

SREE AYYAPPA COLLEGE

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

Established in 1995

NAAC Accredited with 'B' Grade



Eramallikkara, Thiruvananthapuram, Chengannur, Alappuzha-689109

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HANDBOOK & ACADEMIC CALENDAR 2018-2019

Name :

Semester : No:

Student Id :

Candidate Code :

Subject :

Address :

Blood Group : Phone :

പ്രാർത്ഥനാഗീതം

ഓം സഹനാ വവതു
 സഹനൗ ഭൂനക്തു
 സഹവീര്യം കരവാഹൈ
 തേജസിനാവദിധമന്യു മാ
 വിദിഷ്യാവഹൈ
 ഓം ശാന്തിഃ ശാന്തിഃ ശാന്തിഃ

മന്ത്രാർത്ഥം:

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

FOUNDER
TRAVANCORE DEVASWOM BOARD



Sree Chithira Thirunal Balarama Varma



TRAVANCORE DEVASWOM BOARD



Sri. A. Padmakumar Ex. MI
President



Sri. Adv. N. Vijayakumar
Member



Sri. K. P. Sankaradas
Member



Smt. S. Jayasree
Secretary



Dr. K. S. Anil Kumar
Principal

Sree Ayyappa College

TABLE OF CONTENTS

PRAYER SONG	3
TRAVANCORE DEVASWOM BOARD	6
THIS COLLEGE	8
SUCCESSION OF PRINCIPALS	10
COURSES OFFERED	11
OUR VISION	11
OUR MISSION	12
DEPARTMENTS AND FACULTY	13
LIBRARY	25
COLLEGE OFFICE	25
ADMISSION: RULES	27
CODE OF CONDUCT: RULES AND REGULATIONS	27
EXAMINATIONS AND TEST PAPERS: RULES	29
CAUTION DEPOSIT: RULES OF COLLECTION AND REFUND	29
ATTENDANCE AND LEAVE OF ABSENCE	31
FEE STRUCTURE	33
FACILITIES IN CAMPUS	35
SCHOLARSHIPS AND OTHER AMENITIES	36
COLLEGE ADMINISTRATIVE BODIES AND COMMITTEES	38
COLLEGE COUNCIL	38
IQAC	39
ANTI RAGGING CELL	42
CLUBS AND ASSOCIATIONS	56
APPLICATION FORM	66

THIS COLLEGE

Sree Ayyappa College, managed by the Travancore Devaswom Board, affiliated with University of Kerala, started functioning in 1995 at the serene and beautiful hamlet of Eramallikkara, situated at the confluence of the twin-rivers, holy Pampa and Manimala, fulfilling of the long cherished dream of the rustic populace of the land. 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 Thiruvandoor Panchayat, a place that proves its importance even in epics.

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.

Today, more than seven hundred students from different parts of Kerala are doing their undergraduate and

postgraduate degrees from this college. We offer five undergraduate and one post-graduate degree course. The college began its journey in 1995 with three degree courses, 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. Biochemistry and Industrial Microbiology Degree Course was sanctioned in 1999. Later, in 2013, we started M.Sc. Computer Science and in 2014, B.Com with Computer Application in Aided stream. The college has been recognized by UGC under 2f & 12B certification in 2010.

In 2017, the National Assessment and Accreditation Council with a B Grade of excellence, a covetable honour from the University Grants Commission, has accredited the college. Committees formed for various activities, clubs and the college union together provide the needed support to the smooth functioning of curriculum. Academic results at the University examinations have so far been exemplary and gratifying considering the input of the various faculties and relative achievements. The college give its best to serve the student community to make them a good human being apart from achieving their dreams. 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.

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	2003-2005
5.	Prof. K.P. Balachandran	2005-2006
6.	Prof. N. Suresh	2006-2007
7.	Dr. S. Devaki Antharjanam	2007-2009
8.	Dr. D Radhakrishna Pillai	2009-2012
9.	Dr. K. Mohanakumar	2012 June-Dec
10.	Prof. R. Jayachandran	2012-2013
11.	Prof. S. Lekha	2013-2015
12.	Dr. S. Gopalakrishnan Unnithan	2015-2016
13.	Dr. S. Joy	2016
14.	Dr. K. Mohanakumar	2016
15.	Dr. K.S. Anil Kumar	2016-

COURSES OFFERED

Course	Subject	Sanctioned strength	Year of Starting
B.Sc.	Computer Science	20	1995
B.Sc.	Electronics	20	1995
B.Sc.	Mathematics	20	1995
B.Sc.	Biochemistry and Industrial Microbiology	24	1999
M.Sc.	Computer Science	14	2014
B.Com	Commerce with Computer Applications	40	2013
Career Oriented Course (Add on Course) by UGC			
Certificate	Web Development	30	2014

Our Vision

Transcending barriers through knowledge and service

- ❖ To create a scientifically developed, humanely rich, morally responsible community, ensuring equitable regional development through education.
- ❖ To create a future India, where narrow frontiers are erased through globally relevant and regionally sensitive quality education that aims at fostering a scientific attitude tempered with literary and artistic sensibility, sense of national integration and concern for fellow beings.
- ❖ To have a futuristic outlook while being rooted in our culture and heritage.
- ❖ To pursue knowledge with stress on humanitarian values.

Our Mission

To be an instrument for the rural youth to attain holistic development

- ❖ Making ICT- based education accessible to educationally underprivileged areas, thereby attempting to bridge the digital divide.
- ❖ Creating manpower that is intellectually trained, professionally skilled, morally righteous, spiritually developed and value oriented responsible citizens committed to the service of the society, dedicated to the spirit of the constitution, and sensitive to the needs of the Environment.
- ❖ Applying knowledge for the meaningful solution of human problems.

DEPARTMENTS AND FACULTY

Name of the Faculty and Address	Designation & Qualification
<p>Dr. K. S Anil Kumar</p> <p>Anil Bhavan, Sooranad Naduvil Anayadi P.O, Kollam 690561</p> <p>Res :0476 2851894 Mob :94474 10591 E-mail :ksanilksitm@gmail.com</p>	<p>Principal</p> <p>M.Tech, Ph.D</p>

Department of Computer Science

Department of Computer Science established in the year 1995, is the oldest department Sree Ayyappa College, Eramallikkara. Department had established as PG department in 2012. It has been striving for excellence from its inception and had proved its merit through the results of both UG and PG students in university examinations. At present the Department has hundred students and its merit lies with the committed teachers that include 3 Associate Professors, 6 Assistant Professors (on contract basis) and one Technical Assistant. The department makes sure that it actively participate in research activities and other academic programs for the benefit of students.

Name of the Faculty and Address	Designation & Qualification
<p>Prof. Sobha. P.K Kaleekkavadakathil Poruvazhy PO, Kampalady Kollam Mob :9495474068 Email : sobhasac@gmail.com</p>	<p>Associate Professor & Head MCA, M.Phil</p>
<p>Prof. Jisha Nair. B.J Moonamkeezhootu House, Chandanathoppu P.O, Kottamkara, Kollam Mob :9447560314 Email : jihasac@gmail.com</p>	<p>Associate Professor MSc, M.Phil</p>
<p>Dr. S. Sreedevi Paradayil, Manappally PO, Karunagappally, Kollam. Res : 0476 2862279 Mob : 9447071271 Email : sathyansree123@gmail.com</p>	<p>Associate Professor MA, MCA, Mphil, PhD</p>
<p>Dr. Sheeba K "Kausthubham" TC 29/405 Thengapura Lane, Pettah, Trivandrum 24 Mob :9447461852 Email : sheebaktvm@gmail.com</p>	<p>Assistant Professor (on contract) PhD</p>
<p>Mrs. Sreelekshmi A.N Vadasseril, Puramattom P O, Thiruvalla 689543 Mob : 9495241397 Email : sreelekshmiajithanasim@gmail.com</p>	<p>Assistant Professor (on contract) M.Tech in Digital Image Processing</p>

<p>Miss. Reshma Dharman Palanilkunnathil Swathy, Kallissery P O, 689124 Mob : 9526187173 Email : reshmadharman92@gmail.com</p>	<p>Assistant Professor (on contract) M.Tech in Cyber Forensics and Information security</p>
<p>Ms. Surjimol R Raj Bhavan Pennukkara P O Email : rajiraj.geet@gmail.com</p>	<p>Assistant Professor (on contract) M.Tech in Computer Science and Engineering</p>
<p>Ms. Gayathri Mohan Mannarapadavathu (H), Mallappally (N) P O Mallappally Mob : 9447451791 Email : gayathrimohan31@gmail.com</p>	<p>Assistant Professor (on contract) M.Tech in Computer Science and Engineering</p>
<p>Ms. Karthika R Krishnan Mullasseril Puthenveedu, Mambra P O, Cheriyanad Mob : 8606527946 Email : karthikark0594@gmail.com</p>	<p>Assistant Professor (on contract) Master of Computer Applications</p>
<p>Mr. Reghu R Sreevishakom , TC 16/2143 , Gowreeshapattom Pattom P.O - Pin 695004 Mob :9495345030 Email : reghusac@gmail.com</p>	<p>Technical Assistant BSc Computer Science</p>

Department of Electronics

The Department of Electronics in this College is established in 1995, the same year when the College started functioning. The Department offers career related UG Programme in Electronics. It maintains laboratory facilities for

Electronic Circuits, Circuits Simulation with different Software and also for Academic Projects. The merit of the department rests with the teachers who are socially responsible. The projects undertaken in the past by the faculty members were funded by UGC. The department has taken initiatives to arrange UGC funded state level seminar and National Conference in the college. The faculty members have presented and published research papers in the National and International reputed journals. Patent filed by the faculty member brings in pride and honor in the department. Awards are bagged by the faculty members for best research papers in the University level. Meritorious achievements were made in the University level by the students of Department of Electronics in previous years. The students were also keen to receive various University merit scholarships. The strong alumni support exists in the Department is our back bone. The faculty members as well as students maintain a healthy relationship and work together to attain a quality education with social and ecological commitment to the welfare of the society, thereby aim to realize the mission of the Department.

Name of the Faculty and Address	Designation & Qualification
Mrs. Ushakumary. K.L Chaithram, Kairali Nagar 73 Kottarakkara -691506 Mob : 8547632421 Email : ushakumarykl@gmail.com	Associate Professor & Head M.Tech

<p>Mr. K.C Prakash Sregeham, Mampra. P. O, Kodukulanjy (via), Alappuzha (Dt) -689508 Mob :9447484272 Email : keyceepee@gmail.com</p>	<p>Associate Professor MSc</p>
<p>Dr. Suresh. S Sooryakanthi, Kandiyoorth North, Mavelikkara Mob : 9447981459 Email : sureshsureshivas@gmail.com</p>	<p>Associate Professor M.Sc , Ph. D</p>
<p>Mr. Deepu G P Deepthi, Pazhaya Road, Pongummoodu, Medical College PO, Thiruvananthapuram-11. Mob :9495426014 Email : deepugp@yahoo.com deepugp@engineer.com</p>	<p>Associate Professor M.Tech, MBA, PGDCAFC, PGDCJ, C.Eng (I)</p>
<p>Mr. Jithin. P Rohini, Vaidyarangadi PO Kozhikkode -673633 Mob :7561035090 Email : jithinp91@gmail.com</p>	<p>Assistant Professor (on contract) M.Sc, NET</p>
<p>Miss. Sruthy. S. Nair Sivasylam, Cheruvallloor Kollakadavu p o Mob : 9400951422 Email : sruthysnair131@gmail.com</p>	<p>Assistant Professor (on contract)</p>
<p>Mrs. Chinchu. A Kochavungattil, Kaviyoorth.P.O Thiruvalla-689582 Mob : 9605101117 Email : chinchuarun1989@gmail.com</p>	<p>Technical Assistant Diploma</p>

Department of Mathematics

Established in 1995, the department of mathematics offers first degree programme with statistics and physics as complimentary subjects. The department gives extra care to the weak students and therefore arranges remedial classes specially for them. Each class has a tutor strictly to monitor their academic and extracurricular activities, who maintains a good relation with the guardians of students. Regular PTA meetings strengthens the bond made. The department conducts mathematical quiz and celebrates a mathematical day every year. About fifty students are registered with the department in the current year.

Name of the Faculty and Address	Designation & Qualification
<p>Dr. Vidhya N Sreevalsam, Vilayancode P O Kannur (Dt) - 670501 Mob :9746277146 E-mail : vidhyanambiar23@yahoo.com</p>	<p>Associate Professor & Head M.Sc, B.Ed, PhD</p>
<p>Dr. R. T Ananthkumar Orukampi Vilai Near Koottalumoodu Temple Painkulam Post, Kanya Kumari- 629173 Mob : 9847572822 Email : ananthkumarrt@gmail.com</p>	<p>Assistant Professor M.Sc, Mphil, PhD, PDF, B.Ed</p>

Miss. Arya Raj A Puthoor House, Nambaruvikala Karunagappalli, Kollam Mob : 8606339840 E-mail : aryaraja038@gmail.com	Assistant Professor (on contract) M.Sc
Mr. Vishnu V Vishnu Vihar Amayada, Ambalappuzha Mob : 9497261168 Email : vishnuvijayakumar@protonmail.com	Assistant Professor (on contract) M.Sc
Mrs. Rejani Mohan Karthikayil Kaviyoor PO, Thiruvalla- 689582 Mob : 9526427159 Email : rejani.renjith@yahoo.com	Assistant Professor (on contract) M.Sc, B.Ed

Department of Biochemistry & Industrial Microbiology

The Department of Biochemistry & Industrial Microbiology started in 1999, owns a history of excellence for nineteen years. We have five permanent faculty members in our department and offer Bsc. Biochemistry and Industrial Microbiology, a career related fdp programme of University of Kerala. About eighty students are currently registered with the course. The course is an inter-disciplinary course, blending both Biochemistry and Microbiology. Microbiology, the study of micro-organisms, marks its importance to mankind. This branch of science gives its practitioners, the opportunity to be in contact

with all other natural sciences and thus contributing in many ways to the betterment of human life. Microbiology has a vast array of applications in most of the fields such as health, hygiene, agriculture, food, quality control, drug discovery etc. Biochemistry is the study of life at molecular level. This branch of science is the most significant aspect of natural sciences as it is the key to the diagnosis of many life threatening diseases and solution for their cure. It is the most modern and rapidly advancing life science today. Its frontiers extend in all directions of modern science and technology, there by becoming the common ground of inter disciplinary medical and biological sciences like biotechnology, microbiology, genetics, immunology and bioinformatics.

Name of the Faculty and Address	Designation & Qualification
Dr. Nitha. B Smitha Nivas, Pookayil, Tirur, Malappuram- Pin 676107 Mob :9446247374, Email : nitha.balan@gmail.com	Assistant Professor & Head PhD
Dr. Ganga. G Woodlands Apartment, Apt No:204, Jagathy, Thiruvananthapuram-14, Mob :9447425930 Email : gangaprasanth@gmail.com	Assistant Professor PhD
Dr. Chithra K R Thennoor Veedu, Pulimath P O, Thiruvananthapuram-695612 Res :0470-2675128	Assistant Professor PhD

Dr. Rejiya C.S Rakendu, Kariavattom P O, Thiruvananthapuram-695581 Mob :8547213565 Email : rejiyas@gmail.com	Assistant Professor M.Phil., PhD
Dr. Sandeep S Sanju Bhavan, Konnavikkom, Valiyakada Chirayinkeezhu-695304 Email : sandeepskrishna@gmail.com	Assistant Professor PhD
Mrs. Radhamani. E.G Surya Bhavan, Eramalikkara PO Thiruvandoor	Lab Assistant

DEPARTMENT OF COMMERCE

Department of commerce started in 2014, has an academic excellence of 4 years. The department runs B.Com Commerce with Computer Application, a career related course. It includes disciplines like management, economics, accounting-financial, cost and management, computer application, auditing, and marketing. Having enthusiastic and performing faculties, the department mends its academic results since 2014. The course offers a wide variety of opportunities in the era of growth and development. It ensures job opportunities in areas such as accounting, banking, financial services, securities market, advertising sector, insurance sector and many more. In the years of technological innovations computer application subjects gains momentum. And we offers a course which provides you a better career and financial stability. It wins

over the world in any area and in any sphere. The department also organizes various invited talks, career guidance classes, workshops, seminars etc., to support students in association with Commerce Association.

Name of the Faculty and Address	Designation & Qualification
Dr. S. Sreedevi Paradayil, Manappally PO, Karunagappally, Kollam. Res : 0476 2862279 Mob : 9447071271 Email : sathyansree123@gmail.com	Associate Professor & Head MA, MCA, Mphil, PhD
Mr. Praveen Raj Thachanparambil, Thonakkad P O, Chengannur Ph: 9562260442 E-mail: leoprince26@gmail.com	Assistant Professor (on contract) M.Com, NET
Mrs. Binitha L Niranjanam, Pallikkachira P.O, Kottayam. Mob : 9539936448 Email : binitharanjith@gmail.com	Assistant Professor (On Contract) M.Com, B.Ed, JRF
Mrs. Aswathy R Kannattu House, Niranam P O, Thiruvalla Mob : 90377646751 Email : aswathir1990@gmail.com	Assistant Professor (on contract) M.Com
Miss. Lekshmi. M.G Manthanathu House, Manthuka PO, Kulanada Pandalam Mob : 9645677749 E-mail : lekshmig24@gmail.com	Assistant Professor (on contract) M.Com, B.Ed

Mrs. Sruthi V N Kaippalli Madom, Ottoor, Manamboor PO, Attingal E-mail: sruthivn81190@gmail.com	Assistant Professor (on contract) M.Com
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DEPARTMENT OF PHYSICAL EDUCATION

As an integral part of curriculum, the department of physical education tries its best to create awareness about the importance of physical activities in our day-to-day life. The department offers an open course titled 'Health and Physical Education' with an aim to create consciousness among the students towards health, fitness and wellness and in developing and maintaining a healthy life style apart from the number of opportunities it provide for developing physical and mental health. We also conduct intercollegiate tournaments and take responsibilities to provide opportunities for our students to participate in tournaments conducted by other colleges.

Name of the Faculty and Address	Designation & Qualification
Dr. N. Madhavan Karthika, Pady PO, Thrissur (Dt) Res : 0469-2601020 Mob : 9447235370, Email : mpisharady@gmail.com	Assistant Professor & Head M.P.E.S., M.Phil, Ph.D

DEPARTMENT OF ORIENTAL LANGUAGES

The department of oriental languages include three sections. Department of English, Department of Hindi and Department of Malayalam. The teaching and learning activities

of this department is carried out with the sole objective of making our students equipped with the four skills of language- listening, speaking, reading and writing. The committed teachers are the strength of the department.

Name of the Faculty and Address	Designation & Qualification
Dr. Remya L Mani Mandiram, Thumpode, Kallara P O, Thiruvananthapuram Mob : 0472-2860500 E-mail : remyarajasekhar@gmail.com	Assistant Professor & Head (Hindi) M.A, NET, PhD
Dr. Lois Jose Komathutharayil, Vathikulam Thekkekara PO, Mavelikara Mob : 8281254855 Email : chinnumolois@gmail.com	Assistant Professor (on contract - English) M.A, NET, PhD DOA, PGDTS
Mr. Vysakhi Suresh Sreedhara vilasom, Kadambanad North, Pathanamthitta dist Mob : 8086448701 Email : vysusuresh@gmail.com	Assistant Professor (on contract - English) M.A, NET
Mrs. Priyamol Vijayan Manchappallil House Vechoochira P O, Koothattukulam Email: priyamolpullolickal@gmail.com	Assistant Professor (on contract - Malayalam) M.A, B.Ed, NET
Mrs. Uma G Karthika Cheppad PO Alappuzha Email: umagopan13@gmail.com	Assistant Professor (on contract - Hindi) M.A, B.Ed, NET

LIBRARY

Name of the Library Staff and Address	Designation & Contact Details
Mr. Biju P.R. Amrithalakshmi, Manakkara, Sastamkotta P.O. 690521 , E-mail: prbijumukhathala@gmail.com	Librarian Mob : 9526769625 Mob : 9446184311
Mr. T. L Mahesh Manju Bhavan, Prashanti Nagar 311 Kottarakara. Email: maheshdbpc@gmail.com	Library Assistant Mob: 9446120700
Mrs. Anumol K S Archa Bhavan, Kotta PO Karakkadu-689504	Library Assistant

COLLEGE OFFICE

The college moves ahead with an active administrative office. The Principal, the chief administrator of the institution is supported by the workforce led by the Junior Superintendent. The cordial relationship between the teaching and the administrative community also supplements for the effective functioning of the system.

Name of the Administrative Staff and Address	Designation & Contact Details
Mr. Unnikrishnapillai M Ullezhathu House, Chavara Bridge Post Chavara, Kollam - 691583	Head Accountant Mob : 940026972 Email : unnidbc@gmail.com
Mrs. P. Santhakumary Kaviyadu, Pirappancodu, Venjaramoodu, Tvm. Thottathil Veedu, Thiruvanvandoor	UD Clerk Mob : 9562675008 Mob : 9961401272
Mr. K.E. Narayanan Nampoothiri Aswathi Kottaram Madom Eloor South, Keerikkad P.O	UD Clerk Mob : 9400138656

Mr. Ganeshkumar. B.S Sreerangam, Chadayamangalam PO, Kollam	LD Clerk Mob : 9447375545
Mrs. Shylaja R Pillai Renju Bhavan Eramalikkara PO,Thiruvanvandoor, Chengannur(via)	Typist Res : 0479 2427606
Mr. Sreekumar C Madathil, Oripuram, Chennithala, Mavelikkara	LD Clerk Mob : 9961185754
Mrs. Jayalekshmi M.P Kaliyikkal, Devaragom Podiyadi PO, Nedumbram, TVLA	Office Attendant Mob : 94400145677
Miss. Aiswarya. A Kochuveetil Thekkathil, Kurugappally, Vavvakavu PO	Office Attendant Mob : 8943689364
Mrs. Neethu M Charuvukalayil Veedu Kolabhagam, Pathanamthitta	Office Attendant
Mr. Aneeshkumar V Vijayamandiram, Nityaprabha Nagar, Uliyakovil Kollam	Watcher Mob : 8281427068
Mr. Sanjeev Kumar K. Karimpil House Valanjavattom P.O., Thiruvalla	Watcher Mob : 8281427068
Mr. Rajesh K. Vechooreth House Eramalikkara P.O., Chengannur	Security Mob : 9447595434
Mr. Madhu P V Chonchalil, Eramalikkara PO Eramalikkara	Security (Ladies Hostel) Mob : 9744683637
Mrs. Thankamma Soman Kottarathil Vadakkethil Eramalikkara	
Mrs. Sandhya Chandran Velluthachayil, Eramalikkara	

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 prior permission from 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.

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 lost 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.

FEE STRUCTURE

Tuition Fees	
B. Sc. Maths	Rs. 1000 per year
B.Sc. Electronics	Rs. 3000 per year
B.Sc. Computer Science	Rs. 3000 per year
B.Sc. Biochemistry and Industrial Microbiology	Rs. 3000 per year
M.Sc Computer Science	Rs. 1800 per year

Special Fee Structure	
Admission fee (MSc)	Rs.150.00
Admission fee (BSc)	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

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.

FACILITIES IN CAMPUS

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.

College Library Contact No. 0479- 2429363

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 9.30 am to 4.00 pm 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.

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.

SCHOLARSHIPS AND OTHER AMENITIES

Scholarships, Fee Concession Students Aid Funds & Awards

- ❖ 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.

- ❖ 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

COMPUTER CENTRE

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

COLLEGE ADMINISTRATIVE BODIES AND COMMITTEES

COLLEGE COUNCIL

College Council is a statutory body to advise and to assist the Principal in all academic and administrative matters.

Convener

- ❖ Prof. Sobha P K, Associate Professor & Head, Dept. of Computer Science

Members

- ❖ Prof. Ushakumary K L, Associate Professor & Head, Dept. of Electronics
- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Remya L, Assistant Professor & Head, Dept. of Hindi
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry and Industrial Microbiology
- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Dr. Sreedevi S, Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. S Suresh, Associate Professor, Dept. of Electronics
- ❖ Prof. Jisha Nair B J, Associate Professor, Dept. of Computer Science
- ❖ Mr. Unnikrishna Pillai M, College Administrative Staff
- ❖ Mr. Biju P R, Librarian

ADMISSION COMMITTEE

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

Co-ordinator

- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education

Members

- ❖ Prof. P K Sobha, Associate Professor & Head, Dept. of Computer Science
- ❖ Prof. Ushakumary K L, Associate Professor & Head, Dept. of Electronics
- ❖ Dr. Sreedevi S, Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry and Industrial Microbiology
- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Mrs. Shylaja R Pillai, College Administrative Staff

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 by NAAC 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, and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions of IQAC

- ❖ Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution.
- ❖ 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.
- ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ❖ Dissemination of information on various quality parameters of higher education.
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- ❖ Documentation of the various programs/activities leading to quality improvement.
- ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- ❖ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

- ❖ Development of Quality Culture in the institution.
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Members of IQAC

Chairman

- ❖ Dr. K.S. Anil Kumar, Principal & Associate Professor

Co-ordinator

- ❖ Prof. K C Prakash, Associate Professor, Dept. of Electronics

Members

- ❖ Dr. R. T. Ananth Kumar, Assistant Professor, Dept. of Mathematics (Joint Co-ordinator)
- ❖ Prof. Sobha P.K, Associate Professor & Head, Dept. of Computer Science
- ❖ Prof. Ushakumary K.L, Associate Professor & Head, Dept. of Electronics
- ❖ Dr. Vidhya. N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology
- ❖ Dr. S. Sreedevi, Associate Professor & Head, Dept. of Commerce with Computer Application.
- ❖ Prof. Jisha Nair B. J, Associate Professor, Dept. of Computer Science
- ❖ Dr. Suresh S, Associate Professor, Dept. of Electronics
- ❖ Mr. Unnikrishna Pillai M, Head Accountant, College Administrative Staff

- ❖ Mr. Sreejith S, Panchayath Member Representative of Local Society
- ❖ Dr. K. N. Madhusoodanan Pillai, Former Academic Consultant, NAAC External Expert
- ❖ Mr. Satheesh S. Potty, Alumni
- ❖ Mr. Lalkishore. G, Industrialist
- ❖ Mr. Binu. K. Balan, Stake holder
- ❖ Mr. Ananthu Jayakumar, Union Chairman Student Member

ANTI RAGGING CELL

Ragging is prohibited inside and outside the institution as per the Kerala Ragging Prohibition Act 1998. Any student found involved in any such act will have to face the strict punishments stipulated in college rule. 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)

Nodal Officer

- ❖ Prof. Sobha. P.K, Associate Professor & Head, Dept. of Computer Science

Members

- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology
- ❖ Dr. Rejiya. C.S, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

- ❖ Mr. Unnikrishna Pillai M, Head Accountant, College Administrative Staff

Anti-Ragging Squad (Members)

Convener

- ❖ Dr. Sandeep S, Assistant Professor, Dept. of Biochemistry & Industrial Microbiology

Members

- ❖ Dr. S Suresh, Associate Professor, Dept. of Electronics
- ❖ Dr. Vidhya. N, Assistant Professor & HOD, Dept. of Mathematics
- ❖ Mr. Ganesh Kumar B S, College Administrative Staff
- ❖ Mr. M N Rajendran, College Administrative Staff
- ❖ Mr. Rajesh K, College Security Staff

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)

STUDENT DISCIPLINE COMMITTEE

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 Dr. Sandeep S as Convener is constituted.

Convener

- ❖ Dr. Sandeep S, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

Members

- ❖ Prof. K C Prakash, Associate Professor, Dept. of Electronics
- ❖ Dr. Rejija C. S, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology
- ❖ Dr. N. Madhavan Assistant Professor, Dept. of Physical Education
- ❖ Mr. Praveen Raj, Assistant Professor (On Contract), Dept. of Commerce with Computer Application
- ❖ Mr. Unnikrishna Pillai M, Head Accountant, College Administrative Staff
- ❖ Mr. Rajesh K, College Security Staff

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. Deepu G. P, Associate Professor, Dept. of Electronics

Members

- ❖ Prof K C Prakash, Associate Professor, Dept. of Electronics
- ❖ Dr. Remya L, Assistant Professor, Dept. of Hindi
- ❖ Dr. S Sandeep, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology
- ❖ Mr. Vysakhi Suresh, Assistant Professor (On Contract), Dept. of English

- ❖ Mr. Praveen Raj, Assistant Professor (On Contract), Dept. of Commerce with Computer Application
- ❖ Ms. Priyamol Vijayan, Assistant Professor (On Contract), Dept. of Malayalam
- ❖ Ms. Aryaraj A, Assistant Professor (On Contract), Dept. of Mathematics
- ❖ Ms. Surjimol R (In charge of INFLIBNET), Assistant Professor (On Contract), Dept. of Computer Science.
- ❖ Mr. Unnikrishna Pillai M, Head Accountant, College Administrative Staff
- ❖ Mr. Biju P R, Librarian
- ❖ Mr. Rejithakumar V S, College Administrative Staff

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, Principal and Associate Professor

Managing Editor

❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application

Staff Editors

❖ Dr. Remya L, Assistant Professor, Dept. of Hindi

❖ Ms Priyamol Vijayan, Assistant Professor (On Contract), Dept. of Malayalam

❖ Dr. Lois Jose, Assistant Professor (On Contract), Dept. of English

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, Principal and Associate Professor

Vice-President

❖ Mr. Suresh Kumar R, Parent

Secretary

❖ Dr. Suresh. S, Associate Professor, Dept. of Electronics

Parent Representatives

❖ Mr. Krishnakumar P

❖ Mrs. Preetha Sreekumar

❖ Mr. Mohana Panicker

Teacher Representatives

- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Ganga G, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology
- ❖ Dr. Vidhya N, Assistant Professor, Dept. of Mathematics

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 12th plan period for improving the standards of teaching and research at various level.

Chairman

- ❖ Dr. K.S. Anil Kumar, Principal and Associate Professor

Convener

- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education

PURCHASE & TECHNICAL COMMITTEE

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

Convener

- ❖ Dr. Rejiya C S, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

Members

- ❖ Prof. Sobha. P.K, Associate Professor & Head, Dept. of Computer Science
- ❖ Prof. Ushakumary K.L., Associate Professor, Dept. of Electronics
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology
- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Vidhya N, Assistant Professor, Dept. of Mathematics
- ❖ Mr. Unnikrishna Pillai M, Head Accountant, College Administrative Staff
- ❖ Mr. Reghu R, Technical Assistant, College Administrative Staff

COLLEGE LEVEL MONITORING COMMITTEE

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

Convener

- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology

Members

- ❖ Prof. Sobha. P.K, Associate Professor & Head, Dept. of Computer Science

- ❖ Prof. Ushakumary K.L., Associate Professor, Dept. of Electronics
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Dr. Remya L, Assistant Professor, Dept. of Hindi

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

- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application

Members

- ❖ Ms. Shylaja. R. Pillai, College Administrative Staff
- ❖ Dr. Ganga G, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology
- ❖ Ms. Aryaraj A, Assistant Professor (On Contract), Dept. of Mathematics

UNIVERSITY HELP DESK

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

Convener

- ❖ Dr. Ganga G, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

Members

- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics

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, Associate Professor, Dept. of Computer Science

Members

- ❖ Dr. Suresh. S, Associate Professor, Dept. of Electronics
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology
- ❖ Mr. Sreekumar C, College Administrative Staff

CAREER GUIDANCE AND PLACEMENT 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. 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

- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics

Members

- ❖ Dr. Suresh. S, Associate Professor, Dept. of Electronics
- ❖ Dr. Ananthkumar, Assistant Professor, Dept. of Mathematics
- ❖ Ms. Reshma Dharman, Assistant Professor (On Contract), Dept. of Computer Science
- ❖ Mr. K. E Narayanan Nampoothiri, College Administrative Staff

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 Prof. Jisha Nair B J and Hostel Committee member Dr. Sreedevi S, Mrs. Radhamani E G and Mrs. Shylaja R Pillai make occasional visits and listen to the grievances of the inmates. A matron is also appointed for proper and efficient administration.

Convener

- ❖ Prof. Jisha Nair B J, Associate Professor, Dept. of Computer Science

Members

- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Mrs. Radhamani E G, College Administrative Staff
- ❖ Mrs. Shylaja R Pillai, College Administrative Staff

RESEARCH AND COLLABORATION CELL

The college Research Committee guides teachers and gives suggestion for making policy decision regarding improving research among teachers and students. 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. 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

- ❖ Dr. Sheeba K, Assistant Professor (On Contract), Dept. of Computer Science

Members

- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Nitha B, Assistant Professor & Head, Dept. of Biochemistry & Industrial Microbiology
- ❖ Dr. Ganga G, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

- ❖ Dr. S Sandeep, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology
- ❖ Dr. Remya L, Assistant Professor & Head, Dept. of Hindi
- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education
- ❖ Dr Rejiya C S, Assistant Professor, Dept. of Bio Chemistry & Industrial Microbiology

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

- ❖ Dr. Lois Jose, Assistant Professor (On Contract), Dept. of English

Members

- ❖ Mrs. Aswathy R, Assistant Professor (On Contract), Dept. of Commerce with Computer Application.
- ❖ Mr. Reghu R, College Administrative Staff
- ❖ Ms. Reshma Dharman, Assistant Professor (On Contract), Dept. of Computer Science.
- ❖ Ms. Chinchu A, College Administrative Staff.

STOCK VERIFICATION COMMITTEE

To verify the stock and for the internal auditing of different labs/library of the academic year 2018-19, a stock verification committee with following members is constituted.

Sl No	Name of the LAB/Library	Convener
1.	Computer Lab	Dr. S Suresh
2	Electronics Lab	Prof. Jisha Nair B J
3	Microbiology Lab	Dr. Sreedevi S
4	Biochemistry Lab	Dr. Ganga G
5	Computer lab(Mathematics) Physics Lab	Prof. Deepu G P
6	Chemistry Lab	Dr. Rejiya C S
7	Library	Prof. K C Prakash
8	Gymnasium & Sports	Dr. Remya L
9	Auditorium & General Stock	Dr. Sandeep S

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, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology
- ❖ Dr. Remya. L., Assistant Professor, Dept. of Hindi

NSS ADVISORY COMMITTEE

Chairman

- ❖ Dr. K.S. Anil Kumar, Principal and Associate Professor
Convener

- ❖ Dr. Ganga. G, NSS. Programme Officer, Assistant Professor,
Dept. of Biochemistry and Industrial Microbiology

Members

- ❖ Dr. Remya L, NSS. Programme Officer, Assistant Professor
& Head, Dept. of Hindi

- ❖ Dr. S. Sreelakshmi, Medical officer, Public Health Centre, Thiruvanvandoor
- ❖ Mrs. Lali S, Village Extn. Officer, Thiruvanvandoor
- ❖ Mr. S. Renjith, Member, Ward No.1, Thiruvanvandoor Grama Panchayat
- ❖ Prof. K. C. Prakash, Associate Professor, Dept. of Electronics
- ❖ Dr. N. Madhavan, Assistant Professor, Dept. of Physical Education
- ❖ Mr. Unnikrishna Pillai. M, Head Accountant, College Administrative Staff

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 & Union Staff Advisor

- ❖ Dr. N. Madhavan, Assistant Professor & Head, Dept. of Physical Education

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, Assistant Professor & Head, Dept. of Hindi

Members

❖ Dr. Ganga. G, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology

DEPARTMENT ASSOCIATIONS

Department Association is in charge of conducting Seminars / Workshops / Conferences at the college level and thereby 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.

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.

BIOCHEMISTRY & 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.

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.

REMEDIAL SYSTEM

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

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. Ushakumary K.L., Associate Professor, Dept. of Electronics

Members

- ❖ Prof. Sobha. P.K, Associate Professor & Head, Dept. of Computer Science
- ❖ Dr. Sreedevi. S Associate Professor & Head, Dept. of Commerce with Computer Application
- ❖ Dr. Nitha B, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology
- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics

- ❖ Mrs. Radhamani E G, College Administrative Staff

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. Remya L, Assistant Professor, Dept. of Hindi

Members

- ❖ Prof. Jisha Nair B J, Associate Professor, Dept. of Computer Science
- ❖ Dr. Nitha B, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology
- ❖ Mrs. Santhakumary P, College Administrative Staff

'VIMUKTHI'

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

Convener

- ❖ Dr. Ganga. G, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology

Members

- ❖ Dr. Remya L, Assistant Professor, Dept. of Hindi

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. Rejiya C S, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology

Members

- ❖ Prof. Ushakumary K.L., Associate Professor & Head, Dept. of Electronics
- ❖ Dr. Lois Jose, Assistant Professor (On Contract), Dept. of English
- ❖ Mrs. Aswathy R, Assistant Professor (On Contract), Dept. of Commerce with Computer Application
- ❖ Ms. Surjimol R, Assistant Professor (On Contract), Dept. of Computer Science
- ❖ Mrs. Santhakumary P, College Administrative Staff

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, Assistant Professor, Dept. of Physical Education

ARTS CLUB

Arts club promotes literary and fine arts among students of the college. It serves best to foster the spirit of self-expression through painting and drawing, and offers opportunity to young artists of the college to bloom and flourish accordingly. By introducing eminent writers to the students, the club also ensures that the students are aesthetically benefited. The club promotes a book-collection campaign to promote reading habit among the students.

Convener

- ❖ Dr. Remya L, Assistant Professor, Dept. of Hindi

Members

- ❖ Dr. Rejiya C S, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology
- ❖ Mr. Vysakhi Suresh, Assistant Professor (On Contract), Dept. of English

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. Nitha B, Assistant Professor & Head, Dept. of Biochemistry and Industrial Microbiology

Members

- ❖ Dr. Vidhya N, Assistant Professor & Head, Dept. of Mathematics
- ❖ Dr. Rejiya C S, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology
- ❖ Dr. Ganga. G, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology

MUSIC, 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

- ❖ Mrs. Rejani, Assistant Professor (On Contract), Dept. of Mathematics

Members

- ❖ Mr. Vysakhi Suresh, Assistant Professor (On Contract), Dept. of English

- ❖ Ms. Sruthy, Assistant Professor (On Contract), Dept. of Electronics

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

- ❖ Dr. Ganga. G, Assistant Professor, Dept. of Biochemistry and Industrial Microbiology

Members

- ❖ Dr. Remya L, Assistant Professor & Head, Dept. of Hindi

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

- ❖ Prof. Ushakumary K.L., Associate Professor & Head, Dept. of Electronics

Members

- ❖ Dr. N. Madhavan, Assistant Professor, Dept. of Physical Education
- ❖ Mr. Unnikrishna Pillai M, College Administrative Staff
- ❖ Mr. Biju P R, Librarian

OTHER MAJOR COMMITTEES

Committee	Members	Convenors
ICAI Approved Centre Coordination Committee	Mr. Praveen Raj Ms. Aswathy R Ms. Lekshmi M G	Dr. Sreedevi S
ASAP & FLAIR		Dr. Sandeep S
College Bus Committee	Dr. S Sandeep Mr. Biju P R (Jt Convener)	Dr. Rejiya C S
FOSS Cell	Dr. Sheeba K Ms. Reshma Dharman	Ms. Sreelekshmi A N
INFOFEST	Ms. Binitha L Ms. Reshma R Mr. Praveen Raj	Ms Sreelekshmi A N
College Newsletter Committee	Dr. Ganga G Dr. Lois Jose	Prof. Deepu G P
Entrepreneurship Development Centre		Mr. Praveen Raj
SRC Committee		Dr. Remya L
Centre for Continuing Education		Dr. S Suresh
Building Committee		Dr N Madhavan
Planning Board Convener		Dr N Madhavan
UGC Nodal Officer		Dr N Madhavan
Outreach Programme Committee		Dr Chithra K R
College Calendar Committee	Ms. Gayathri Mohan Mrs. Priyamol Vijayan Mr. Reghu R	Dr. Lois Jose

APPLICATION FORMT. 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 :

TIME TABLE

DAY	I	II	III	IV	V
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

NOTES
