of far and near, tune the dynamics of our enviable success and bright future.

## COURSES OFFERED

| Sl. No | Course      | Subject                                       | Sanctioned strength | Year of Starting |
|--------|-------------|---|---------------------|------------------|
| 1      | B.Sc.       | Computer Science                              | 20                  | 1995             |
| 2      | B.Sc.       | Electronics                                   | 20                  | 1995             |
| 3      | B.Sc.       | Mathematics                                   | 20                  | 1995             |
| 4      | B.Sc.       | Biochemistry and Industrial Micro Biology     | 24                  | 1999             |
| 5      | M.Sc.       | Computer Science                              | 14                  | 2014             |
| 6      | B.Com       | Commerce with Computer Applications           | 40                  | 2013             |
|        |             | Career Oriented Course (Add on Course) by UGC |                     |                  |
| 7      | Certificate | Web Development                               | 30                  | 2014             |

## **SUCCESSION OF PRINCIPALS**

|     |                                |                   |
|-----|--------------------------------|-------------------|
| 1.  | Prof. K. Vasudeva Chettiyar    | 1995-1996         |
| 2.  | Prof. T.K. Bhanumathy          | 1996-2002         |
| 3.  | Prof. K. Raveendranathan Nair  | 2002-2003         |
| 4.  | Prof. N. Suresh                | 2003-05 & 2006-07 |
| 5.  | Prof. K.P. Balachandran        | 2005-2006         |
| 6.  | Dr. S. Devaki Antharjanam      | 2007-2009         |
| 7.  | Dr. D Radhakrishna Pillai      | 2009-2012         |
| 8.  | Dr. K. Mohanakumar             | 2012 June-Dec     |
| 9.  | Prof. R. Jayachandran          | 2012-13           |
| 10. | Prof. S. Lekha                 | 2013-15           |
| 11. | Dr. S. Gopalakrishnan Unnithan | 2015-16           |
| 12. | Dr. S. Joy                     | 2016              |
| 13. | Dr. K. Mohanakumar             | 2016              |
| 14. | Dr. K.S. Anil Kumar            | 2016 onwards      |

## **OUR FACULTY**

### **PRINCIPAL**

Dr. K.S. Anil Kumar, M.Tech, Ph.D

### **DEPARTMENT OF ENGLISH**

Mrs. Parvathi. S, MA, MPhil, NET (Assistant Professor)  
Mr. Vysakhi Suresh, MA, NET (Guest Lecturer)

### **DEPARTMENT OF HINDI**

Dr. Remya L, M.A, PhD. NET (Assistant Professor)

### **DEPARTMENT OF MALAYALAM**

Mrs. Priyamol Vijayan, M.A, B.Ed, NET (Guest Lecturer)

### **DEPARTMENT OF MATHEMATICS**

Dr. N. Vidhya, M.Sc, B.Ed, PhD (Assistant Professor)  
Miss. Anjaly. K. S, M.Sc., PGDCA (Guest Lecturer)  
Mr. Robin. P, M.Sc (Guest Lecturer)

### **STATISTICS**

Miss. Arya Raj. A, M.Sc (Guest Lecturer)

### **DEPARTMENT OF PHYSICS**

Miss. Reshma. R, M.Sc. (Guest Lecturer)

### **DEPARTMENT OF COMMERCE**

Mr. Praveen Raj, M Com, NET, MEC (Guest Lecturer)  
Miss. Anjana. S, M.Com (Guest Lecturer)  
Miss. Lekshmi M.G, M.Com, B.Ed. (Guest Lecturer)  
Mrs. Aswathy. R, M.Com (Guest Lecturer)  
Mrs. Sruthi. V. N, M.Com (Guest Lecturer)

### **DEPARTMENT OF ELECTRONICS**

Mrs. Ushakumary. K. L, M.Tech. (Associate Professor)  
Mr. K.C Prakash, M.Sc. (Associate Professor)  
Mr. Suresh S, M.Sc. (Associate Professor)  
Mr. Deepu G.P, M.Tech, MBA, PGDCAFC, C.Eng(I)  
(Associate Professor)  
Mr. Mithin. R, M.Tech (Guest Lecturer)

### **DEPARTMENT OF PHYSICAL EDUCATION**

Dr. N. Madhavan, M.P.E.S., M.Phil, Ph.D. (Assistant Professor)



**DEPARTMENT OF COMPUTER SCIENCE**

|                                     |                       |
|-------------------------------------|-----------------------|
| Mrs. Sobha P.K, M.C.A. MPhil        | (Associate Professor) |
| Mrs. Jisha Nair. B.J, M.Sc, MPhil   | (Associate Professor) |
| Mrs. S. Sreedevi, M.A, M.C.A, MPhil | (Associate Professor) |
| Miss. Jyothi Raj. V, MCA, NET       | (Guest Lecturer)      |
| Mrs. Sreelekshmi. A. N, M.Tech      | (Guest Lecturer)      |
| Mrs. Liji Sara Varghese, M.Tech     | (Guest Lecturer)      |
| Miss. Reshma Dharman, M.Tech        | (Guest Lecturer)      |
| Miss. Anusha Sivanandan, M.Tech     | (Guest Lecturer)      |
| Miss. Sneha. C.S, M.Tech            | (Guest Lecturer)      |

**DEPARTMENT OF MICROBIOLOGY**

|                          |                       |
|--------------------------|-----------------------|
| Dr. Nitha. B, M.Sc, Ph.D | (Assistant Professor) |
| Dr. Ganga.G, M.Sc, Ph.D  | (Assistant Professor) |

**DEPARTMENT OF BIOCHEMISTRY**

|                                    |                       |
|------------------------------------|-----------------------|
| Dr. Chithra.K. R, MSc, Ph.D        | (Assistant Professor) |
| Dr. Rejija.C. S, MSc, M Phil, Ph.D | (Assistant Professor) |

**DEPARTMENT OF CHEMISTRY**

|                                      |                       |
|--------------------------------------|-----------------------|
| Dr. Sandeep.S, M.Sc, Ph.D, B.Ed, SET | (Assistant Professor) |
|--------------------------------------|-----------------------|

**ADMINISTRATIVE STAFF**

|                                |                     |
|--------------------------------|---------------------|
| Mr. M. Unnikrishna Pillai      | HA                  |
| Mr. K.E. Narayanan Nampoothiri | UD Clerk            |
| Mr. M N Rajendran              | UD Clerk            |
| Mr. Ganesh Kumar B.S.          | LD Clerk            |
| Mrs. P. Santhakumari           | LD Clerk            |
| Mrs. Shylaja Pillai            | Typist              |
| Mr. Biju P.R.                  | Librarian           |
| Mr. R Reghu                    | Technical Assistant |
| Mrs. Radhamani. E.G            | Lab Assistant       |
| Mrs. Chinju. A                 | Lab Assistant       |
| Mr. Sreekumar. C               | Library Assistant   |
| Mr. V.S. Rajitha Kumar         | Library Assistant   |
| Mr. Rahul Krishnan             | Office Attendant    |
| Mr. Athul Mohan                | Office Attendant    |
| Miss. Aiswarya                 | Office Attendant    |
| Mr. V. Aneeshkumar             | Watcher             |
| Mr. Rajashekharan Pillai       | Watcher             |
| Mr. Sanjeev Kumar              | Watcher             |
| Mr. Rajesh K.                  | Security            |

## **IQAC**

**Internal Quality Assurance Cell (IQAC)** was established in the year 2013. The Cell has been functioning as integral part of our Academic and Administrative activities. Under its leadership the college got accredited in the year 2017 with B grade.

### **The primary aim of IQAC is**

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions of IQAC**

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution.
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- f) Documentation of the various programs/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- i) Development of Quality Culture in the institution.
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **Members of IQAC**

|                    |   |  |
|--------------------|---|--|
| <b>Chairman</b>    | : | Dr. K.S. Anil Kumar (Principal)  |
| <b>Coordinator</b> | : | Prof. K C Prakash  |
| <b>Members</b>     | : | Prof. Sobha P.K  |
|                    | : | Prof. Ushakumary K.L   |
|                    | : | Dr. Vidhya. N  |
|                    | : | Dr. N. Madhavan  |
|                    | : | Dr. Nitha B  |
|                    | : | Prof. Jisha Nair B.J   |
|                    | : | Prof. Suresh S   |
|                    | : | Prof. S. Sreedevi  |
|                    | : | Mr. Unnikrishna Pillai M   |
|                    | : | Mr. Sreejith (Panchayath Member<br>Representative of Local Society)                  |
|                    | : | Dr. K. N. Madhusoodanan Pillai (Former<br>Academic Consultant, NAAC External Expert) |
|                    | : | Mr. Satheesh S.Potty (Alumni)  |
|                    | : | Mr. Lalkishore.G (Industrialist)   |
|                    | : | Mr. Binu.K.Balan (Stake holder)  |
|                    | : | Mr. Sreejithkumar S, Union Chairman<br>(Student member)                              |

### **INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS STUDENTS' FORUM (ISF)**

The Institution of Electronics and Telecommunication Engineers (IETE) founded in 1953 is one of the leading Professional Society in India. This society is largely contributing for the advancement of Science and Technology in the fields of Electronics, Communication Engineering, Computer Science, Information Technology and other related subjects. A major wing of IETE is the ISF (IETE Students Forum).

#### **Objectives of ISF:**

- Improving the standard of Engineering Education
- Counseling the students in the emerging new opportunities
- Encouraging and motivating the outside Class room studies/  
Workshops/ projects/ Seminars
- Increasing the student base and Corporate membership of IETE

### **Members of ISF**

- Patron** : Dr. K.S Anilkumar, Principal, Member- IETE
- Members** :
- : Prof. Prakash K.C, Associate Professor, Dept. of Electronics (Member IETE, **Staff-in-Charge**)
  - : Prof. Suresh. S, Associate Professor, Dept. of Electronics, (Member IETE)
  - : Prof. Ushakumary K.L., Associate Professor, Dept. of Electronics (Member IETE)
  - : Mr. Rejith Reghunath (B.Sc Electronics III year student) - Chairman
  - : Mr. Mahesh V Pillai (B.Sc Electronics II year student) - Secretary
  - : Miss. Chinchu Anilkumar (B.Sc. Comp. Science III year student) – Student member
  - : Miss. Bhagyalekshmi K (B.Sc Comp. Science II year student) – Student member
  - : Mr. Adithyaraj K.R (B.Sc Comp. Science I year student) – Student member
  - : Mr. Adithyaraj. S (B.Sc Electronics I year student) – Student member

### **RESEARCH GUIDES**

The following teachers are recognized research guides of Kerala University.

| <b>Name</b>            | <b>Department</b>  | <b>No. of PhD Scholars</b> |
|------------------------|--------------------|----------------------------|
| 1. Dr. K.S. Anil Kumar | Futures Studies    | 4                          |
| 2. Dr. N. Madhavan     | Physical Education | 2                          |

### **STUDENTS DISCIPLINE COMMITTEE**

To maintain the general discipline of the college a discipline committee is constituted to monitor the activities going on in the campus.

- Convener** : Prof. Suresh.S
- Members** : Prof. S.Sreedevi  
Dr. N. Madhavan  
Sri. Unnikrishna Pillai M  
Sri. Rajesh

### **ADMISSION: RULES**

- Admission to all classes is governed by the rules laid down by the Govt. of Kerala and the University of Kerala from time to time.
- Application for admission should be made in the prescribed form available in the college office on payment of Rs.50/-
- No student who has provisionally studied in a recognized school or college (including Sree Ayyappa College, Eramallikkara) shall be admitted to the college unless he/she produces transfer certificate in the proper format.
- Students who came from other universities must produce the eligibility certificate and migration certificate before admission
- No student will be enrolled or allowed to attend any class until the fee due from him/ her is paid
- No. Student of the college will be allowed to attend any other course of study or any other institution before obtaining withdrawal from the college.
- Any candidate who is found to have obtained admission through false representation will be dismissed and will forfeit whatsoever fees he/she may have paid.

### **CODE OF CONDUCT- RULES AND REGULATIONS**

- Observe neat and pleasing dress code. Be courteous and decent in behaviour. Speak politely.
- As the prayer begins, come to attention wherever you are and join the prayer. Move only after the song is over.
- Rise and greet your teacher as she/he enters the class-room. Rise and offer your thanks when the teacher leaves the class-room.
- When the session is on you will enter the class only with the permission of the teacher.
- Due respect will be given to the staff both inside and outside the campus. It is rude behavior to enter a room without being permitted, to jump queues, to scramble for seat in bus, to get past a person without saying "Excuse me" or not to say "Sorry" if you have bumped someone.
- Students who do not have class or laboratory work shall remain in the reading room or in vacant class rooms. Loitering in the veranda or premises is not permitted.
- Any student who is persistently or willfully insubordinate, or is guilty of fraud or malpractice in connection with examinations, uses abusive and offensive language to any member of the staff

or fellow student, will be penalized and dismissed after appropriate enquiry.

- Notices shall not be circulated nor shall they be displayed without the permission of the Principal.
- Smoking or indulging in other reprehensible habits is forbidden within the premises.
- Mass meeting of any kind shall not be held within the premises without the prior sanction of the Principal.
- Use of mobile phone by students inside the campus is strictly prohibited.
- Ragging is a very serious criminal offence under Kerala Ragging Prohibition Act 1998 and is punishable with 2 years imprisonment along with a penalty of Rs.10000/-. Such students will be expelled from the institution and they will not be given admission to any other educational institution for a period of three years (Kerala Ragging Prohibition Act 1998).

#### **EXAMINATIONS AND TEST PAPERS: RULES**

- Exemption from attendance at examinations and test papers is granted by the Principal on the recommendation of the concerned Head of the Department.
- Application for such exemption must be made at least two days before the commencement of the examination.
- Absence from examination and test papers without leave will render the students concerned liable to serious punishment which may result in with-holding of Term Certificate.
- When re-examination is offered, absence from such examination for any reason what-so-ever will be regarded as equivalent to failure. Suitable fee may be collected from students to whom re-examination is offered.
- Malpractice in test papers and examinations will render a student liable to severe punishment or expulsion from the college.

#### **LIBRARY AND READING ROOM: RULES**

- Students are expected to make the maximum use of the library and reading room facilities provided in the college.
- Strict silence should be maintained inside the library and the reading room.
- The library will be open from 9.30am to 4.00pm on all days on which the college office is open.
- Nothing except writing materials shall be taken inside the reading room and library.

- Books must be returned within 14 days from the date of issue.
- A fine of 1 Rs. per day will be charged per book if not returned on the due date, until the book is returned or its loss reported.
- Books must be carefully examined at the time of issue. The borrower shall be held liable for any damage detected later.
- Tearing of picture or any other type of mutilation of magazine, book, etc. is serious offence. The borrower shall be asked to replace such book, at his/ her cost.
- The loss of any book must be immediately reported to the librarian and with his permission the book may be replaced by a new volume failing which its cost as decided by the librarian must be paid.
- Sub-lending of books is strictly forbidden.
- All books issued from the library shall be returned without fail on or before the last working day of the academic year.

#### **CAUTION DEPOSIT: RULES OF COLLECTION AND REFUND**

- All students shall in admission to the college be liable to pay the caution deposit prescribed for that installment of tuition fees and other special fees payable on the date of admission at the commencement of a course along with such terms of less as are to be paid under the rules in case where the admission takes place during the period of a course, as the case may be.
- Students belonging to scheduled caste/scheduled tribes/other eligible communities are exempted from payment of caution deposit.
- The caution deposit paid by a student for a particular course shall be retained in the institution till completion of the course of study. Caution deposit received from a student will be refunded to him/her on receipt of application form prescribed and after adjusting the dues, if any, on account of:
  - Loss of Library books and fine thereof.
  - Fine for breakages of laboratory equipment and any other loss caused to properties of the college.
  - Arrears of fee, if any.
  - If the caution deposit is less than the amount to be realized from the student excess amount will be realized by other means as the principal may decide.
- The caution deposit paid by a student for a particular course the institution shall be refunded to him/her after adjusting dues if any, before completion of the course in the college, if the student applied for refund of the same and provided further that the

student takes TC from the college concerned on grounds of discontinuing the course or for pursuing studies for the same or a different course in some other institution.

- It shall be the responsibility of the student to claim the refund of caution deposit paid by him/her for the particular course immediately after the closing date of the college after the expiry of the academic year in which the course is completed or earlier when the claim of refund arises under the circumstances stated in Rule (4) above.
- If any student has been promoted to higher class on once or more occasions or has discontinued studies for one or more above claiming refund shall be extended by such number of academic year of break.
- The students should keep in safe custody the receipts issued for remittance of the caution deposit during the tenure of the course. The Caution deposit will be refunded only if the concerned receipt issued from the college is produced along with the application for refund of the caution deposits. Exemption from the operation this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided, the Principal is personally satisfied about the identity of the applicant claiming the refund.

#### **ATTENDANCE AND LEAVE OF ABSENCE**

- Percentage of attendance shall be calculated Course-wise. To determine the eligibility for registration for the End Semester Examination, the average of the course-wise percentage of attendance shall be considered.
- Those who secure a minimum of 75% attendance in the aggregate of all the course of a semester taken together alone will be allowed to register for the end semester examination of the semester.
- Condemnation of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Program may be granted by the University. Benefits of attendance may be granted to students who attend to University Union activities, meeting of University bodies and participation in extracurricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities issued by the University Authorities/Principals, subject to a maximum of 10 days in a semester. Those who secure a minimum of 75% attendance in the aggregate of all the Course of a Semester



taken together alone will be allowed to register for the End Semester Examination of the Semester.

- A statement of attendance earned by the student will be published every month in the notice board. Students shall examine the list and report the discrepancies, if any, to the class tutor.
- Students are not permitted to abstain from classes without leave for the whole or part of a day.
- Absence without leave for part of a day will entail forfeiture of attendance for the whole day.
- A student absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.
- Leave of absence should be obtained from the Principal on the recommendation of the head of the Department/Class Teacher concerned. As far as possible, leave should be obtained beforehand. If application for leave is not on clear or satisfactory grounds, the student may be called upon to explain.
- Students who are obliged to leave a class owing to indisposition shall obtain endorsement from the mentor of the class.
- Application for leave for more than three days at a time should be supported either by a letter from the parent/guardian or by a medical certificate in cases of illness.
- Duty leave for physical education activities and youth festival will be granted only to athletes representing the College or University in various matches, tournaments and sports event.
- A student deputed to participate in matches, tournaments and sports events, should submit his/her leave application duly recommended by the Lecturer in Physical Education to the Class Teacher concerned for necessary action not later than one week after the event.
- The maximum period for which duty leave can be granted to a student for sports and athletic activities is limited to 10% of the total number of working days.

#### **CONTINUOUS EVALUATION**

20% of the total evaluation is continuous. Periodical examinations are conducted and evaluated. Based on this and other parameters like assignments, seminars and attendance grades are awarded for CE. The grade awarded for CE will be at par with the performance of the student in various components of CE.

## **ANTI RAGGING CELL**

As per Supreme Court of India direction an anti-ragging committee and anti- ragging squad had been constituted and is presently working in the college to curb the menace of ragging.

## **ANTI RAGGING COMMITTEE (MEMBERS)**

### **I. Anti-Ragging Committee:**

- : Mrs. Sobha. P.K, Associate Professor, Dept. of Computer Science, Sree Ayyappa College (Nodal Officer)
- : Prof. Jisha Nair B.J, Associate Professor & HOD, Dept. of Computer Science
- : Dr. Nitha B, HOD, Dept. of Microbiology
- : Dr. Rejiya. C.S, Assistant Professor, Dept. of Bio Chemistry

### **II. Anti-Ragging Squad (Members)**

- : Dr. N Madhavan, Assistant Professor, Dept. of Physical Education (**Convener**)
- : Prof. S Suresh, Associate Professor, Dept. of Electronics
- : Dr. Vidhya. N, Assistant Professor & HOD, Dept. of Mathematics.
- : Sri. Ganesh Kumar B S, Administrative Office.

## **MENTOR SYSTEM**

This is to improve the general discipline of the college and to provide opportunities to the teaching staff to have better interaction with the students for their welfare. Students are grouped into batches and the group is put under the charge of a teaching staff, who will be the group mentor. The group mentor will keep a vigil over the progress and conduct of the students and his/her guidance helps them in their studies in a general way. Tutorial group meetings will be convened on days notified by the Principal. Conduct Certificate will be issued to students only on the recommendation of the group mentor. In order to coordinate the activities of Mentor System a coordination committee with Mrs. Sreelekshmi A.N as Convener is constituted.

**Convener** : Mrs. Sreelekshmi A.N

**Members** : Arya Jayakumar

### **LIBRARY AND READING ROOM**

There is a well-equipped library for the students in the college. This library is under the charge of Mr. Biju. P.R In addition to the books a good number of journals, magazines and newspapers are made available in the library. Phone No. 0479- 2429363

### **COLLEGE MAGAZINE**

The College Magazine is published annually. All students are subscribers to the magazine. Articles and creative contributions from the students and staff are published. The Editorial Board of the magazine committee is constituted by the Principal, who is the Chief Editor. A faculty member is nominated as the Managing Editor. Faculty from language departments are nominated as staff editor .The student Editor is elected by the students. The decision of the Editorial Board shall be final on magazine issues related to the magazine.

**Chief Editor** : Dr. K.S. Anilkumar  
**Managing Editor** : Dr. Remya. L  
**Staff Editor** : Mr. Vysakhi Suresh  
: Mrs. Priyamol Vijayan

## **SCHOLARSHIPS AND OTHER AMENITIES**

### ***Scholarships, Fee Concession Students Aid Funds & Awards***

(a) Scheduled Caste, Schedule tribe, Christian converts and other Eligible community students are eligible for full fee concession, Lump Sum Grant and Stipend. These Students are eligible for the benefit irrespective of family income and marks. They have to produce the required documents for fee concession.

(b) Other backward community students whose annual family income does not exceed Rs.25000/-, of Degree course (annual scheme) are eligible for full fee concession. Such students have to submit income certificate in the prescribed form issued by the Village Officer and countersigned by the Panchayat President/Municipal Commissioner

Forward community students are eligible for scholarships and fee concession subject to the minimum marks, annual family incomes, etc.

The detailed information regarding the following scholarships can be obtained from the website of the Directorate of Collegiate Education.

Major Scholarships provided in the college are:

- Post Metric Scholarship
- Central Sector Scholarship State Merit
- One girl child Muslim Scholarship
- Suvarna Jubilee Merit Scholarship
- K. P. C. R Fee Concession
- PTA Scholarship
- Staff Scholarship
- Alumni Scholarship

## **FEE PARTICULARS**

### **Tuition fee**

|                      |                      |
|----------------------|----------------------|
| Maths                | Rs.1000.00 per year. |
| Electronics, CS, IMB | Rs.3000.00 per Year  |
| M.Sc                 | Rs.1800.00           |

### **Special fee particulars:**

|                                 |            |
|---------------------------------|------------|
| Admission fee (MSc)             | Rs.150.00  |
| UG fee                          | Rs.75.00   |
| Library fee                     | Rs.100.00  |
| Athletic Fee                    | Rs.100.00  |
| Medical Inspection fee          | Rs.10.00   |
| Magazine fee                    | Rs.50.00   |
| Stationery fee                  | Rs.50.00   |
| Association fee                 | Rs.50.00   |
| Calendar fee                    | Rs.30.00   |
| Audio-visual fee                | Rs.25.00   |
| University Union fee            | Rs.50.00   |
| Students aid fund               | Rs.25.00   |
| MSc Laboratory fee UG           | Rs.1200.00 |
| Laboratory Fee (a) Main subject | Rs.250.00  |
| (b) Subsidiary subjects         | Rs.150.00  |
| Scouts and Guides fee           | Rs.5.00    |
| Affiliation fee                 | Rs.300.00  |
| Sports affiliation fee          | Rs.50.00   |
| Caution deposit (UG)            | Rs.360.00  |
| Caution deposit (PG)            | Rs.600.00  |
| Cost of applications            | Rs.50.00   |
| Insurance                       | Rs.25.00   |
| Women's Study Unit              | Rs.10.00   |

**CANTEEN**

The college has a Canteen for accommodating 40 students at a time. We are providing Lunch, Snacks, Tea, Coffee etc in subsidy rate. We are also planning to start a provisional store nearby in canteen.

**COMPUTER CENTRE**

Our college has a well equipped computer Lab having 60 PC's with 4 mbps 1:1 ILL Internet facility.

**ADMISSION COMMITTEE**

An admission committee is constituted to conduct admission to the various courses. The Principal, H.O.D of the respective Department and a general Co-ordinator nominated by the Council constitute the Admission Committee.

**Chairman** : Dr. K.S. Anilkumar  
**Convener** : Dr. N. Madhavan  
**Members** : Prof. Sobha. P.K  
Prof. Ushakumary. K.L  
Prof. S. Sreedevi  
Dr. Nitha B  
Dr. Vidhya. N  
Mrs. Shylaja R Pillai

**LIBRARY ADVISORY COMMITTEE:**

The committee coordinates the functions of the library, to ensure the requirements like Centralized semi-automated Library facility, Text Books, Journals, Periodicals, Resources, Circulation, Clipping, Bibliography, Compilation, Reference, Reprography and Internet.

**Convener** : Prof. K.C Prakash  
**Members** : Dr. Ganga. G  
Prof. S. Sreedevi  
Prof. Sobha. P.K  
Dr. N. Madhavan  
Mrs. Parvathi. S  
Dr. Ramya. L  
Prof. Ushakumari. K.L  
Mr. M. Unnikrishna Pillai  
Mr. Biju. P.R  
Mr. Rejitha Kumar

### **PARENT TEACHER ASSOCIATION (P.T.A)**

Parent Teacher Association is based on the belief that teachers and parents have a symbiotic responsibility in nurturing students. This association has all along been co-operating with the institution in its efforts to provide facilities for the all round development and general welfare of the students. The P.T.A extends a helping hand to the Principal for the smooth functioning of the college. All teachers and parents are members of the P.T.A. The Principal is the President of the P.T.A.

#### **P.T.A Executive Committee Members**

President : Dr. K.S. Anil Kumar  
Vice-President : Mr. Jayaraman Nair (Parent)  
Secretary : Prof. Suresh. S

#### **Parent Representatives**

: Mrs. Asha Rani  
: Mrs. Anitha Sreekumar  
: Mrs. Mini Krishnakumar

#### **Teacher Representatives**

: Prof. Jisha Nair B.J, Dept. of Computer Science  
: Dr. Rejiya C.S, Dept. of Biochemistry  
: Dr. Remya. L, Dept. of Hindi  
: Dr. N. Madhavan, Dept. of Physical Education

### **PURCHASE & TECHNICAL COMMITTEE**

All purchases in the college has been processed through the concurrences of purchase committee.

**Convener** : Dr. Nitha B  
**Members** : Prof. S. Sreedevi  
Dr. Vidhya. N.  
Prof. Ushakumary K.L  
Prof. Sobha P.K  
Dr. Ganga. G  
Mr. M. Unnikrishna Pillai  
Mr. Reghu. R

### **PLANNING BOARD**

Planning board is set up in the college to approve the proposal for development of under graduate and Post Graduate education after identifying its priorities. The planning board is responsible for approving the proposal for development during the 12<sup>th</sup> plan period for improving the standards of teaching and research at various level.

**Chairman** : Dr. K.S. Anilkumar (Principal)  
**Convener** : Dr. N. Madhavan  
**Members** : Prof. K.C Prakash  
Prof. Ushakumari K.L  
Dr. Vidhya N  
Prof. Sobha P.K  
Prof. S. Sreedevi  
Dr. Nitha .B  
Dr. Remya. L  
Mrs. Parvathi. S  
Mr. M. Unnikrishna Pillai  
Mr. Biju P.R

### **COLLEGE LEVEL MONITORING COMMITTEE**

This is aimed at the smooth functioning of Choice based credit and semester system for Degree courses.

**Convener** : Prof. Ushakumary. K.L.  
**Members** : Prof. Sobha. P.K  
: Dr. N. Madhavan  
: Dr. Vidhya. N  
: Dr. Remya. L  
: Dr. Nitha. B  
: Mrs. Parvathi. S  
: Prof. S. Sreedevi

### **SCHOLARSHIP COMMITTEE**

The College has decided to provide financial aid to help the economically weak, bright students sponsored by Staff. PTA & Alumni contribute a scholarship to the bright students who scored top marks in the university result.

**Convener** : Prof. S. Sreedevi  
**Members** : Mrs. Shylaja. R. Pillai  
: Mrs. Parvathi. S



### **UNIVERSITY HELP DESK**

To provide information regarding university matters, a University Help Desk is functioning in the college.

**Convener** : Dr. Ganga. G

**Member** : Dr. Vidhya. N

### **STUDENTS FEEDBACK COMMITTEE**

The College has a mechanism for seeking regular feedback in the prescribed format from students regarding the teaching learning process.

**Convener** : Prof. Deepu. G.P

**Members** : Dr. Rejiya C.S

: Mrs. Sreelekshmi

: Mr. Vysakhi Suresh

: Miss. Lekshmi M.G

: Mrs. Priyamol Vijayan

: Mr. Ganesh Kumar B.S

: Mr. K.E. Narayanan Namboothiri

### **STUDENTS GRIEVANCE REDRESSAL CELL**

To ensure a sincere and good relationship between the students and staff, a grievance redressal cell is functioning in the college.

**Convener** : Prof. Jisha Nair B.J

**Members** : Prof. Suresh. S

: Prof. S. Sreedevi

: Dr. Nitha. B

: Mr. Mahesh.T.L.

: Mrs. Arya Jayakumar

### **PLACEMENT CELL**

The Placement cell envisages the placement of the students by keeping in touch with organisations and companies that our students to obtain coveted jobs.

**Convener** : Prof. Suresh. S

**Members** : Mr. Mithin. R

: Mrs. Aswathy. R

: Miss. Arya Raj A

### **WOMEN'S HOSTEL**

The College provides a Women's Hostel in the Campus for the students hailing from far off places. A dividing system of mess is operating here. The Principal is the Chief Warden. A committee is constituted for the smooth functioning of the Hostel.

The deputy warden Dr. Ganga.G and Hostel Committee member Dr. Remya. L and Dr. Nitha B make occasional visits and listen to the grievances of the inmates. A matron is also appointed for proper and efficient administration.

### **CAREER GUIDANCE CELL**

In order to enable students of all branches to achieve great heights in their professional & personal lives a career guidance as placement cell has been constituted. The intention is to direct students towards the goal of achieving in life and to redirect the students by identifying their strengths so that they move in the right direction.

**Convener** : Prof. Deepu G.P.

**Member** : Mrs. Anila. S

### **TUTORIAL COMMITTEE**

The Committee constituted for the smooth functioning of educational activities.

**Convener** : Dr. Vidhya N.

**Members** : Prof. Ushakumary K.L

: Prof. Jisha Nair B. J

: Dr. Nitha B

: Mrs. Santhakumari. P

### **STATE RESOURCE ADVISORY COMMITTEE**

Our college has complied with NSDT (National Skill Development Training) norms stipulated by State Resource Centre, Kerala, Thiruvananthapuram.

**Chairman** : Dr. K. S. Anilkumar, Principal

**Coordinator** : Prof. Suresh. S

**Members** : Dr. N. Madhavan

: Mrs. Parvathi S

: Mr. M. Unnikrishna Pillai

: Mr. Sarath Kumar (SRC Resource person)

### STUDENT COUNSELLING CELL

In the present scenario of rising issues in both personal and student life, a new cell has been constituted this year to look into the well being of the students with a personal and parenting touch. Considering the students who are mostly adolescents, the need of the hour is a personal counselor with whom students can share their hopes, expectations and woes. Prof. Deepu G.P, Asso. Professor, Dept. of Electronics who has undergone professional training and obtained the necessary professional qualification in this field from Govt. Medical College, Trivandrum is the Hon. Counsellor cum convener.

**Convener** : Prof. Deepu G.P  
**Members** : Dr. Ganga. G

### RESEARCH ADVISORY COMMITTEE

Research committee take initiative in conducting seminar in the College. It also take keen interest in creating research interest in students by taking them in various Research Institutions.

**Convener** : Prof. S.Sreedevi  
**Member** : Prof. Sobha P K  
: Prof. Jisha Nair B J  
: Dr. M Jayamohan (External Member)  
: Dr. Shaji (External Member)

### STOCK VERIFICATION COMMITTEE

| Sl.No | Name of the Lab/Library                   | Convener              |
|-------|---|-----------------------|
| 1     | Furniture (General Stock)                 | Dr. N. Madhavan       |
| 2     | Computer Lab                              | Prof. Suresh. S       |
| 3     | Electronics Lab                           | Prof. Nisha Nair B.J. |
| 4     | Microbiology Lab                          | Prof. S Sreedevi      |
| 5     | Biochemistry Lab                          | Dr. Ganga. G          |
| 6     | Computer Lab (Mathematics)<br>Physics Lab | Prof. Deepu. G. P     |
| 7     | Chemistry Lab                             | Dr. Rejiya. C. S      |
| 8     | Library                                   | Dr. Remya. L          |
| 9     | Gymnasium & Sports                        | Mrs. Parvathi. S      |

### **WEBSITE COMMITTEE**

The college maintains a website with the address <https://www.sreeayyappacollege.ac.in>. All information regarding the college is displayed under useful links in the website. The website has been regularly updated with important events of the college and latest enriched photo gallery.

**Convener** : Mr. Reghu R  
**Members** : Prof. Sobha. P.K  
: Miss. Sreelakshmi. A. N  
: Mrs. Chinchu. A

### **INTERNAL AUDIT COMMITTEE**

Assess and evaluate college accounts for the annual audit.

**Convener** : Prof. S. Suresh  
**Members** : Dr. N Madhavan  
Prof. Jisha Nair B J

### **RESEARCH CELL**

The college Research Committee which guides teachers and gives suggestion for making policy decision regarding improving research among teachers and students. A Research Committee comprises of Principal as Chairman, a convener and five members to overlook the research related developments. The committee will monitor and coordinate research activities of various departments of the college. The college has laid an emphasis on research and encouraged teaches to actively engaged in research related activities.

**Chairman** : Dr. K.S. Anil Kumar  
**Convener** : Dr. Sandeep S  
**Members** : Dr. Vidhya. N.  
: Prof. S. Sreedevi  
: Prof. S. Suresh  
: Prof. K.C. Prakash

## **CLUBS AND ASSOCIATIONS**

### **NATIONAL SERVICE SCHEME**

The overall objective of the NSS is educational. Service to society is the activity through which this objective is achieved.

### **ENROLMENT**

Membership in NSS is voluntary and application for enrolment will be called for by the program officers of the unit at the beginning of the academic year. Any student enrolled as NSS volunteer should put in at least 120 hours of social work in a year for a continuous period of two years and should attend special camp for 7 days. Membership in NSS and a certificate to that effect from the University will be treated as additional qualification while making recruitments to public service and also while seeking admission for higher studies.

### **NSS PROGRAMME OFFICERS**

Dr. Ganga. G, Dept. of Bio Chem. & Industrial Microbiology  
Dr. Remya. L., Dept. of Hindi

### **NSS ADVISORY COMMITTEE**

**Chairman** : Dr. K.S. Anil Kumar (Principal)  
**Convener** : Dr. Ganga. G. (NSS. Programme Officer)  
**Members** : Dr. Remya L. (NSS. Programme Officer)  
: Dr. S. Sreelakshmi (Medical officer, Public Health Centre, Thiruvandoor)  
: Smt. Lali S (Village Extn. Officer, Thiruvandoor)  
: Mr. S. Renjith (Member, Ward No.1, Thiruvandoor Grama Panchayat)  
: Prof. K. C. Prakash (Asso. Professor)  
: Dr. N. Madhavan (Asst. Professor)  
: Mr. Unnikrishna Pillai. M. (Head Accountant)

### **COLLEGE UNION**

College conducts election every year based on university directions to elect office bearers of the college union. The Union works for the benefit of the students during the tenure stipulated in the election manual issued by the University of Kerala. The Principal nominates a Staff Advisor from the faculty after the Union election.

**Convener** : Dr. N. Madhavan (Union Staff Advisor)

### **YOUTH RED CROSS**

A unit of Red Cross is functioning in Sree Ayyappa Campus to enlighten the students of the necessity of blood donation. It also imparts awareness among the students to save human life through donation of blood. Dr. Remya. L is the Convener, and Dr. Ganga. G is the member of this society.

**Convener** : Dr. Remya. L

**Members** : Dr. Ganga. G

### **DEPARTMENT ASSOCIATIONS**

Department Association Conduct Seminars/ Workshops/ conferences at the college level, give platform for students to present papers.

### **ELECTRONICS ASSOCIATION**

Electronics Association provides opportunities for students to listen to invited talks, participate in seminars and enrich their academic potential. Prof. Deepu. G. P is the Staff Advisor.

### **BIO CHEMISTRY & INDUSTRIAL MICROBIOLOGY ASSOCIATION**

The association provides opportunities for students to listen to invited Lectures by Scientists / Professors in Bio Chemistry and Microbiology. It also provides an opportunity for interacting with them. Dr. Ganga. G is the Staff Advisor.

### **COMPUTER SCIENCE ASSOCIATION (CASAC)**

This is meant to keep the students in touch with the emerging technologies in the field of information technology, hardware technology, etc. The Association conducts seminars and workshops in various computer science topics Prof. S. Sreedevi is the Staff Advisor.

### **MATHEMATICS ASSOCIATION**

In order to promote the spirit of applied Mathematics in day-to-day life, this association conducts seminars, talks, and exhibitions for the benefit of society. Dr. Vidhya. N is the staff advisor.

### **REMEDIAL SYSTEM**

Provide special classes for the improvement of students who are economically and academically backward.

**Coordinator** : Dr. Rejiya C. S

### **ALUMNI ASSOCIATION**

To maintain touch with the alma mater, the former students of the college formed this association. Prof. Sobha. P.K is the Staff Co-coordinator of this Association.

**Convener** : Prof. Sobha. P.K  
**Members** : Prof. Ushakumari K.L.  
: Dr. Nitha B.  
: Dr. Vidhya N.  
: Mrs. Radhamani E.G

### **NATURE CLUB 'BHOOMITHRA CLUB**

"BHOOMITHRA CLUB" strives to generate environmental awareness and remedial work, with particular emphasis on issues like pollution, deforestation and protected species. Practical opinions of expert environmentalists are reviewed and applied in day to day life for the ultimate benefit of society and posterity. Re-plantation work, campaign against use of plastics, campus beautification, hiking and trekking are part of the activities.

**Convener** : Dr. Ganga G.  
**Member** : Dr. Nitha B.  
: Prof. Jisha Nair B. J

### **VARATTAR PROJECT**

Varattar is a tributary of the Pamba River, the third longest river in the South Indian state of Kerala. It flows through the outskirts of Chengannur. The public living in the outskirts of Varattar faces various major health issues due to the present condition of the Varattar. Hence the present study is carried out by the Department of Microbiology of our college. Dr. Ganga.G and Dr. Nitha.B of Microbiology Department co-ordinates the Varattar Project. The study aimed to evaluate presence of pathogenic microorganisms, oxygen content, pH level and total dissolved solids of water samples from different locations of Varattar. Water samples were taken from four different areas of Varattar River near Thiruvandoor Grama panchayath. The results indicate that water samples from Varattar were contaminated with heavy load of coliforms. The oxygen content of the water sample is very low and the pH was slightly acidic. The study concludes that the water samples collected from Varattar river is found to be unfit for

consumption or any other purposes and also for the growth of normal water inhabitants.”

#### **‘VIMUKTHI’**

Conducts awareness programs and anti-drug campaigns to prevent drug abuse.

**Coordinator** : Dr. N. Madhavan

#### **WOMEN’S STUDIES UNIT**

Women’s studies unit functions in the college with the aim of empowering the girl students, thereby giving them a chance to enrich their personality. This cell takes up problems of women students and tries to solve them. Personal problems and other grievances of women students connected with teaching and learning process are resolved by this cell. This cell conducts debates, organizes seminars and talks on various aspects of Women’s Problems. Women’s Day is celebrated with pomp and gaiety every year.

**Convener** : Dr. Nitha B

**Member** : Dr. Rejiya C S

#### **SPORTS CLUB**

The Principal is the president of this club. The athletic captains constitute the executive committee of the association. The committee discusses all matters connected with sports activities of the college.

**Convener** : Dr. N. Madhavan

#### **LITERARY CLUB**

Literary club promotes literary interests among students of the college. By introducing eminent writers to the students, the club ensures that the students are aesthetically benefited. The club moots a book-collection campaign to promote reading habit among the students.

**Convener** : Mrs. Parvathi. S

**Members** : Dr. Remya L

: Mr. Vysakhi Suresh

: Ms. Priyamol Vijayan



### **SCIENCE CLUB**

In order to enhance scientific attitude and to update students with recent trends in science and technology a science club is constituted. The club will conduct various activities which includes quiz competition and invited talks.

**Convener** : Dr. Rejiya C S  
**Members** : Dr. Ganga G  
: Dr. Vidhya N

### **FILM AND DRAMA CLUB**

A Film Club functions in the campus with the objective of cultivating in young minds a critical awareness of contemporary society as depicted through the medium of cinema. The club also provides an opportunity to explore the aesthetic sense of young minds. Exhibitions, debates and deliberations on films and related topics form part of the activities. In order to discover and promote latent talents in students in the field of acting, a Drama Club is constituted. Eminent persons from the field are invited to guide and orient our budding artists for the various competitions.

**Convener** : Dr. Vidhya N  
**Members** : Mr. Vysakhi Suresh  
: Mr. Praveen Raj  
: Mrs. Priyamol Vijayan

### **DEBATE CLUB**

Students are oriented to develop free thinking and evolve strong opinions on general and specific issues affecting society. They develop public speaking skills through the activities of this club.

**Convener** : Dr. Vidhya N  
**Members** : Mrs. Priyamol Vijayan

### **SUKRUTHAM CHARITY CLUB**

The charitable club has been formed with a view to promoting humanitarian feelings, sympathy and consideration for fellow beings among the students. The club was inaugurated by Hon'ble Secretary, Travancore Devaswom Board.

**Convener** : Prof. K. C. Praksh  
**Members** : Dr. Nitha. B  
: Dr. Vidhya. N  
: Mr. Mahesh T. L

### **MUSIC CLUB**

Students having interest in music are provided opportunities to perform their skills in music and practice for the competitions at the University level. Proper training is also extended by making available the training of excellent musicians.

**Convener** : Dr. Vidhya N  
**Members** : Mr. Vysakhi Suresh  
              : Mrs. Priyamol Vijayan  
              : Miss. Reshma.R

### **FINE ARTS CLUB**

In order to foster the spirit of self expression through painting and drawing the fine arts club offers opportunity to young artists of the college to bloom and flourish accordingly.

**Convener** : Prof. S. Sreedevi  
**Members** : Dr. Ganga. G  
              : Dr. Remya. L  
              : Mr. Vysakhi Suresh

### **STAFF CLUB**

This is meant to strengthen the co-ordination amidst the teaching staff and Administrative and supporting staff for healthy inter-personal relations. The Principal is the patron of the Staff Club. The Staff Club organizes cultural programs and conducts picnics and tours to important tourist destinations.

**Convener** : Dr. N. Madhavan  
**Members** : Mr. Unnikrishna Pillai. M

## **RESIDENTIAL ADDRESS OF FACULTY**

1. **Dr. K.S. Anil Kumar (Principal)**  
Anil Bhavan, Sooranad Naduvil, Anayadi P.O  
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Ph: 0476 2851894, Mob: 9447410591  
E-mail: [ksanilksitm@gmail.com](mailto:ksanilksitm@gmail.com),
2. **Asst. Prof. Parvathi S**  
Shyla Mandiram  
Sreenivasapuram P.O  
Varkala, Thiruvananthapuram  
E-mail: [cmeparvathiskaran@gmail.com](mailto:cmeparvathiskaran@gmail.com)
3. **Dr. Remya L**  
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Thiruvananthapuram  
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4. **Dr. Vidhya N**  
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19. **Mrs. Priyamol Vijayan**  
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**APPLICATION FORM FOR T. C.,  
CONDUCT CERTIFICATE AND OTHER DOCUMENTS**

- 1 Name of Applicant :
- 2 Class and Group :
- 3 Years of Study :
- 4 Date of Birth :
- 5 Admission No. :
- 6 Class No. :
- 7 Whether the applicant  
enjoys fee concession :
- 8 Register No. and Year of  
Appearance at the University  
Examination :
- 9 Whether the applicant has  
obtained clearance from the  
office or not :
- 10 If yes, number and date of  
no-dues certificate :
- 11 Reason for applying for T.C :

Signature of student with date

- 12 Remarks of the group tutor  
regarding conduct :
- 13 Orders of the Principal :