



MARIAN COLLEGE KUTTIKANAM

MAKING COMPLETE (AUTONOMOUS)

HANDBOOK 2020-2021

- Affiliated to Mahatma Gandhi University Kottayam, Kerala, India
- Managed by the Catholic Diocese of Kanjirappally
- NAAC reaccredited with A grade in 2014 (3.52 / 4)
- College with Potential for Excellence status by UGC
- Autonomous status from June 2016
- Ranked 84 under 'College' category by NIRF in 2018

Name:.....

Class:.....

FOUNDER

H E MAR MATHEW VATTAKUZHAY

PATRON

H E MAR JOSE PULICKAL
(Bishop of Kanjirappally)

MANAGER

REV FR JAMES KOZHIMALA

PRINCIPAL

REV FR DR ROY ABRAHAM P

VICE-PRINCIPALS

DR RAJIMOL A
DR AJIMON GEORGE
REV FR DR SHAIJU K S

CONTACT

Office : 04869-232203, 232654
Manager: +91 9446924683
Principal: +91 9447733265
Admission: +91 9447083311
E-mail: mariancollege@mariancollege.org
Website: www.mariancollege.org

COLLEGE ANTHEM

മരിയവിഭൂതിതരേ...

ആ....ആ...ആ....

മരിയവിരാജിതരേ.....

ആ...ആ...ആ....

കാഹളമാർക്കുക നീയേ

ആ... ആ... ആ..

തനുനിരയിങ്ങും ഹിമഗിരി നടുവിൽ നന്ദന നന്ദിത ഗുരുപീഠം
ശിശിരനിമീലിത മിഴികളിലറിവിൻ നാളമുണർത്തും നാദരേം

അനുപമാമനുശീലനമരുളും അറിവെഴുമതിലതി നൈപുണ്യം
അതിലതിനനുഗുണ വീഥിയൊരുക്കും മധുമൊഴി ഗൗരവസാരഥ്യം
അമ്മയാമലാംബികയേകും അജനകേശിനി നീ മരിയൻ

മാനവപാതേ മുല്യതയേറും മാനമനീഷിമ മന്ത്രമുഖം കോർത്തൊരു
കൈകൾ ചേർത്തതുതമ്മിൽ തീർത്തൊരു കങ്കട സൂരദീപം
സൗഹൃദനാളുകളെന്നും പകരും സർഗ്ഗകലാലയമീനിലയം.

പൂർണ്ണതയിൽ പരിപൂരിതമാക്കും പുജിത പാവന പുണ്യസുമൻ
സുന്ദര സൂരഭില സുരനദിയൊഴുകും സുന്ദരി സൂരപുരി നീ മരിയൻ
അക്ഷയമക്ഷരമക്ഷരി തുകും നീലനിഹാരിക തിരുമരിയൻ

| CONTENTS | | Page |
|-----------------|--|-------------|
| | Statutory bodies of the College | 6 |
| A. | Board of Management | 6 |
| B. | Governing Board | 7 |
| C. | Examination Cell | 8 |
| D. | Finance Committee | 8 |
| E. | Academic Council | 9 |
| F. | Board of Studies | |
| | • Business Administration | 10 |
| | • Commerce (UG) | 11 |
| | • Computer Application (UG) | 14 |
| | • Mathematics | 16 |
| | • Physics | 18 |
| | • Applied Economics | 19 |
| | • Communicative English | 20 |
| | • Social Work | 22 |
| | • Commerce (PG) | 24 |
| | • Communication and Media Studies | 27 |
| | • Hospitality Management and Tourism | 29 |
| | • Computer Application (PG) | 31 |
| 2. | At the Helm in the past | 33 |
| 3. | Milestones | 34 |
| 4. | Motto, Vision & Mission | 40 |
| 5. | Programmes Offered | 42 |
| 6. | Fees, General Rules | 43 |
| 7. | Rules for Collection of Fee in the College | 44 |
| 8. | Fee Concession | 44 |

| | | |
|-----|---|-----|
| 9. | Issue of Certificates | 44 |
| 10. | Attendance & Leave of Absence | 44 |
| 11. | Identity Cards | 47 |
| 12. | Library Rules | 47 |
| 13. | Residence of Students | 49 |
| 14. | Campus Discipline | 50 |
| 15. | Marian College Student Council (MCSC) | 60 |
| 16. | Faculty of Religion | 60 |
| 17. | Parent Teacher Association | 60 |
| 18. | Faculty Adviser and Mentor | 61 |
| 19. | Scholarships and Endowments | 61 |
| 20. | Research Awards and Incentives | 62 |
| 21. | Marian Quality Policy | 63 |
| 22. | Marian Quality Model (MQM) | 69 |
| 23. | Marian Apex Body | 70 |
| 24. | College Staff Council | 70 |
| 25. | College Staff | 71 |
| 26. | Faculty Advisers | 86 |
| 27. | Marian Corporate Responsibilities 2020-2021 | 87 |
| 28. | Marian IQAC | 93 |
| 29. | Name of Criteria Members | 95 |
| 30. | Academic Calendar | 99 |
| 31. | Contact Numbers | 112 |
| 32. | Parent Teacher Association (PTA) Executive Members | 114 |

STATUTORY BODIES OF THE COLLEGE

A. BOARD OF MANAGEMENT

1. H E Mar Jose Pulickal (Patron)
2. H E Mar Mathew Arackal
3. Rev Fr. Bobby Alex Mannamplackal
4. Rev Fr James Kozhimala (Chairman)
5. Rev Fr Dr Hubby Mathew
6. Sri Michael A Kallivayalil
7. Sri George J Mathew
8. Dr Mendus Jacob
9. Dr Jose James
10. Chev Adv V C Sebastian
11. Mr Babu Karippaparambil
12. Rev Fr Dr Roy Abraham P (Secretary)

B. GOVERNING BOARD

| Constituency | Name |
|---------------------------------|---|
| Representing Management: | HE Mar Jose Pulickal HE Mar Mathew Arackal Rev Fr Boby Alex Mannamplackal (Chairman) Rev Fr James Kozhimala |
| Educationist | Dr Jose James |
| Nominee of the State Government | Dr J Rajan |
| Nominee of the University | Dr A M Thomas |
| Nominee of UGC | Dr Jayasree Menon Kurup |
| Teachers of the College | Dr Rajimol A Dr Cherian P Kurien |
| Principal | Rev Fr Dr Roy Abraham P |

C. EXAMINATION CELL

| Designation | Name | Academic Qualification |
|---------------------------------------|-----------------|-------------------------------|
| Controller of Examinations | Mr Biju P Mani | LLM |
| Additional Controller of Examinations | Dr Soosy Joseph | MA, M Phil, PhD |

D. FINANCE COMMITTEE

| | | |
|---|--|--------------|
| Chairman | Fr Dr Roy Abraham P (Principal) | MBA, MS, PhD |
| Nominee of the Governing Board | Mr Sunny Thomas (Office Superintendent) | MCom |
| Senior faculty of the college | Dr Rajimol A | MCA, PhD |
| Finance Officer of the affiliating university | | |

E. ACADEMIC COUNCIL

| Sl.No | Category of Selection | Name | Academic Qualifications |
|-------|---|---------------------------|-----------------------------|
| 1 | Chairman (Principal) | Fr Dr Roy Abraham P | MBA, MS, PhD |
| 2 | Member Secretary | Dr Ajimon George | M Com,M Phil, MBA, PhD |
| 3 | Head, Research & PG Department of Commerce | Dr Chackochan J Njavallil | M Com, M Phil, PhD |
| 4 | Head, UG Department of Computer Applications | Dr Rajimol A | MCA, PhD |
| 5 | Head,Department of Business Administration | Dr JoshyJohn | MBA,M Com,M Phil, PhD |
| 6 | Head, Department of English | Dr Shintu Dennis | MA, PhD |
| 7 | Director, Department of Economics | Dr Muralivallabhan T V | MA, PhD |
| 8 | Head, Department of Mathematics | Dr Sabu Augustine | MSc, M Phil, PhD |
| 9 | Head, Department of Physics | Dr Sunny Mathew | MSc, PhD |
| 10 | Director , School of Social Work | Dr Siby Joseph | MSW, PhD |
| 11 | Director,PG Department of Computer Applications | Dr Mendus Jacob | MSc, M Phil, PhD, MioD |
| 12 | Head, Department of Hospitality Management | Dr Joby Cyriac | MA,B Ed, PhD |
| 13 | Director, Department of Communication and Media Studies | Prof M Vijayakumar | MJ |
| 14 | Member based on seniority | Dr Soosy Joseph | MA, M Phil, PhD |
| 15 | Member based on seniority | Dr Thomas K V | M Com,B Ed, PhD |
| 16 | Member based on seniority | Mr Biju P Mani | LLM |
| 17 | Member based on seniority | Mr Boby K Mani | M P Ed |
| 18 | Experts from outside (Industry) | Mr Ajay George | MBA |
| 19 | Experts from outside (Administration) | Dr Jose James | PhD |
| 20 | Experts from outside (Education) | Dr K Alexander | MA, M Phil, PhD |
| 21 | Experts from outside (Law) | Mr Georgekutty Mathew | BA, LLB |
| 22 | University Nominee | Dr Deepu Jose Sebastian | M Com, MBA, PhD |
| 23 | University Nominee | Dr C M Sreejith | MSc, PhD |
| 24 | University Nominee | Mrs Jisha Jacob | MSc |
| 25 | Advisor and Mentor to Academic Council | Dr Jayasankaran | MSc ,M Ed, MBA, M Phil, PhD |
| 26 | Nominee of the Principal (IQAC Coordinator) | Dr Binu Thomas | MCA, PhD |

BOARD OF STUDIES

BUSINESS ADMINISTRATION

| No | Name of the Member | Academic Qualification | Constituency |
|----|--|------------------------|---|
| 1 | Dr Joshy John Associate Professor | MBA, MCom, M Phil, PhD | Chairman |
| 2 | Ms Melby Joseph Assistant Professor | MBA | Faculty of the Department |
| 3 | Fr Dr Sibichan Joseph Assistant Professor | MA, MBA, PhD | Faculty of the Department |
| 4 | Mr Siju P T Assistant Professor | MA | Faculty of English, MCK(A) |
| 5 | Dr Sabu Augustine Associate Professor | MSc, M Phil, PhD | Faculty of Mathematics, MCK(A) |
| 6 | Mr Biju P Mani Associate Professor | LLM | Faculty of Law ,MCK(A) |
| 7 | Ms Simi John Assistant Professor | LLM | Faculty of Law ,MCK(A) |
| 8 | Dr K V Thomas Associate Professor | M Com, MBA, B Ed, PhD | Faculty of Commerce, MCK(A) |
| 9 | Ms Jyothi Jose Assistant Professor | MCA | Faculty of Computer Applications, MCK(A) |
| 10 | Ms Assanu Augustine Assistant Professor | MSc | Faculty of Mathematics, MCK(A) |
| 11 | Mr Benoy Abraham Anchanickal Anchani Tublings Pvt. Ltd | BE | Representative from Industry |
| 12 | Dr Neena Joseph Professor (Rtd.)JMG Kochi | MBA ,PhD | Subject expert from outside |
| 13 | Dr M C Valson Professor NUALS Kalamassery | LLM, PhD | Subject expert from outside |
| 14 | Dr Biju Pushpan Associate Professor SAS SNDP College Konni | MA, MBA, PhD | Subject expert from outside |
| 15 | Mr Ajay Antony Key Account Manager Maitri Adv. Kochi | MBA | Meritorious Alumnus |
| 16 | Expert to be nominated by the Vice - Chancellor | | |

COMMERCE (UG)

| No | Name & Designation | Academic Qualification | Constituency |
|----|--|-------------------------|---------------------------|
| 1 | Dr Chackochan J Njavallil Associate Professor | M Com, M Phil, PhD | Chairman |
| 2 | Dr Ajimon George Associate Professor | M Com, MBA, M Phil, PhD | Faculty of the Department |
| 3 | Dr Thomas K V Associate Professor | M Com, B Ed, PhD | Faculty of the Department |
| 4 | Mr Eric Thomas Joseph Assistant Professor | M Com | Faculty of the Department |
| 5 | Ms Vinitha M V Assistant Professor | M Com | Faculty of the Department |
| 6 | Ms Jismy Maria Joseph Assistant Professor | M Com | Faculty of the Department |
| 7 | Mr Aswin Uthaman Assistant Professor | M Com | Faculty of the Department |
| 8 | Ms Seethalekshmi C Assistant Professor | M Com, M Phil | Faculty of the Department |
| 9 | Ms Reshma Roy Assistant Professor | M Com | Faculty of the Department |
| 10 | Mr Midhun Antony Assistant Professor | M Com | Faculty of the Department |
| 11 | Ms Misheal Tomy Assistant Professor | M Com | Faculty of the Department |
| 12 | Ms Juji George Assistant Professor | M Com | Faculty of the Department |

| | | | |
|----|---|--|------------------------------|
| 13 | Ms Neethu Anil Assistant Professor | M Com | Faculty of the Department |
| 14 | Ms Jelit Mathews Joseph Assistant Professor | M Com | Faculty of the Department |
| 15 | Ms Lisna Jose Assistant Professor | M Com | Faculty of the Department |
| 16 | Ms Sona Mary Francis Assistant Professor | M Com | Faculty of the Department |
| 17 | Ms Elsa Sovi Varghese Assistant Professor | M Com | Faculty of the Department |
| 18 | Mr Siju P T Assistant Professor | MA | Faculty of English, MCK(A) |
| 19 | Ms Claris Annie John Assistant Professor | MA | Faculty of English, MCK(A) |
| 20 | Dr Soosy Joseph Associate Professor | MA, M Phil, PhD | Faculty of Languages, MCK(A) |
| 21 | Sr Celine Cherian Assistant Professor | MA, B Ed | Faculty of Languages, MCK(A) |
| 22 | Fr Dr John Panachikal Assistant Professor | MA, PhD | Faculty of Languages, MCK(A) |
| 23 | Fr Dr Joseph Nellimala Assistant Professor | MA, MTh, PhD | Faculty of Languages, MCK(A) |
| 24 | Dr R. Kasilingam Associate Professor Department of Management Studies, Pondicherry University | MCA, MBA, ML, ICWAI, ACS, M Phil, PhD | Subject expert from outside |

| | | | |
|----|--|------------------|------------------------------|
| 25 | Dr Gabriel Simon Thattil Professor Department of Commerce, University of Kerala | M Com, PhD | Subject expert from outside |
| 26 | Dr Jojo K Joseph Principal, Devamatha College Kuruvilangadu | M Com, B Ed, PhD | Subject expert from outside |
| 27 | Mr K J Joseph Chartered Accountant, Kanjirappally | B Com, FCA | Representative from Industry |
| 28 | Ms Stefy K Jose Assistant Professor St. Aloysius College, Edathuva, Alappuzha | M Com | Meritorious Alumnus |
| 29 | Expert to be nominated by the Vice-Chancellor | | |

COMPUTER APPLICATIONS (UG)

| No | Name of the Member | Academic Qualification | Constituency |
|----|--|------------------------|--------------------------------|
| 1 | Dr Rajimol A Associate Professor | MCA, PhD | Chairman |
| 2 | Dr Binu Thomas Associate Professor | MCA, PhD | Faculty of the Department |
| 3 | Ms Amruth K John Assistant Professor | MSc, M Phil | Faculty of the Department |
| 4 | Ms Lumy Joseph Associate Professor | MCA, M Phil | Faculty of the Department |
| 5 | Ms Benymol Jose Assistant Professor | MSc, M Phil | Faculty of the Department |
| 6 | Dr Juby George Assistant Professor | MCA, M Phil, PhD | Faculty of the Department |
| 7 | Mr Santo Cherian Assistant Professor | MCA, MTech | Faculty of the Department |
| 8 | Ms Jyothi Jose Assistant Professor | MCA | Faculty of the Department |
| 9 | Dr Sabu Augustine Associate Professor | MSc, M Phil, PhD | Faculty of Mathematics, MCK(A) |
| 10 | Ms Meenu P Thomas Assistant Professor | MSc | Faculty of Mathematics MCK(A) |
| 11 | Mr Siju P T Assistant Professor | MA | Faculty of English, MCK(A) |

| | | | |
|----|--|----------------------------|------------------------------|
| 12 | Dr Raju G Professor & Head Department of Data Science, CHRIST (Deemed to be University), Lavasa Campus, Pune | MCA, MTech, M Phil, PhD | Subject expert from outside |
| 13 | Dr Gladston Raj S Assistant Professor & Head Govt. College, Nedumangadu, Trivandrum | PhD, MTech, MSc, PGDCH | Subject expert from outside |
| 14 | Dr Srenivasa Prasad IT Consultant, Forum of Learning Initiatives for Placement (FELIP), ESCI Engineering Staff College of India | B Tech, MIT | Representative from Industry |
| 15 | Mr Thomas Philip Senior Manager, IT Business Consulting, Dell International Services India Pvt. Ltd. Koramangala, Bengaluru | MCA | Meritorious Alumnus |
| 16 | Expert to be nominated by the Vice-Chancellor | | |

MATHEMATICS

| No | Name of the Member | Academic Qualification | Constituency |
|----|---|------------------------|---|
| 1 | Dr Sabu Augustine Associate Professor | MSc, M Phil, PhD | Chairman |
| 2 | Ms Athiramol T V Assistant Professor | MSc | Faculty of the Department |
| 3 | Ms Assanu Augustine Assistant Professor | MSc | Faculty of the Department |
| 4 | Mr Kiran V Nath Assistant Professor | MSc | Faculty of the Department |
| 5 | Ms Meenu P Thomas Assistant Professor | MSc | Faculty of the Department |
| 6 | Ms Jyothilakshmi B Assistant Professor | MCom ,MBA | Faculty of the Department |
| 7 | Mr Jincemon James Assistant Professor | MA, M Phil, B Ed | Faculty of Malayalam, MCK(A) |
| 8 | Sr Celine Cherian FCC Assistant Professor | MA, B Ed | Faculty of Hindi, MCK(A) |
| 9 | Ms Pauline Joseph Assistant Professor | MA, B Ed | Faculty of English, MCK(A) |
| 10 | Dr Rajimol A Associate Professor | MCA, PhD | Faculty of Computer Applications, MCK(A) |
| 11 | Dr Ramesh Kumar Assistant Professor University of Kerala, Trivandrum | MSc, PhD | Subject expert from outside |

| | | |
|---|-------------------------------|-------------------------------------|
| <p>12 Dr Mathew T Varkey Assistant Professor TKM College of Engineering, Kollam</p> | <p>MSc,B Ed, PhD</p> | <p>Subject expert from outside</p> |
| <p>13 Dr Mendus Jacob Director IPSR Solutions, Kottayam</p> | <p>MSc, M Phil, PhD, MioD</p> | <p>Representative from industry</p> |
| <p>14 Mr Abin Thomas Mathew Assistant Professor Department of Computer Applications(PG), Marian College Kuttikkanam</p> | <p>MCA</p> | <p>Meritorious Alumnus</p> |
| <p>15 Expert to be nominated by the Vice-Chancellor</p> | | |

PHYSICS

| No | Name of the Member | Academic Qualification | Constituency |
|----|---|------------------------|--------------------------------|
| 1 | Dr Sunny Mathew Associate Professor | MSc, M Phil, PhD | Chairman |
| 2 | Dr Jose K Xavier Associate Professor | MSc , PhD | Faculty of the Department |
| 3 | Dr Sabu Augustine Associate Professor | MSc, M Phil, PhD | Faculty of Mathematics, MCK(A) |
| 4 | Mr Siju P T Assistant Professor | MA | Faculty of English, MCK(A) |
| 5 | Dr George James T Associate Professor | MSc, PhD | Subject expert from outside |
| 6 | Dr Benoy M D Associate Professor | MSc, PhD | Subject expert from outside |
| 7 | Dr Vinod G Associate Professor | MSc, PhD | Subject expert from outside |
| 8 | Dr Vincent Mathew Professor | MSc, PhD | Subject expert from outside |
| 9 | Dr Reji Philip Professor & HoD | MSc, PhD | Subject expert from outside |
| 10 | Dr John Philip Professor& HoD | MSc, PhD | Subject expert from outside |
| 11 | Dr Thomas Baby Deputy Director | MSc, M Phil, PhD | Subject expert from outside |
| 12 | Mr Jolly Cyriac Managing Director | MTech | Representative from industry |
| 13 | Mr Umer Salim CEO | B Tech | Representative from industry |
| 14 | Dr Vimal G Assistant Professor | MSc, M Phil, PhD | Meritorious Alumnus |
| 15 | Expert to be nominated by the Vice-Chancellor | | |

APPLIED ECONOMICS

| No | Name of the Member | Academic Qualification | Constituency |
|----|---|--|--------------------------------|
| 1 | Dr Muralivallabhan T V Director | MA, PhD | Chairman |
| 2 | Ms Suzanna Oommen Assistant Professor | MA, MBA | Head of the Department |
| 3 | Mr. Geril Scaria George Assistant Professor | MA | Faculty of the Department |
| 4 | Ms Anna Rony Assistant Professor | MA, MSW | Faculty of the Department |
| 5 | Fr Biju John C Assistant Professor | MA | Faculty of the Department |
| 6 | Ms Syama U S Assistant Professor | MA | Faculty of the Department |
| 7 | Ms Pauline Joseph Assistant Professor | M A, B Ed | Faculty of English, MCK(A) |
| 8 | Ms Athiramol TV Assistant Professor | MSc | Faculty of Mathematics, MCK(A) |
| 9 | Dr R Srinivasan Associate Professor and Registrar University of Madras, Chennai. | PhD | Subject expert from outside |
| 10 | Dr Irudayarajan Professor, Centre for Development Studies, Trivandrum | PhD | Subject expert from outside |
| 11 | Mr K T Chacko IAS (Rtd) | MA Economics MA Public Administration | Representative from industry |
| 12 | Mr Binil Dani Alexander Director Hedge School of Applied Economics, Kochi | MBA | Representative from industry |
| 13 | Mr Jobin Thomas Director, H R Inter Continental Group of Hotels | MBA | Representative from industry |
| 14 | Expert to be nominated by the Vice-Chancellor | | |

COMMUNICATIVE ENGLISH

| No. | Name of the Member | Academic Qualification | Constituency |
|-----|---|------------------------|--|
| 1 | Mr Siju P T Assistant Professor | MA | Chairman and Head of the Department |
| 2 | Dr Shintu Dennis Assistant Professor | MA, M Phil, PhD | Faculty of the Department |
| 3 | Ms Pauline Joseph Assistant Professor | MA, BEd | Faculty of the Department |
| 4 | Mr Allen George Podippara Assistant Professor | MA | Faculty of the Department |
| 5 | Ms Keerthy Elza Tes Mathew Assistant Professor | MA | Faculty of the Department |
| 6 | Ms Christina Alex Assistant Professor | MA | Faculty of the Department |
| 7 | Prof M Vijayakumar Professor | MJ | Faculty of Communication and Media Studies MCK(A) |
| 8 | Dr Michael Puthenthara Professor | MA, PhD | Faculty of Communication and Media Studies MCK(A) |
| 9 | Rev Fr Sobi Kannalil Assistant Professor | MSc, MBA, M Phil | Faculty of Communication and Media Studies MCK(A) |

| | | | |
|----|--|----------|------------------------------|
| 10 | Dr Meena T Pillai Associate Professor Institute of English, University of Kerala, Thiruvananthapuram | MA, PhD | Subject expert from outside |
| 11 | Dr John George Athyal Associate Professor Department of English, Christian College, Chengannur | MA, PhD | Subject expert from outside |
| 12 | Rev Fr Jilson James Joint Director Peermade Development Society | MSc, MPM | Representative from Industry |
| 13 | Dr Geethu Anna Mathew Assistant Professor Department of Management, Kristu Jayanti College (Autonomous), Bengaluru | MMH, PhD | Meritorious Alumnus |
| 14 | Expert to be nominated by the Vice-Chancellor | | |

SOCIAL WORK

| No. | Name of the Member | Academic Qualification | Constituency |
|-----|---|------------------------|---------------------------|
| 1 | Dr Siby Joseph Director | MSW, PhD | Chairman |
| 2 | Dr Cherian P Kurien Professor | MA , PhD | Faculty of the Department |
| 3 | Br Joseph Charuplakkal Assistant Professor | MSW, M Phil | Faculty of the Department |
| 4 | Mr Ajesh P Joseph Assistant Professor | MSW | Faculty of the Department |
| 5 | Dr Rasi R A Assistant Professor | MSW, PhD | Faculty of the Department |
| 6 | Ms Princy T Sebastian Assistant Professor | MSW, M Phil | Faculty of the Department |
| 7 | Mr AlenKuriakose Assistant Professor | MSW, MPA, MA | Faculty of the Department |
| 8 | Dr Boban Joseph Assistant Professor | MSW, M Phil, PhD | Faculty of the Department |
| 9 | Ms Aneena Anna Sebastian Assistant Professor | MSW | Faculty of the Department |
| 10 | Mr Balu B Pillai Assistant Professor | MSW, M Phil | Faculty of the Department |
| 11 | Mr Mathew T John Assistant Professor | MA | Faculty of the Department |
| 12 | Ms Merin John Assistant Professor | MSW | Faculty of the Department |

| | | | |
|----|--|------------------------|------------------------------|
| 13 | Ms. Pallavi R Assistant Professor | MSW | Faculty of the Department |
| 14 | Mr Siju P T Assistant Professor | MA | Faculty of English MCK(A) |
| 15 | Dr John Johnson NIMHANS, Bengaluru | M Phil, PhD | Subject expert from outside |
| 16 | Dr Sony Jose Loyola College, Thiruvananthapuram | MSW, MSc, PhD | Subject expert from outside |
| 17 | Fr Dr Hubby Mathew St Thomas Mission Society, Mandya | MSW, PhD | Representative from industry |
| 18 | Ms Divya G.S. TISS, Mumbai | MSW | Meritorious Alumnus |
| 19 | Expert to be nominated | by the Vice-Chancellor | |

COMMERCE (PG)

| No | Name & Designation | Academic Qualification | Constituency |
|----|--|------------------------|---------------------------|
| 1 | Dr Chackochan J Njavallil Associate Professor | M Com, M Phil, PhD | Chairman |
| 2 | Dr Ajimon George Associate Professor | M Com,MBA,M Phil, PhD | Faculty of the Department |
| 3 | Dr Thomas K V Associate Professor | M Com, B Ed, PhD | Faculty of the Department |
| 4 | Mr Eric Thomas Joseph Assistant Professor | M Com | Faculty of the Department |
| 5 | Ms Vinitha M V Assistant Professor | M Com | Faculty of the Department |
| 6 | Ms Jismy Maria Joseph Assistant Professor | M Com | Faculty of the Department |
| 7 | Mr Aswin Uthaman Assistant Professor | M Com | Faculty of the Department |
| 8 | Ms Seethalekshmi C Assistant Professor | M Com, M Phil | Faculty of the Department |
| 9 | Ms Reshma Roy Assistant Professor | M Com | Faculty of the Department |
| 10 | Mr Midhun Antony Assistant Professor | M Com | Faculty of the Department |
| 11 | Ms Misheal Tomy Assistant Professor | M Com | Faculty of the Department |
| 12 | Ms Juji George Assistant Professor | M Com | Faculty of the Department |

| | | | |
|----|---|------------------|-----------------------------|
| 13 | Ms Neethu Anil Assistant Professor | M Com | Faculty of the Department |
| 14 | Ms Jelit Mathews Joseph Assistant Professor | M Com | Faculty of the Department |
| 15 | Ms Lisna Jose Assistant Professor | M Com | Faculty of the Department |
| 16 | Ms Sona Mary Francis Assistant Professor | M Com | Faculty of the Department |
| 17 | Ms Elsa Sovi Varghese Assistant Professor | M Com | Faculty of the Department |
| 18 | Dr K V Thomas Professor | M Com, MBA, PhD | Faculty of the Department |
| 19 | Dr Baby M D Professor | M Com, PhD | Faculty of the Department |
| 20 | Mr Jayamon M R Assistant Professor | M Com, ACMA | Faculty of the Department |
| 21 | Ms Sneha Alex Assistant Professor | M Com | Faculty of the Department |
| 22 | Dr Shinta Sebastian Assistant Professor | M Com, PhD | Faculty of the Department |
| 23 | Mr Cyril Manuel Assistant Professor | M Com, MBA, B Ed | Faculty of the Department |
| 24 | Mr Philip Sabu Director, Agriculture Business Management, Kerala Agricultural University (Rtd.) | MBA | Subject expert from outside |

| | | | |
|----|--|-----------------|------------------------------|
| 25 | Dr Thomas Joseph Thoomkuzhy Associate Professor Gulati Institute of Finance and Taxation, Trivandrum | M Com, LLB, PhD | Subject expert from outside |
| 26 | Mr Sunny Jacob Managing Director SMR Koovappally | | Representative from Industry |
| 27 | Mr Abin Abraham General Manager MEUCB Ltd, Poonjar | MBA | Meritorious Alumnus |
| 28 | Mr Tinu Kurian Vadakkunnel, Kannimala Erumely | MBA | Meritorious Alumnus |
| 29 | Expert to be nominated by the Vice-Chancellor | | |

COMMUNICATION AND MEDIA STUDIES

| No. | Name of the Member | Academic Qualification | Constituency |
|-----|---|------------------------|------------------------------|
| 1 | Prof M Vijayakumar Director | MJ | Chairman |
| 2 | Fr Sobi Thomas Kannalil HoD | MSc, MBA, M Phil | Head of the Department |
| 3 | Dr Michael Puthenthara Professor | MA, PhD | Faculty of the Department |
| 5 | Mr Vishnu Assistant Professor | MCJ | Faculty of the Department |
| 6 | Ms Aishwarya Pradeep Assistant Professor | MCJ | Faculty of the Department |
| 7 | Mr. Eapen Alexander Assistant Professor | MCMS | Faculty of the Department |
| 8 | Mr. D Damodar Prasad Director, EMMRC, Calicut University | MA, MBA, PGDJC, DSDC | Subject expert from outside |
| 9 | Dr Muhammadali N Assistant Professor & HoD Department of Journalism and Mass Communication University of Calicut | PhD | Subject expert from outside |
| 10 | Mr Biju Mathew Asst, All India Radio, Vazhuthacaud, Thiruvananthapuram | MJ | Representative from industry |

| | | | |
|----|--|-----------|------------------------------|
| 11 | Ms Sandhya M Nair General Manager and Head, Product Information and Development, IBS Software, Trivandrum | MPhil, MA | Representative from industry |
| 12 | Ms Sruthy Sathyanath Associate, Internal communications, Employee Resource Centre Amazon Development Centre, Bangalore | MCMS | Meritorious Alumnus |
| 13 | Expert to be nominated by the Vice-Chancellor | | |

HOSPITALITY MANAGEMENT AND TOURISM

| No. | Name of the Member | Academic Qualification | Constituency |
|-----|--|-----------------------------------|------------------------------|
| 1 | Dr Joby Cyriac Assistant Professor | MA, B Ed, PhD | Chairman |
| 2 | Mr Sajan N Thomas Assistant Professor | M Com, PGDFM, PGDFTM | Faculty of the Department |
| 3 | Mr Jacob Bose Assistant Professor | MBA , MLM | Faculty of the Department |
| 4 | Fr Dr Shaiju K S Assistant Professor | MA, PhD | Faculty of the Department |
| 5 | Mr Arun George Joseph Assistant Professor | MBA | Faculty of the Department |
| 6 | Ms Shyla Mathew HOD, Department of Hospitality Management, St. Joseph's Institute of Hotel Management & Catering Technology, Palai | BSc, DHMCT | Subject Expert from outside |
| 7 | Dr Vijayakumar B Principal (Rtd.) Kerala Institute of Tourism and Travel Studies (KITTS), Trivandrum | MA Economics, MBA, M Phil, PhD | Subject Expert from outside |
| 8 | Mr Abraham George Managing Director Intersight Holidays, Kochi | | Representative from industry |

| | | | |
|----|--|--------------------------------------|---|
| 9 | Mr Sidarth Dominic Executive Director Human Resources, CGH Group, Kochi | BSc, IHMCTAN, MEP (IIM Ahmedabad) | Representative from Corporate sector |
| 10 | Mr Fen Jacob Proprietor, Bodhi Tree India | MMH | Meritorious Alumnus |
| 11 | Expert to be nominated by the Vice-Chancellor | | |

COMPUTER APPLICATIONS (PG)

| No. | Name of the Member | Academic Qualification | Representing Constituency |
|-----|--|--------------------------------|--------------------------------|
| 1 | Dr Mendus Jacob Director | MSc, M Phil, PhD, MioD | Chairman |
| 2 | Mr Win Mathew John Assistant Professor | MCA, MSc, M Tech | Head of the Department |
| 3 | Mr Robins Antony Kattoor Assistant Professor | MCA, M Phil , PGDCA | Faculty of the Department |
| 4 | Dr Brijesh George John Assistant Professor | MBA, MSc, PGDMM, PGDBA, PhD | Faculty of the Department |
| 5 | Ms Reny Jose Assistant Professor | MCA, M Tech, M Phil | Faculty of the Department |
| 6 | Ms Raji Ramakrishnan Nair Assistant Professor | MCA, M Tech | Faculty of the Department |
| 7 | Mr Satheesh Kumar S Assistant Professor | MCA,RHCE | Faculty of the Department |
| 8 | Ms Kochumol Abraham Assistant Professor | MCA, M Tech | Faculty of the Department |
| 9 | Mr Abin Thomas Mathew Assistant Professor | MCA | Faculty of the Department |
| 10 | Ms Athiramol T V Assistant Professor | MSc | Faculty of Mathematics, MCK(A) |
| 11 | Ms Meenu P Thomas Assistant Professor | MSc | Faculty of Mathematics, MCK(A) |

| | | | |
|----|--|----------|--|
| 12 | Mr Winny M Thomas Vulnerability Researcher, FIRE-EYE,Bengaluru | M Tech | Subject Expert from outside |
| 13 | Dr Saji GopinathDean (Academics), IIMK, Calicut | PhD | Subject Expert from outside |
| 14 | Dr Srinivasa Prasad IT Consultant, Forum of LearningInitiatives for Placement(FELIP), ESCI Engineering Staff College of India | M Tech | Representative from Industry |
| 15 | Mr R Narayanan Former VP of Corporate Learning and Development Tata Consultancy Services | M Tech | Representative from CorporateSector |
| 16 | Mr Jinse Peter Java / J2EE / MEAN stack Architect, Cognizant | MCA, MBA | MeritoriousAlumnus |
| 17 | Expert to be nominated by the Vice-Chancellor | | |

AT THE HELM IN THE PAST

**Founder Patron: His Excellency
Mar Mathew Vattakuzhy (1995-2001)**

MANAGERS:

Rev Fr Mathew Aerathedom (1995-2001)

Rev Dr James Thalachelloor (2001-2005)

Rev Fr Ruban Thannickal (2005 – 2016)

PRINCIPALS:

Rev Dr W T Philips (1995-1996)

Rev Fr Peter Pulivelil CMI (1996-1997)

Prof Augustine Thomas (1997-2000)

Dr Sunny Joseph (2000-2005)

Rev Fr Dr George Ampazhathumkal (2005-2010)

Dr Ruble Raj (2010-2014)

ADMINISTRATORS:

Rev Fr Jose Varickamackal (1995-2002)

Rev Fr Mathew Pazhoor (2002-2004)

Rev Fr Alex Nellapally (2004 -2005)

MILESTONES

Academic year 1995-96

| | |
|--------------------------------|--|
| Mar 1995 | Received provisional affiliation to Mahatma Gandhi University Rev Fr Mathew Aerathedom took charge as the Manager Fr Jose Varickamackal took charge as the Administrator |
| Jul 1995 | Rev DrW T Philips took charge as the Principal |
| Aug 1995 | August 11-First working day for the college with 180 students, 9 teachers and 17 administrative staff members Blessing of Charles Villa Hostel for Gents by Rev Fr Jose Varickamackal |
| Mar 1996 | Rev Fr Peter Pulivelil took charge as the Principal |
| Academic Year 1996-97 | |
| Jun 1996 | Students were accommodated in the renewed Amala Hostel for women |
| Nov 1997 | Prof Augustine Thomas took charge as the third Principal |
| Academic Year 1998-99 | |
| Feb 1999 | Rt. Rev Paul Iby, Bishop of Eisenstadt, Austria, blessed the college building |
| Academic Year 1999-2000 | |
| Oct 1999 | Permanent affiliation from Mahatma Gandhi University, Kottayam, Kerala |
| Academic year 2000-01 | |
| Jul 2000 | The college office and Principal's office were shifted to the Administrative block. SH Hostel for women was blessed by HE Mar Mathew Vattakkuzhy |
| Aug 2000 | Dr Sunny Joseph took charge as the new Principal |
| Feb 2001 | H E Mar Mathew Arackal became the Patron of the college |
| May 2001 | Rev. Dr James Thalachelloor took charge as the second Manager |

| | |
|------------------------------|---|
| Academic Year 2001-02 | |
| Sep 2001 | Launched M Com (Self Financing) Programme |
| Oct 2001 | Launched MCA 3 year Programme |
| Academic Year 2002-03 | |
| Nov 2002 Administrator | Rev Fr Mathew Pazhoor took charge as the second |
| Mar 2003 | NAAC accredited the college with B++ |
| Academic Year 2003-04 | |
| Nov 2003 | Launched MMH Programme |
| Academic Year 2004-05 | |
| Jul 2004 | Rev Fr Alex Vellapally took charge as the third Administrator |
| Jan 2005 | Decennial year celebrated |
| Mar 2005 | Rev Fr Ruban Thannickal took charge as the third Manager and Administrator |
| Academic Year 2005-06 | |
| Jun 2005 | Rev Fr. Dr George Ampazhathunkal took charge as the fifth Principal |
| Jun 2005 | Inaugurated Publication division |
| Nov 2005 | Started Mar Mathew Vattakuzhy Basketball Tournament |
| Academic Year 2006-07 | |
| Jun 2006 | Started Marian Health Clinic |
| Dec 2006 | Shifted the Department of Hospitality Management and Tourism to the renovated building Commissioned the new International Hostel building Instituted Patron's Trophy for the Best Class |
| Academic Year 2007-08 | |
| Jun 2007 | Dr C Thomas Abraham took charge as the Director of Community College |

| | |
|------------------------------|---|
| | Dr Cherian P Kurien took charge as the Director, School of Social Work |
| | Prof P Vijayachandran took charge as the Director, Department of Hospitality Management |
| | Commissioned the second rain water conservation unit |
| | NCC 5 Kerala Girls Battalion started functioning |
| | Tie-up with the University of Utah, USA |
| | Established scholarships for economically backward students |
| Nov 2007 | Inaugurated Community College |
| Mar 2008 | IGNOU Study Centre started |
| Academic Year 2008-09 | |
| Jun 2008 | Registered "the Acumen" Interdisciplinary Journal |
| | Add-on courses from UGC for BBA Alumni Association |
| Dec 2008 | Laid foundation stone for the new hostel building |
| Mar 2009 | Reaccredited with A Grade by NAAC |
| Academic Year 2009-10 | |
| Jun 2009 | Community College became member of the IGNOU network of Community Colleges |
| Mar 2010 | The college was recognised by the U.G.C as a 'College With Potential for Excellence' |
| Apr 2010 | Dr Ruble Raj took charge as the sixth Principal |
| Academic Year 2011-12 | |
| Jul 2011 | Marian Childline selected as the childline nodal agency of Idukki district |
| Dec 2011 | Constituted Mar Varkey Vithayathil Chair |
| Aug 2011 | Constituted Women's Cell |
| Academic Year 2012-13 | |
| Jun 2012 | Inauguration of the new Women's Hostel |

| | |
|------------------------------|--|
| Jul 2012 | Mahatma Gandhi University sanctioned B Com (Taxation), BSW and BA Communicative English programmes |
| Dec 2012 | Official Inauguration of Marian International Institute Management (MIIM) by Sri Oommen Chandy, Honourable Chief Minister of Kerala |
| Academic Year 2013-14 | |
| Sep 2013 | Mahatma Gandhi University sanctioned M Com (Aided) programme |
| May 2014 | Rev Dr Roy Abraham P took charge as the seventh Principal |
| Academic Year 2014-15 | |
| Jun 2014 | Launched BSW (Aided), BA Economics and MCA (Lateral Entry) programmes |
| Aug 2014 | Vicennial year celebrated and New Academic Building blessed by HE Mathew Arackal and Foundation Stone laid by Sri Oommen Chandy, Honourable Chief Minister of Kerala |
| Sep 2014 | Inaugurated SAI (Sports Authority of India) Extension centre |
| Oct 2014 | Launched M Phil in Social Work |
| Academic Year 2015-16 | |
| Jun 2015 | The new academic building made partially available for use |
| Aug 2015 | Marian Incubation Centre got selected as the IEDC unit of Kerala Start-up mission (formerly T-TBI) for boot camp activities |
| Sep 2015 | NSS Unit has received awards for best NSS unit, Best Programme Officer (Mr Jobi Babu) and Best Principal (Rev Fr Dr Roy Abraham P) at the University level |
| Sep 2015 | Marian Day Care Centre for the children of the members of the Marian family started |
| Mar 2016 | A website for girls to report any instances of harassment - under the leadership of Ms Pauline Joseph |
| | NOC from Government and the University for Autonomous status |

| | |
|--------------------------------|---|
| May 2016 | The college was declared as autonomous by the UGC |
| Academic Year 2016-17 | |
| Jun 2016 | Final endorsement of Autonomous Status by Mahatma Gandhi University |
| Jul 2016 | Commencement of BSc Mathematics Programme |
| Aug 2016 | 5 Awards for NSS Unit from MG University- Best NSS Unit, Best Principal (Rev Fr Dr Roy Abraham P), Best NSS Coordinator (Dr Jobi Babu), Best NSS Volunteers (Ms Jeena Elsa John and Mr Christo Sebastian) |
| | Best NSS Unit & Best NSS Programme Officer Award (Dr Jobi Babu) at the State Level |
| Dec 2016 | Rev Fr James Kozhimala took charge as the fourth Manager and Administrator. |
| Feb 2017 | Official launch of the new logo for Marian College Kuttikkanam (Autonomous) |
| Academic Year 2017-18 | |
| Jun 2017 | Commencement of Masters in Communication and Media Studies (MCMS) programme |
| Aug 2017 | MCA at Marian recognized as one among the Top 10 MCA colleges in India by Higher Education Review |
| Nov 2017 | 'Best Red Hat Academy of the Year' award |
| | Ranked second among the Arts and Science Colleges in Kerala by Careers 360 magazine |
| Apr 2018 | 84 th Rank in 'College' category given by NIRF, instituted by Ministry of Human Resources Development, Government of India. |
| Academic Year 2018-2019 | |
| Oct 2018 | Rashtriya Uchcharat Shiksha Abhiyan (RUSA) funds received |
| Nov 2018 | Ministry of Human Resource Development (MHRD), Government of India has established 'MHRD's Innovation Cell (MIC) and Institution Innovation Council. |

| | |
|--------------------------------|--|
| Dec 2018 Abhiyan | Shortlisted by MHRD for rural uplift under Unnath Bharath |
| Mar 2019 | Laid the foundation stone of Marian Auditorium and St Mathew's Church |
| Academic Year 2019-2020 | |
| Jul 2019 | Recognized as one of the Top 50 Companies in India with Great People Managers for 2019 by Great Managers Institute in association with Forbes India. |
| Aug 2019 | Conferred "Torchbearer" award from IDA |
| Sept 2019 | Shortlisted by UGC for Paramarsh Scheme |
| Sept 2019 | Silver Jubilee Year Celebrated |
| Jan 2020 | H E Mar Jose Pulickal became the Patron of the college |

THE MOTTO

INFORM, FORM AND TRANSFORM

| | |
|-----------|--|
| Inform | To gain knowledge: Syllabus and beyond |
| Form | To assimilate the knowledge from different branches of information |
| Transform | To realise one's potential |

THE VISION

To be a transformational leader in education, facilitating and celebrating the “full flowering of life in abundance “.

Explanation

Marian is envisioned as a centre of excellence in learning. Here knowledge is intended to become ‘knowledge plus’ through introspection and fine tuning (Saadhana) of oneself. Marian is a place where ‘tireless striving stretches its arms towards perfection’. Our effort should always be to excel in every way. Our today has to be better than our yesterday, our tomorrow has to be better than our today. At Marian quality is not an act; it is our practice.

“We believe that Jesus came so that we may have life and have it in abundance” John10:10.

Marian college perceives education as a very important vehicle for the realisation of this abundance. This encompasses material well-being, intellectual maturity, moral uprightness, emotional stability and spiritual inspiration.

Along with our students, teachers, parents, and management, the society at large is also our ‘constituent’. We want all of them to experience holistic abundance, and through them the entire mankind should come to experience it.

THE MISSION

We, at Marian, commit ourselves to achieve our vision through:

- * Pursuing knowledge relentlessly,
 - * Fostering spiritual and humane values,
 - * Networking and collaborating for synergy,
 - * Establishing campus - community network,
 - * Promoting sustainable living,
 - * Ensuring a learning environment of creativity, adventure of ideas, constant innovation,
- enabling academic ambience.

Therefore Marian espouses a unique paradigm of education rooted in the composite multi-religious, culturally pluralistic, and heritage proud Indian ethos.

PROGRAMMES OFFERED

Government Aided Programmes

| | Year of establishment | Programme | Sanctioned Strength |
|---|-----------------------|---|---------------------|
| 1 | 1995 | Bachelor of Computer Application(BCA) | 60 |
| 2 | 1995 | Bachelor of Business Administration (BBA) | 60 |
| 3 | 1995 | Bachelor of Commerce (B Com) | 60 |
| 4 | 2003 | Master of Management in Hospitality (MMH) | 25 |
| 5 | 2013 | Master of Commerce (M Com) | 15 |
| 6 | 2014 | Bachelor of Social Work (BSW) | 24 |
| 7 | 2020 | Integrated Master of Science in Physics (MSc Physics –Integrated) | 15 |

Self-Financing Programmes

| | Year of establishment | Programme | Sanctioned Strength |
|---|-----------------------|---|---------------------|
| 1 | 2001&2018 | Master of Commerce (M Com- 2 Batches) | 55 |
| 2 | 2001 | Master of Computer Application (MCA Regular) | 60 |
| 3 | 2002 | Master of Social Work (MSW) | 30 |
| 4 | 2012&2017 | Bachelor of Commerce (B Com 2 batches) | 120 |
| 5 | 2012 | BA Communicative English | 60 |
| 6 | 2012 | Bachelor of Social Work (BSW) | 60 |
| 7 | 2014 | BA Applied Economics | 60 |
| 8 | 2016 | B Sc Mathematics | 40 |
| 9 | 2017 | M A in Communication and Media Studies (MCMS) | 40 |

| | Year of establishment | Programme | Sanctioned Strength |
|---|-----------------------|--------------------|---------------------|
| 1 | 2010 | PhD in Social Work | 12 |
| 2 | 2015 | PhD in Commerce | 17 |

FEES - GENERAL RULES

The College will fix the fees for the self-financing programmes as per the UGC Regulations -2018. Every student shall pay the fees for first semester at the time of admission along with other applicable special fees. The fees for odd semesters shall be paid in June and for the even semesters in December.

1. The Principal of the College will fix the due date for collection of fee for each different classes.
2. If any student fails to pay the fee on the due date he/ she shall be liable to pay a fine of Rs. 5, along with the fee or special fee on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
3. If the fee or special fee with fine of Rs 5 is not paid on or before the last date fixed for fine of Rs 5, an additional fine of Rs10 will have to be paid. If the fee and fine of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student will be removed from the rolls with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the College. If the student is to be readmitted, he/she has to apply for special permission of the Principal and also has to remit all the arrears of fee with fine. No readmission fee will be realized in such cases of readmission. The readmitted student will get the benefit of attendance only from the date of re-admission.
4. Students of the College who are re-admitted for making up shortage of attendance for the semester should pay one third of the tuition fee for that semester and full special fee and caution deposit at the time of re-admission.

FEE CONCESSIONS TO SC/ST/OBC STUDENTS

1. Students belonging to SC, ST, OBC, OEC and KPCR categories securing admission to College will be eligible for fee concession as decided by Government of Kerala and other statutory bodies.
2. Students will have to submit Income Certificate, Caste Certificate and Nativity Certificate at the time of admission for obtaining eligible concessions.
3. They should also apply online for fee concession and copy of application and the certificates should be submitted in the College Office within one week of admission.
4. Students belonging to backward communities who discontinue their studies after the last date of admission however, before concession being sanctioned will be required to pay all fees before their Transfer Certificates are issued.

ISSUE OF CERTIFICATES/MARK SHEETS

1. Application for the issue of any certificate shall be made in the prescribed form available in the office/ website. The student's guardian ordinarily shall countersign application for TC if the request is made before the completion of the programme.
2. Ordinarily a notice of 48 hours is necessary for the issue of a certificate/ mark sheet.
3. No certificates will be sent by post unless the postage fee is remitted.

ATTENDANCE AND LEAVE OF ABSENCE

1. Students are required to be regular and punctual in class. Attendance will be marked at the beginning of each period by the teacher engaging the class. Latecomers will be given attendance if they produce letters signed and forwarded by appropriate authorities. In all other cases attendance shall be given at the discretion of the teacher concerned.

2. If a student is absent for one hour, it will be treated as absence for half a day and if the absence is for two or more hours, it will be treated as absence for one full day.
3. If a student require leave only for one hour, such leave may be granted bythe teacher engaging the session.
4. Whenever possible leave application must be submitted before availing the leave. If duly signed and countersigned leave forms are not submitted at least on the first day of reporting for class, he/she will lose the attendance for the period till such forms are submitted.
5. Application/ intimation for leaves must be submitted to the Faculty Advisor of the Class in the prescribed leave-form duly signed by parent/ guardian and in the case of hostellers signed/ countersigned by one of the Hostel Directors. Only the Faculty Advisor shall ask for leave intimations from students.
6. The Faculty Advisor shall counter sign the leave form and shall keep them under safe custody for future reference until the final results of the semester are declared.
7. Absence without the submission of leave form from any examination shall be reported by the respective teachers to the Head of the Department. Any absence from examination, special assignments etc. shall beappropriately intimated to the concerned teacher also.
8. 8 Leave of absence from a continuous assessment examination or from a semester end assessment should be obtained from the HoD of the student's department.
9. A student absenting himself for a period exceeding five continuous working days sanction shall be obtained from the Principal. Faculty Advisors are not permitted to sanction leaves beyond a period of five continuous working days.

10. A student absenting himself without leave for more than 10 consecutive days will have his/ her name removed from the rolls and he/ she will be readmitted at the discretion of the Principal on payment of College dues, if any.
11. Minimum attendance of 75% for each semester is compulsory for the admission to the Semester End Assessments. Condonation of attendance up to 5% may or may not be granted by the Vice Principal (Academics) on the basis of recommendations by the Faculty Advisor, Examination Committee and on the basis of information furnished along with application. Condonation up to 10% may be granted by the Principal at his discretion.
12. Students may also note that they have to make a notional registration for the Semester End Examination - even if they are not permitted to write the examination due to shortage of attendance. Otherwise they will not be eligible for promotion to higher classes and such students will have to discontinue the programme.
13. Activity leave for students will be granted up to a maximum of 10 days in a semester, based on the recommendation of the Faculty Member in charge of the activity. The recommendation shall be given in writing, as far as possible
14. Such request shall be submitted to the HoD for approval and given to the Faculty Advisor on or before the date of availing activity leave. The Faculty Advisor shall mark AL/OD in the attendance sheet before sending them to Examination Cell for making the final entries in the attendance.
15. If a student is physically absent from the class, he or she should be marked absent and attendance should not be granted. Eligible students shall obtain AL/DL only from the Faculty Advisor.
16. All absence and late comings must be recorded in this handbook. (Sheets given in the end)

IDENTITY CARDS

An identity card will be issued to every student after admission with the attestation by the Principal. The identity card must be with the student whenever he/she is on College campus and should be produced for inspection when demanded by any member of the staff. If this card is lost, a duplicate can be obtained on payment of ₹ 150/- with the special permission of the Principal. The card must be produced for issue of certificates, hall tickets, mark lists, payment of scholarship/stipends, etc.

LIBRARY RULES

1. The staff and students of the college are entitled to use the facilities in the library.
2. The library will be open from 08.00 am to 10.00 pm on all days except Sundays and public holidays. On Mondays, the library will be open from 9.00 am. Issue and return of books will be done from 9 am to 5 pm on all working days.
3. No student will be permitted to enter the library without his/her identity card. On entering/exiting the library, one should get their identity card scanned at the counter.
4. Students should be in the College Uniform while entering the library during the class days from 8.30 am to 4.30 pm. Relaxation in this regard will be applicable only during holidays and summer vacation.
5. Students are strictly prohibited from bringing in articles like bags, umbrellas, books, paper, photo albums, files etc. inside the library. These things have to be kept in the belongings shelf at the entrance. Also do not bring in items like sweets, biscuits, chewing-gum etc. to the library.
6. Jackets and pullovers are to be kept in the belongings shelf.
7. STRICT SILENCE SHOULD BE OBSERVED IN AND AROUND THE LIBRARY.

8. Issue Rules

| | |
|---------------------------------------|--------------------|
| First year degree students | 1 book at a time. |
| Second and Final year degree students | 2 books at a time |
| Post Graduate Students | 3 books at a time |
| Teaching Staff | 10 books at a time |
| Administrative Staff | 4 books at a time |

- Books will be issued for a period of 14 days. But the period can be shortened at any time. In special circumstances the librarian may call back any book at any time from a reader, even if the period of loan has not expired,
- Delay in returning the book after the due date will entail a fine of One Rupee (per day) for each book.
- Books issued can be renewed two times. However, if there is no reservation, a book may be reissued after it is returned.
- Sub-lending of books is strictly prohibited.
- Books in the Reference section, Journals and Magazines will not be lend in any case.
- Members of the Staff may take books after making necessary entries and signing in the issue register
- Before leaving the counter the borrowers shall examine the books taken by them and point out to the librarian any damage or mutilation or defect of books and the librarian will make necessary entries in the book and put his initials. The borrowers will be held responsible for any damage or mutilation observed at the time of return. Marking on the books, folding of pages etc. shall be viewed as serious offence.
- If a book is damaged or lost from the borrower, it will have to be replaced or paid three times the cost of book.

17. If a book belonging to a set or series is lost or damaged and a new volume is not separately available, the user will be required to replace the whole set or series.
18. If the book is not returned within one month after the due date it will be considered as lost. Any member against whom any charge is outstanding shall not be allowed to borrow books until the dues are cleared.
19. Magazines and Newspapers should be replaced in their respective places after reading.
20. No tracing or reproduction of material shall be made without the expressed permission of the Librarian.
21. All final year students have to return the Library books and their issue cards before the commencement of their final year or final semester exams.

RESIDENCE OF STUDENTS

1. Students not residing with their parents should reside in the approved Hostels. They can however, reside with guardians with the approval of the Principal.
2. Students are strictly forbidden to reside in unapproved lodgings even for a short duration.
3. Any change in residence shall be made only with the written permission of the Principal.
4. For admission to the Hostel, application should be made directly to the Hostel Director. Admission to the hostel is only for one year and is renewable.
5. Bishop Paul Iby Hostel, Maryknoll Hostel, SH Hostel, Amala Hostel, Marian Hostel and St. Thomas Hostel Peermade are the approved hostels of the College.

6. In all matters of admission, accommodation and disciplinary actions against boarders, the Principal's decision shall be final.
7. A boarder leaving the College shall not be entitled to his/ her TC, caution money or both unless he/she produces a 'No dues certificate' from the respective hostel.
8. A boarder who remains in the Hostel by absenting herself/ himself from class without valid reasons will be directed to quit the Hostel.
9. Dismissal from the Hostel for grave misconduct will invoke the similar punishment from the College and vice-versa.

CAMPUS DISCIPLINE

A. General Conduct

1. Marianites should always conduct themselves in a dignified and professional manner with absolute respect for the cultural ethos of the society.
2. Students should not go outside the college during class hours. In the event of unavoidable necessity they should seek special written permission from the Principal / Head of the Department/ Faculty Advisor/ any Teacher.
3. Political activities and politically aligned student organisations are strictly banned on the Campus. Students who violate this rule will be dismissed from the college summarily. Distribution of memberships to any politically aligned student organisation within campus will invite dismissal from the college.
4. Unofficial meetings, all forms of strikes, demonstrations, agitations, and unauthorized fund collection are strictly prohibited.
5. The Management and the Principal shall take appropriate measures to insulate the college campus from political activism and external intervention, to safeguard the interests of students, academic

community, parents and the general public. Students and staff shall cooperate with all such measures including the mode of College Union elections as decided by the College Management and Courts from time to time.

6. Election to the College Union will be under Parliamentary Mode, as per Lyngdoh Committee recommendations, under the verdict of the Hon'ble High Court of Kerala in WPC No.19411 of 2012 and other relevant orders subsequent to it.
7. No student shall use or keep in possession alcoholic drinks or drugs. Using/keeping of these items or any association with the transaction of narcotic materials will invite heavy fines and might lead to immediate expulsion of the student from the college and the hostel.
8. Students are ordinarily expected to transact business with the College office after or before their regular class hours.
9. Students shall not enter classrooms other than their own without the written permission from concerned authorities.
10. The Principal shall have the power to impose the following punishments: fine, deletion of attendance, restricting the issue of any certificate, suspension, compulsory issue of T.C. and dismissal.
11. Conduct certificate will not be issued as matter of right. It has to be earned by students' good conduct. Promotion to a higher class, selection for semester end examinations and issue of progress report, attendance, conduct certificates are matters absolutely within the statutory and discretionary powers of the Principal and no appeal shall lay against the Principal's decision to any other authority.
12. There shall not be any discrimination against any community or category of students of the college. Immediate stringent action will be taken against the erring students/officials/ faculty members.

13. Any form of sexual harassment will invite immediate punishments as per the norms of the state.
14. Outsiders including police and media persons shall not enter the campus without the permission of Principal.
15. Parents/ Guardian should take permission with valid identity proof from the HoD/ Principal to meet staff and students.
16. Photography/ video /audio recording etc. on campus are strictly prohibited for outsiders. Programs in the college shall be recorded using electronic media only by the persons officially authorized by the authorities.

B. Uniform and Grooming Standards

17. Students shall wear uniform on all days from Monday to Friday unless otherwise permitted by the Principal. Students should always keep dignity and decency in dressing even while they are exempted from uniforms.
18. Staff members shall have the powers to deny admission to students to classes/office/ labs/ library/meetings/ cultural programmes and other programmes in the case of violation of the dress code of the college.
19. During study holidays, examination days and other days, even if there are no regular classes for a particular section of students, they shall be in full uniform on campus, if it is a regular working day for other students.
20. Any student wearing a jacket above the uniform because of health reasons shall use only blue or black colour and without big writings and pictures on it.
21. Students shall follow the following grooming standards
 - i. A student with beard shall keep the beard freshly trimmed.

- ii. The hair shall be properly trimmed and no colouring of hairs are permitted for boys.
- iii. Fancy and wild hair styles are expressly disallowed.
- iv. Boys are not permitted to wear ear studs, freak bands on hands and tattooing on visible areas.
- v. Boys are not allowed to use mascara, eye liner etc.
- vi. Uniforms must be clean, well maintained and ironed. Belts must be black (to match the shoes) and must sport a plain conservative style.
- vii. Shirt/Top must be buttoned up all the times and tucked-in shirt is compulsory.
- viii. ID card are part of the uniform and must be worn inside the campus.
- ix. Alteration of uniforms (Narrow fit, Pencil Fit) are not allowed. They must have proper inseam length, which means neither too short nor too long. They must have the right circumference around your waist, seat, thigh, knee and ankle. They shouldn't be too loose and baggy, nor skin tight. Pleats are not mandatory.
- x. PG students should wear formal shoes (black or brown) with their uniform.
- xi. For UG Students - Slippers, Flip-Flops and coloured shoes are not allowed with uniform. However, Sandals are permitted

C. Cultural Activities

- 22. Marian encourages students to make art and cultural performances on campus with the permission of the concerned authorities.
- 23. Any cultural programme performed in the college shall be respecting the decorum of behaviour and our culture.

24. No meeting or entertainment functions shall be organized nor any fund collected in the college or the hostels without written permission from appropriate authorities.
25. Cinematic dance and fashion show are not allowed inside the College campus.
26. Joint performances with members from both sexes on stage are not generally encouraged.
27. All practices and preparations for the cultural events shall be done out of the class hours.
28. For stage decoration and preparation for department level activities, not more than half day can be spared during the class hours.
29. Banners, flags, posters, etc. shall not be allowed inside the campus or at the gates or compound walls without the permission of the Vice Principal/ Principal.
30. Hoardings, cut-outs, flag posts or any other things of temporary or permanent nature shall not be erected, installed, or placed without the permission of the authorities. However, plastic or flex boards and flex banners are not permitted.
31. Permissions for conduct of cultural events shall be obtained from the Vice Principal (Student support).

D. Use of Vehicles

32. Ordinarily students are not encouraged to bring vehicles to the College.
33. However, if a student wants commute using her/his vehicle, the matter should be informed to the Faculty Advisor and permission shall be obtained from HOD. He shall have a valid licence and helmet is a must.

E. Use of Cell Phones

34. Marian College believes in the right use of mobile technology for teaching & learning and communication.

35. On the basis of the orders issued by various authorities including the Hon'ble High Court of Kerala (WP (c) 23377/09) the use of cell phones in the College Campus is highly restricted. Any misuse of cell phone will lead to confiscation of phone by any faculty member. After confiscation, the phone will be handed over to the Faculty Advisor or to the Reception. Students can get back the phone for the first time after producing a receipt of payment of fine of ₹ 500 initially and for the second time ₹ 1000 and for the third time ₹ 1500. However, if a student has to pay ₹ 1500 as fine, he will not be permitted to bring mobile phone on campus for the rest of the academic year. If a student is found using mobile on campus after a punishment for the third time, the phone will be confiscated and will not be returned to him.
36. In ordinary circumstances, cell phones can be used only before 8.20 am and after 3.25 pm for both UG & PG. However, further restrictions may be insisted if found necessary.
37. Cell phones may be used with specific permissions from the Faculty Advisor or from any teacher of the college, students can use cell phones on special days or during special events.
38. If some student wants to make a call to somebody for urgent reasons, it shall be done only with the explicit permission from any teacher of the Department. In such cases the student shall make the phone call while being in the presence of the teacher.
39. Cell phones can be used inside the classroom if specifically permitted by a teacher for the hour for academic purposes.
40. Students can use cell phones or tablets or other electronic devices to access Wi-Fi internet for academic purposes while being in library or outside class rooms.
41. Cell phones shall not be used for telephonic communication and for entertainment purposes (listening to music/ watching videos) during the college hours i.e. from 8.20 am to 3.20 pm. This is applicable all throughout the campus (inside and outside class rooms, rest rooms, waiting rooms etc.).

42. Students going out of campus during the noon break are also not permitted to use cell phones for telephonic and entertainment purposes. If found guilty, such phones will be confiscated and fines will be charged.
43. Telephonic communication includes, voice calls, video calls, chatting, and texting.
44. Unauthorised photography and videography using cell phones are strictly prohibited.
45. Vibration or ringing of bell during the class or meetings or even during the intervals are considered serious insubordination and in such cases phones will be confiscated and will be returned only after the academic year on 1 April 2019.
46. Ordinarily cell phones shall be in the flight mode or in switched off mode. It shall never be in a mode that will receive any form of telephonic communication during the college hours.
47. Cell phones if found not in flight mode will be confiscated and fined.
48. If found necessary there will be squads appointed to search for mobiles. Any violation of norms will be appropriately punished.
49. Any fine charged for the misuse of phone shall be paid within a week. If fines are not paid within one week, the student will lose attendance until the fine is paid.

F. Campus Time

50. Marian Campus is open for academics 24/7. However, boys and girls shall not remain on campus or move around Kuttikkanam junction after 5.45 pm for entertainment and leisure.
51. After 5.45 pm both hostellers and day scholars on campus shall go to the library/ lab/ class rooms. No student shall be found walking around the campus after 5.45 pm.
52. College working hours are from 8.20 am to 8.00 pm.

G. Ragging

53. Marian is a zero tolerance campus to ragging of any type and degree.
54. Ragging is prohibited under the Kerala Prohibition of Ragging Act, 1998 Act and it is also punishable under various provisions of the Indian Penal Code, 1860.
55. Ragging is a very serious offence punishable with imprisonment up to two years, and it is also a cognizable offence. (Cognizable offence means an offence for which the accused could be arrested even without a warrant).
56. The Supreme Court of India has taken a serious note of this menace and has issued number of directives in the year 2001, followed by repeated orders in February and May of 2009. The UGC has also acted promptly and has issued rules and regulations to curb the menace of ragging in all the educational institutions.
57. Marian adheres to the above mentioned guidelines in letter and spirit.
58. Marian Campus, Hostels and premises is bound to be a “**ragging free zone**”. Therefore it is warned that even the slightest attempt to engage in ragging will invite stringent action against the perpetrators. This is in line with the directives of the Supreme Court which mandates that “*punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents*”. The Supreme Court further mandates that “*any student who has indulged in ragging should not be given admission in any educational institution and those who indulge in ragging shall be expelled from the educational institution.*”
59. The Kerala Prohibition of Ragging Act, 1998 defines ragging as follows; ‘*Ragging*’ means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-

60. *teasing, abusing or playing practical jokes on, or causing hurt to, such student; or*
61. *Asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do. [Section 2 (b)].*
62. A careful reading shall reveal that any act which raises fear or shame or embarrassment in a student is ragging. Moreover merely “asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do” is ragging.
63. Therefore students are warned to abstain from any act which would fall within the scope of ragging.
64. Moreover it is a Marian value to welcome freshmen with a positive spirit of warmth and affection like a family member.
65. For the sake of clarity, it is reiterated that ragging is not only any serious act of violence or bodily harm, even a simple normal behaviour which would embarrass or cause fear in the mind of a freshman amounts to ragging. Marian does not tolerate the following practices in the campus, hostels or premises;
66. Advising fresh students to address seniors as ‘chetta’, ‘achayan’ or ‘chechy’ or anything similar and the like.
67. Any advice regarding dress code. Advising students to wear their uniform or dress in a particular manner or any norm regarding wearing of footwear etc. These are not within the domain of senior students and it will be deemed as ragging.
68. Any compulsion or demand to ‘greet/ wish’ senior students shall not be entertained. It is absolutely within the discretion of the junior students to ‘greet / wish’ seniors or not.
69. Meeting any fresh student/students by the senior students in groups is not permitted. In no case even for a genuine reason a new comer or new comers may be met by groups of senior students exceeding two in number.

70. Making awkward gestures or sounds in verandas and corridors when junior students are passing by is not permitted.
71. Passages and staircases should not be blocked in any case during intervals/free time so as to prevent junior students from free movement.
72. Special care is expected from hostellers. New students are your guests coming to your home. Please ensure that they feel at home. No domineering behaviour in the hostel shall be tolerated. Respect the directions given by the hostel wardens in letter and spirit.
73. The management and faculty appreciate the eagerness of the second and third year students to meet and strike friendship with their juniors. However seniors are requested to wait for the juniors to get settled and feel at home after which the seniors will have enough opportunities to mix with them.
74. Any form of misbehaviour as those indicated above, taking place outside the campus will invite even more severe punishments.
75. It is not the specific behaviour of students that Marian is concerned about, but the culture of the institution built by the individual behaviour of the students which is expected to be exemplary, worthy of emulation by any other educational institution.
76. Please note that the above given list is not exhaustive, it is only indicative.

H. CONCLUDING NORMS

77. The College Council and Parent Teacher Association will support and advise the Principal on the general administration of the college.
78. Students can make use of the grievance redressal mechanism available in the college.
79. Regarding disciplinary matters, the decision of the Principal shall be final.

MARIAN COLLEGE STUDENT COUNCIL (MCSC)

1. The MCSC comprises all elected class representatives. These class representatives shall elect from among themselves the MCSC Chairperson, Vice Chairperson, General Secretary, Student Councillors, Arts Secretary, Sports Secretary, Student Editor and UG and PG Representatives to form the College Cabinet.
2. The objectives of the College Cabinet shall be
 - (i) To train the students in the duties and rights of citizenship
 - (ii) To promote opportunities for their development
 - (iii) To organise debates, seminars, work squads, tours and other programmes
 - (iv) To promote opportunities for students to organise sports, arts and other cultural and recreational activities.

FACULTY OF RELIGION

In establishing this great institution as a Diocesan concern, the management had in view the moral and spiritual upliftment of the young men of our Country. It is in fulfilment of this great vision that the Faculty of Religion has been set up in this College. Highly qualified visiting professors and competent members of the staff participate effectively in imparting spiritual and moral values to the students. The faculty arranges the annual spiritual retreat and other value education programmes. On the First Friday of every month Holy Qurbana is celebrated in the College Chapel.

PARENT TEACHER ASSOCIATION (PTA)

The Parent teacher association aims at the promotion of the holistic development of the students. All the parents and teachers are its members. Membership fee per pupil is 1500/- for a course which is collected at the beginning of any course in lump sum.

FACULTY ADVISER AND MENTOR

Apart from the Head of the Department, one teacher will be in charge of the academic matters and discipline of each class. Moreover every student will have a mentor whom the student can approach for personal guidance and counselling.

PROFESSIONAL COUNSELLING

Students can approach any of the counsellors appointed in the college for professional guidance

SCHOLARSHIPS AND ENDOWMENTS

Over and above the Government Scholarship given (SC/ST /OEC, KPCR, OBC, SEBC etc.) the college provides the following scholarships:

Scholarships (General)

1. Scholarships for Economically Backward students.

Scholarship for students from specified categories

2. Mar Mathew Vattakuzhy Endowment Scholarship. (Available only to students who belong to Kanjirappally Diocese).
3. Scholarships for Dalit Christian Students.

Merit cum means scholarships

4. Mar Mathew Arackal Endowment Scholarship. (One student from each class is entitled to get this scholarship).
5. Fr George Ampazhathunkal Endowment Scholarship. (This is a merit cum means scholarship for outstanding students. This scholarship is awarded only to five students identified by the scholarship committee)
6. Three merit cum means scholarship for outstanding students belonging to SC/ ST communities. (Available only to students in UG Departments.)

7. Principal's Endowment (This is a merit cum means scholarship for outstanding girl students.)
8. Endowments from Departments
9. 'Caridade' scholarship initiated by the students of M Com, guided by Dr Chackochan J Njavallil
10. We Care and Share: This is a new initiative of Marian, introduced during the academic year 2014-15. Under this scheme every year deserving students in need of financial support are identified and given interest free loans. The funds required for this initiative is generated through contributions from alumni, parents and benefactors.

RESEARCH AWARDS AND INCENTIVES

1. The College offers department wise awards for excellent student research work.
2. Awards are instituted for excellent faculty research work – one each in Commerce and Management (B Com/M Com/MMH/ BBA), Social Work and Computer Applications.
3. Special Cash incentives are given to faculty members who publish their research findings in national and international journals.
4. The College offers Seed money to faculty members who undertake innovative research projects and research work leading to PhD.

Endowment Award for the Best Class

The college, as part of the initiatives to commemorate the decennial year, had implemented an endowment award for the best class in the college. The award is named 'Patrons Trophy & Decennial Year Endowment Award'.

Mar Mathew Vattakkuzhy Sacerdotal Jubilee Memorial Intercollegiate Basketball Tournament

Every year, the college organizes an Intercollegiate Basketball Tournament for Mar Mathew Vattakuzhy Sacerdotal Jubilee Memorial Trophy.

MARIAN QUALITY POLICY

Purpose of Policy: The purpose of Marian College Quality Policy is to announce to staff, students and other stakeholders the current guiding principles of the College's quality strategies and systems known collectively as the "Marian Quality Model"- MQM.

Policy: Marian College is committed to tireless striving towards perfection in all aspects of higher education.

Contribution to realizing the vision, mission and motto of the college: This Policy contributes to the vision mission and motto of the college by declaring our commitment to continuous improvement in our efforts and activities towards transforming students and community for bringing social change and wellbeing i.e., facilitating and celebrating the 'full flowering of life in abundance'.

Implementation: Marian college is committed to implementing the "**Marian Quality Model**" (MQM) and it is operationalized and found expression through the following nine key areas:

- a. Marian Vision, Mission, Motto and Core values and its dissemination
- b. Periodic review of Policies, Procedures and Standards for quality enhancement
- c. Mechanisms for regular Feedback, Analysis, Review and Improvement (Kaizen)
- d. Institutional Practices and Monitoring
- e. Outcome focus and Result orientation

- f. Performance Management
- g. Communication, Participatory Approach and Transparency
- h. Documentation
- i. Technology Integration

Person responsible for MQM implementation: Principal (Chairman, IQAC)

Monitoring and Impact Measurement:

The effective implementation of the Marian Quality Model will be subject to ongoing monitoring by the IQAC. The criteria for evaluating effectiveness will be the Key Performance Indicators (KPI) and stakeholder satisfaction rates measured periodically.

Policy Review schedule: Policy Review to be done during the MAAP

Institutional Quality Assurance and Enhancement Framework:

The institutional quality assurance and enhancement framework of the college is termed as MQM (Marian Quality Model) which has several interrelated, components.

The MQM is operationalized through a set of systems/ procedures, tasks and schedules.

IQAC propels MQM for total quality management. The details of the operationalization of MQM is given in the following table:

Code of Ethics Committee

- Fr Dr Shaiju K S
- Dr Binu Thomas
- Ms Lumy Joseph
- Mr Sajan N Thomas
- Ms Assanu Augustine
- Mr Jerome Varghese

Staff Welfare Committee

- Manager
- Principal
- Dr Sabu Augustine
- Dr Binu Thomas
- Mr Radhakrishna Pillai B
- Mr Devasia T D

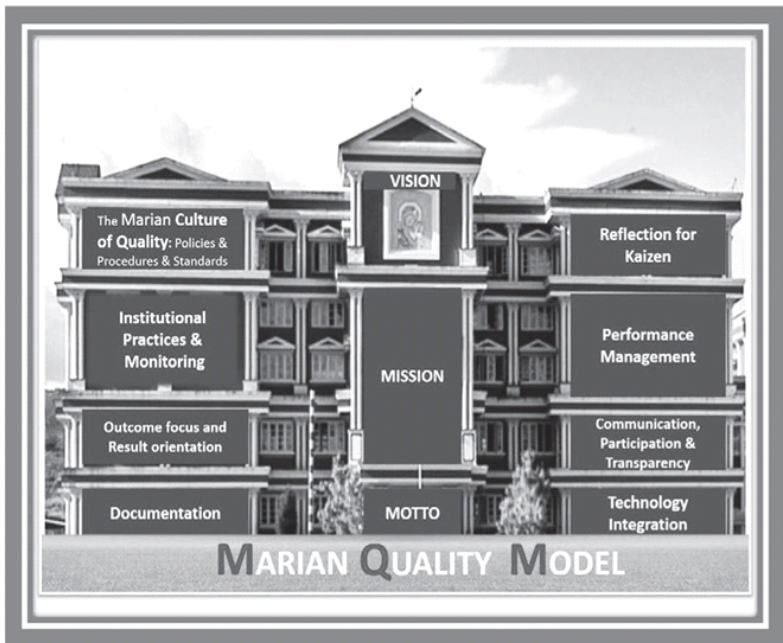
| No | MQM FACETS | SYSTEMS AND PROCEDURES | PROCESS/REVIEW SCHEDULE |
|-------------------------|---|--|---|
| 1. | The Marian Vision, Mission, Motto, Core Values & Logo | Multi- level, multichannel communication | Entire academic year |
| | | Vision Revisit | Once in 10 years Due on: February2019 |
| | | Mission statement Review | Once in four years Due on:February2019 |
| | | Marian Master Plan | Progress reviewed Annually Presented by The Manager in SPEL |
| 2. | The Marian Culture Of Quality Policies, Procedures & Standards | Governing Board Interaction Quality Policy | Foundation day: August11 March (reviewed once in 3 years) |
| | | MQM (Specific Policy documents, Standards, directives, guidelines& other facets) | March(reviewed annually) Presented by IQAC coordinator in SPEL |
| 3. | Quality ReflectionFor Kaizen(Feedback Analysis &Review &Continual Improvement.) | SPEL | May |
| | | Retrospect | March |
| | | Department planning | March /April |
| | | Staff meetings | Monthly |
| | | Staff council | Quarterly |
| | | Department staff meetings | Twice Monthly |
| | | Admin staff meeting | Monthly |
| | | Interim academic audit | December |
| | | Infrastructure audit | January |
| | | Gender audit | August (Once in two years) |
| | | Green audit | February |
| | | Student satisfaction survey | October |
| | | IT audit | January |
| Marian Academic Council | November & April | | |
| Open House | Once a year | | |
| Clubs Review | Retrospect- March/ April | | |

| | | |
|---|---|---|
| 4. Institutional Practices & Monitoring | Corporate Responsibilities Allocation | May (during SPEL) |
| | Corporate Responsibilities & Committees Audit | November (Internal Audit) March (Retrospect) |
| | Annual Infrastructural Maintenance | April - May |
| 5. Outcome Focus & Result Orientation | Graduate Attributes Achievement Analysis | End of semester |
| | Internal Evaluation Analysis | End of semester |
| | University Results Analysis | Within one week of the declaration of results |
| | Placements Analysis | End of the academic year |
| | Progression to Higher Education | End of the academic year |
| | Competitive Examinations Results | End of the academic year |
| 6. Performance Management | Staff (Teaching & Non-teaching) Development and Leadership Grooming- Self Appraisal (PEP) | 31 March |
| | Staff Development initiatives and Personal and Professional Growth Plan (PPGP) | Presented by the Principal during SPEL (to be formalized) |
| | Faculty & Administrative staff satisfaction survey | March |
| | Department AQAR & Key Performance indicators (KPI) Assessment | 31 March |

| | | |
|---|--|---|
| 7. Communication, Participatory Approach & Transparency | Academic planning | Beginning of the academic year |
| | Department Budget Approval | Beginning of the academic year by the committee comprising of Manager, Principal & Vice Principal |
| | Think Tank | Twice a year |
| | Team IQAC | February (Plenary) Monthly (Core Team) |
| | IQAC student team | Monthly |
| | Student Quality circle | Monthly |
| | Manuals /Handbooks | Before the completion of new admission |
| | Publications - newsletter etc. | Periodically |
| | Website & Kiosk | Monthly update |
| | Blog & Channel | Daily update |
| Display boards | Annual Maintenance (April) | |
| 8. Documentation | IQAC level file system (Corporate Responsibilities Reports) update | 31 March |
| | Administrative Office file system update | 31 March |
| | Department level file system update | 31 March |
| | AQAR upload | 30 April |
| | College Annual Report | 31 March |
| | Principal's Report | 31 March |
| | Class Report | 31 March |
| | Monitor's Diary | End of the semester |
| | Department Association Reports | 31 March |
| Publications – newsletter etc. | Periodically | |

| | | | |
|--|---------------------------|--|------------------------|
| 9. | Technology Integration | Campus Net | Entire academic year |
| | | METLE | Entire academic year |
| | | Intranet | Entire academic year |
| | | Marian E creations | Entire academic year |
| | | Research Automation | For Acumen publication |
| | | Result Analysis & Graduate Attribute Analysis | End of the semester |
| | | Feedback analysis | March |
| | | Student Profile analysis | August |
| | | Need Analysis | During Induction |
| | | P E P | March |
| EMIS – Education MIS/ ERP IT Solution for institutional management | (Future plan) | | |

Marian Quality Model (MQM)



MARIAN APEX BODY

Rev Fr James Kozhimala (Manager)

Rev Fr Dr Roy Abraham P (Principal)

Dr Rajimol A (Vice-Principal)

Dr Ajimon George (Vice Principal, Member Secretary-Academic Council)

Rev Fr Dr Shaiju KS (Vice-Principal and Dean of Students)

Dr Binu Thomas (IQAC Coordinator)

Mr Biju P Mani (Controller of Examinations)

Dr Chackochan J Njavallil (RUSA Co-Ordinator)

COLLEGE STAFF COUNCIL

Rev Dr Roy Abraham P (Principal)

Dr Rajimol A (Vice-Principal)

Dr Ajimon George (Vice Principal, Member Secretary-Academic Council)

Rev Fr Dr Shaiju KS (Vice-Principal, Dean of Students)

Br Joseph Charuplakkal (Secretary)

Dr Soosy Joseph

Dr Chackochan J Njavallil

Dr Mendus Jacob

Dr Sabu Augustine

Dr Joshy John

Dr K V Thomas

Dr Joby Cyriac

Mr Biju P Mani

Mr Boby K Mani

Ms Melby Joseph

Dr Shintu Dennis

Mr Siju PT

Ms Suzanna Oommen

Rev Fr Sobi Kannalil

COLLEGE STAFF

RESEARCH AND PG DEPARTMENT OF COMMERCE

| | | | |
|----|---|--|--|
| 1. | Dr Chackochan J Njavallil (HOD) | MCom, M Phil, PhD, PGDJ Certified and Diploma in TCI, Diploma in Theology | +91 9447572513 chackochan.njavallil@mariancollege.org |
| 2. | Dr Ajimon George (Head, PhD programme) | M Com, MBA, M Phil, CA (Inter), PhD | +91 9446919482 ajimon.george@mariancollege.org |
| 3. | Dr Thomas K V (Head, B Com) | M Com, MBA, B Ed, PhD | +91 9447525905 thomas.kv@mariancollege.org |

B COM-B (SELF-FINANCING)

| | | | |
|----|--|---------------|--|
| 1. | Mr Eric Thomas Joseph (Programme In-charge) | M Com PGDM | +91 9895544250 eric.thomas@mariancollege.org |
| 2. | Mr Midhun Antony | M Com | +919048030269 midhun.antony@mariancollege.org |
| 3. | Mr Aswin Uthaman | M Com, MBA | +91 9744714916 aswin.uthaman@mariancollege.org |
| 4. | Ms Seethalekshmy C | M Com, M Phil | + 91 7034031964 seethalekshmi.c@mariancollege.org |
| 5. | Ms Vinitha M V | M Com | +91 9847408004 vinitha.mv@mariancollege.org |

| | | |
|-----------------------------|------------|---|
| 6. Ms Jismy Maria Joseph | M Com | +91 9605000518 jismy.joseph@mariancollege.org |
| 7. Ms Reshma Roy | M Com | + 91 8921470522 reshma.roy@mariancollege.org |
| 8. Ms Lisna Jose | M Com, MBA | +91 9605869516 lisna.jose@mariancollege.org |
| 9. Ms Juji George | M Com | +91 7034041592 juji.george@mariancollege.org |
| 10. Ms Neethu Anil | M Com | +91 9061206209 neethu.anil@mariancollege.org |
| 11. Ms Misheal Tomy | M Com | +91 9947462392 misheal.tomy@mariancollege.org |
| 12. Ms Sona Mary Francis | M Com, MBA | +91 8113875409 sona.mary@mariancollege.org |
| 13. Mr Jelit Mathews Joseph | M Com | +91 9633591414 jelit.mathews@mariancollege.org |
| 14. Ms Elsa Sovi Varghese | M Com | +91 8592821992 elsa.sovi@mariancollege.org |

BUSINESS ADMINISTRATION

| | | | |
|----|------------------------|----------------------------|--|
| 1. | Dr Joshy John (HOD) | MBA, M Com, M Phil, PhD | +91 9447420027 joshy.john@mariancollege.org |
| 2. | Ms Melby Joseph | MBA | +91 9447572755 melby.joseph@mariancollege.org |
| 3. | Fr Dr Sibichan Joseph | MA, MBA, PhD | +91 9447127297 fr.sibi@mariancollege.org |

COMPUTER APPLICATIONS

| | | | |
|----|-----------------------|------------------|---|
| 1. | Dr Rajimol A (HOD) | MCA, PhD | +91 9447092562 rajimol.a@mariancollege.org |
| 2. | Dr Binu Thomas | MCA, PhD | +91 9446845140 binu.thomas@mariancollege.org |
| 3. | Ms Amruth K John | MSc, M Phil | +91 9447812289 amruth.john@mariancollege.org |
| 4. | Ms Lumy Joseph | MCA, M Phil | +91 9446736087 lumy.joseph@mariancollege.org |
| 5. | Ms Benymol Jose | MSc , M Phil | +91 9995237344 benymol.jose@mariancollege.org |
| 6. | Dr Juby George | MCA, M Phil, PhD | +91 9447902092 juby.george@mariancollege.org |
| 7. | Mr Santo Cherian | MCA, M Tech | +91 9447368136 santo.cherian@mariancollege.org |
| 8. | Ms Jyothis Jose | MCA | +91 9902827268 jyothis.jose@mariancollege.org |

LANGUAGES

| | | | |
|----|------------------------------------|------------------|--|
| 1. | Dr Soosy Joseph (Hindi) | MA, M Phil, PhD | +91 9446224723 soosy.joseph@mariancollege.org |
| 2. | Mr Jincemon James (Malayalam) | MA, M Phil, B Ed | +91 8921465639 jincemon.james@mariancollege.org |
| 3. | Sr Celine Cherian FCC (Hindi) | MA, B Ed | +91 8547665183 sr.celine@mariancollege.org |
| 4. | Rev Fr Shaji Varghese (German) | BA, B Th | +91 6282 101 808 fr.shaji.v@mariancollege.org |
| 5. | Fr Dr Joseph Nellimala (Syriac) | MA, MTh, PhD | +91 8078089594 fr.joseph@mariancollege.org |

LAW

| | | | |
|----|----------------|-----|---|
| 1. | Mr Biju P Mani | LLM | +91 9447827672 biju.mani@mariancollege.org |
| 2. | Ms Simi John | LLM | +91 9744058000 simi.john@mariancollege.org |

Physical Education

| | | | |
|----|---|------|--|
| 1. | Mr Bobby K Mani (HOD) | MPE | +91 9447387343 bobby.mani@mariancollege.org |
| 2. | Ms Sonia Scaria (Women's Wellness Officer) | MPEd | +91 9747965674 sonia.scaria@mariancollege.org |

ENGLISH

| | | | |
|----|----------------------------|-----------------|--|
| 1. | Mr Siju P T | MA | +91 9447315411 siju.pt@mariancollege.org |
| 2. | Dr Shintu Dennis (HOD) | MA, M Phil, PhD | +91 8124849178 shintu.dennis@mariancollege.org |
| 3. | Mr Allen George Podipara | MA | +91 9656396350 allen.george@mariancollege.org |
| 4. | Ms Claris Annie John | MA | +91 9048856871 claris.annie@mariancollege.org |
| 5. | Ms Keerthy Elza Tes Mathew | MA | +91 9446339756 keerthi.elza@mariancollege.org |
| 6. | Dr Blessen Siby Abraham | MA, MBA, PhD | +91 6238728637, +91 9747592185 blessen.siby@mariancollege.org |
| 7. | Mr Jerit Jojo | MA | +91 9400365275 jerit.jojo@mariancollege.org |

PHYSICS

| | | | |
|----|--------------------------|-----------|--|
| 1. | Dr Sunny Mathew (HOD) | MSc, PhD | +91 9447387343 sunny.mathew@mariancollege.org |
| 2. | Dr Midhun H | MSc, PhD | +91 9747965674 midhun.h@mariancollege.org |
| 3. | Dr Jose K Xavier | MSc , PhD | +91 9495443854 jose.xavier@mariancollege.org |

APPLIED ECONOMICS

| | | | |
|----|--------------------------------------|--------------|--|
| 1. | Dr Muralivallabhan T V (Director) | MA, PhD | +91 9447500153 murali.vallabhan@mariancollege.org |
| 2. | Ms Suzanna Oommen (HOD) | MA, HSM | +91 9495617848 suzanna.o@mariancollege.org |
| 3. | Fr Biju John C | MA, MIM, B E | +91 9947764916fr.biju @mariancollege.org |
| 4. | Mr Geril Scaria George | MA | +91 9961100274 geril.scaria@mariancollege.org |
| 5. | Ms Anna Rony | MA, MSW | +91 6282475147 anna.rony@mariancollege.org |
| 6. | Ms Syama U S | MA | +91 7012964231 syama.u@mariancollege.org |

MATHEMATICS

| | | | |
|----|-----------------------------------|------------------|--|
| 1. | Dr Sabu Augustine (HOD) | MSc, M Phil, PhD | +91 9496321092 sabu.augustine@mariancollege.org |
| 2. | Ms Athiramol T V (Coordinator) | MSc | +91 9495782208 athira.tv@mariancollege.org |
| 3. | Mr Kiran V Nath | MSc | +91 9495361911 kiran.nath@mariancollege.org |
| 4. | Ms Assanu Augustine | MSc | +91 9745869193 assanu.augustine@mariancollege.org |
| 5. | Ms Meenu P Thomas | MSc | +91 9995755043 meenu.thomas@mariancollege.org |
| 6. | Ms Jyothylakshmi B | M Com, MBA | +91 9747649288 jyothylakshmi.b@mariancollege.org |

HOSPITALITY MANAGEMENT & TOURISM

| | | | |
|----|-------------------------|----------------------------------|--|
| 1. | Dr Joby Cyriac (HOD) | MA (Eng) MA (Socio) B Ed, PhD | +91 9447475785 joby.cyriac@mariancollege.org |
| 2. | Fr Dr Roy Abraham P | MBA, MS, PhD | +91 9447733265 fr.roy @mariancollege.org |
| 3. | Mr Sajjan N Thomas | M Com, PGDFM, PGDFTM | +91 9447827980 sajan.thomas@mariancollege.org |
| 4. | Mr Jacob Bose | MBA , MLM | +91 9447409541 jacob.bose@mariancollege.org |
| 5. | Fr Dr Shaiju K S | MA, PhD | +91 9605108006 fr.shaiju@mariancollege.org |
| 6. | Mr Arun George Joseph | MBA | +91 9846519772 arun.george@mariancollege.org |

ADJUNCT FACULTY

| | | |
|----|------------------|----------------|
| 1. | Mr Mathew Kurian | +91 9447043752 |
|----|------------------|----------------|

DEPARTMENT OF M COM-PGDM

| | | | |
|----|------------------------|--------------------|--|
| 1. | Dr K V Thomas (HOD) | M Com, MBA, PhD | +91 9961395440 kv.thomas@mariancollege.org |
| 2. | Mr Jayamon M R | M Com ACMA | +91 9846495661 jayamon.mr@mariancollege.org |
| 3. | Dr Shinta Sebastian | M Com, PhD | +91 9746353274 shinta.sebastian@mariancollege.org |
| 4. | Dr Baby M D | M Com, PhD | +91 9447572670 md.baby@mariancollege.org |
| 5. | Mr Cyril Manuel | M Com, MBA, B Ed | +91 9947854805 cyril.manuel @mariancollege.org |
| 6. | Ms Sneha Alex | M Com | +91 9544762536 sneha.alex@mariancollege.org |

SCHOOL OF SOCIAL WORK

| | | | |
|-----|---|------------------|---|
| 1. | Dr Siby Joseph (Director) | MSW, PhD | +91 9447388598, +91 7306969046 siby.joseph@mariancollege.org |
| 2. | Br Joseph Charuplakkal (Coordinator MSW) | MSW, M Phil | +91 9037467898 br.josephcharu@mariancollege.org |
| 3. | Mr Ajesh P Joseph (Coordinator BSW) | MSW | +91 9447327734 ajesh.joseph@mariancollege.org |
| 4. | Dr Rasi R A | MSW, PhD | +91 9447060728 rasi.ra@mariancollege.org |
| 5. | Ms Princy T Sebastian | MSW, M Phil | +91 9744003692 princy.sebastian@mariancollege.org |
| 6. | Mr Alen Kuriakose | MSW, MPA | +91 9446801306 alen.kuriakose@mariancollege.org |
| 7. | Fr Robin Pendanathu (on study leave) | MSW | +91 9497586508 fr.robin@mariancollege.org |
| 8. | Dr Boban Joseph | MSW, M Phil, PhD | +91 9483429290 boban.joseph@mariancollege.org |
| 9. | Ms Aneena Anna Sebastian | MSW | +91 9447791244 aneena.sebastian@mariancollege.org |
| 10. | Mr Balu B Pillai | MSW, M Phil | +91 9746922464 balu.pillai@mariancollege.org |
| 11. | Mr Mathew T John | MA | +91 9995373057 mathew.john@mariancollege.org |
| 12. | Ms Pallavi R | MSW, M Phil | +91 8136969540 pallavi.r@mariancollege.org |
| 13. | Ms Merin John | MSW, M Phil | +91 7593001900 merin.john@mariancollege.org |

PG DEPARTMENT OF COMPUTER APPLICATIONS

| | | | |
|-----|------------------------------------|----------------------------|---|
| 1. | Dr Mendus Jacob (Director) | MSc, M Phil, PhD | +91 9447053716,9074818096 mcdirector@mariancollege.org |
| 2. | Mr Win Mathew John (HOD) | MSc, MCA, M Tech | +91 9447573105 win.mathew@mariancollege.org |
| 3. | Mr Robins A. Kattoor | MCA, M Tech | +91 9447940995 robins.kattoor@mariancollege.org |
| 4. | Mr Brijesh George John | MBA, MSc, PGDBHM, PGDBA | +91 9447181284 brijesh.george@mariancollege.org |
| 5. | Ms Reny Jose | MCA, M Phil, M Tech | +91 9446984809 reny.jose@mariancollege.org |
| 6. | Ms Raji R. Nair | MCA, M Tech | +91 9446507972 raji.nair@mariancollege.org |
| 7. | Mr Satheesh Kumar S | MCA, ME, RHCE | +91 9400755768 satheesh.kumar@mariancollege.org |
| 8. | Sr Regina SABS (on study leave) | MCA, RHCE, M Tech | +91 9447678070 sr.regina@mariancollege.org |
| 9. | Ms Kochumol Abraham | MCA, M Tech | +91 9446286893 kochumol.abraham@mariancollege.org |
| 10. | Mr Sijo Thomas (on study leave) | MCA | +91 9846846800 sijo.thomas@mariancollege.org |
| 11. | Mr Abin Thomas Mathew | MCA | +91 9495797971 abin.thomas@mariancollege.org |

COMMUNICATION AND MEDIA STUDIES

| | | | |
|----|----------------------------------|--------------------------------------|---|
| 1. | Prof M Vijayakumar (Director) | MJ | +91 94466 63178 vijayakumar.m@mariancollege.org |
| 2. | Dr Michael Puthenthara | PhD | +91 9961344664 michael.puthenthara@mariancollege.org |
| 3. | Fr Sobi Kannalil | MSc, MBA, M Phil | +91 9744681411, 9495052797 fr.soby@mariancollege.org |
| 4. | Mr Vishnu | MCJ | +91 8129545444 vishnu.v@mariancollege.org |
| 5. | Mr Eapen Alexander | MA | +91 8078394024 eapen.alexander@mariancollege.org |
| 6. | Ms Aishwarya Pradeep | MA | +91 8075235922, +91 8281049215 aishwarya.pradeep@mariancollege.org |
| 7. | Mr Joby N J | B Com, Cert. in Audio Engineering | +91 7025572212 joby.nj@mariancollege.org |

CAREER DEVELOPMENT AND PLACEMENT CELL

| | | | |
|----|--|-----------------------------------|--|
| 1. | Dr Brijesh George John (Head Corporate Relations) | MBA, MSc, PhD PGDBHM, PGDBA | +91 9447181284 brijesh.george@mariancollege.org |
| 2. | Mr Jaison Mathew (Placement Coordinator) | MBA | +91 9497744607 jaison.mathew@mariancollege.org |

DEPARTMENT OF EXTENSION SERVICES

| | | | |
|----|---------------------|--------------|---|
| 1. | Fr Sebin Ullattu | BA, BPh, BTh | +91 9605416975 , +91 8281974298 fr.sebin@mariancollege.org |
| 2. | Mr Sebastian George | BA | +91 9447612261 sebastian.george@mariancollege.org |

PLANNING & DEVELOPMENT

| | | | |
|----|-----------------------------|--|---|
| 1. | Dr Jose James (Director) | Registrar & DCDC, MG University (Rtd) | +91 9447150789 dr.josejames@gmail.com |
| 2. | Mr Radha Krishna Pillai B | Joint Registrar, MG University (Rtd) | +91 9447031784, +91 8111867470 radha.krishna@mariancollege.org |
| 3. | Dr Cherian P Kurien | Director Karve Insitute of Social Service (KISS) University of Pune (Rtd) | +919446860733 mitle.director@mariancollege.org cpkurien@gmail.com |

COUNSELLOR

| | | |
|----|---------------------|--|
| 1. | Sr Elizabeth CMC | +91 9745903229 sr.elizabeth@mariancollege.org |
| 2. | Fr Binny Kaiyaniyil | +91 9744046919 fr.binny@mariancollege.org |

HEALTH CARE CENTRE

| | | | |
|----|--------------------------------|-----------|----------------|
| 1. | Dr Sr Catherine Paulose | MBBS, DCH | +91 9744467480 |
| 2. | Ms Bhasuramani Parameswaran | Nurse | 04869-233606 |

ADMINISTRATIVE STAFF

| | | | |
|-----|--|---------------|---|
| 1. | Mr Sunny Thomas (Office Superintendent) | M Com | +91 9495870410 sunny.thomas@mariancollege.org |
| 2. | Mr K V Pappachan (Head Accountant) | B Com | +91 9496113531 pappachan.kv@mariancollege.org |
| 3. | Mr Saji Joseph (UD Clerk) | M Com, PGDCA | +91 9495517894 saji.joseph@mariancollege.org |
| 4. | Ms Sherly Joseph (Typist) | PDC | +91 9446844938 sherly.joseph@mariancollege.org |
| 5. | Sr Jancy Mathew (LD Clerk) | B Com | +91 9747706424 sr.jancy@mariancollege.org |
| 6. | Mr Joby Jose (Clerk) | MBA | +91 9446130910 joby.jose@mariancollege.org |
| 7. | Mr Roy Thomas Pulpel (Accountant, Self-Financing) | M Com | +91 9495358275 roy.thomas@mariancollege.org |
| 8. | Mr Aprem Aprem (Account Assistant) | MA | +91 9496565895 aprem.aprem@mariancollege.org |
| 9. | Mr Devasia T D (Account Assistant) | BA | +91 8606302301 devasia.td@mariancollege.org |
| 10. | Mr Jerome Varghese Technical Assistant ,PRO | B Tech, PGDCA | +91 9895511026 jerome.varghese@mariancollege.org |

COMPUTER LAB

| | | | |
|----|--|-----------------|--|
| 1. | Mr John Joseph (System Administrator) | B A, PGDCA, DCA | +91 9020053201 john.joseph@mariancollege.org |
| 2. | Mr Jose Kuriakose (Lab Assistant) | PDC, DCA | +91 9495187385 jose.kuriakose@mariancollege.org |
| 3. | Mr Lijo P D (Lab Assistant) | PDC, DCA | +91 9496338586 lijo.pd@mariancollege.org |

LIBRARY

| | | | |
|----|--|-----------------|--|
| 1. | Mr Jobin Jose (Librarian) | M LiSc., PGDLIM | +91 9447827393 jobin.jose@mariancollege.org |
| 2. | Mr Reji P K (Library Assistant) | B A, DSA | +91 9400735395 reji.pk@mariancollege.org |
| 3. | Ms Gigymol George (Library Assistant) | PDC | +91 9446717982 gigymol.george@mariancollege.org |
| 4. | Mr Tinku Joseph (Library Assistant) | B Com | +91 8547014327 joseph.tinku@gmail.com |
| 5. | Sinish P C (Library Assistant) | BCA | +91 9539362437 sinish.pc@mariancollege.org |

EXAMINATION OFFICE

| | | | |
|----|---|--------|---|
| 1. | Sr Sonykutty Varghese (LD. Clerk) | B A | +91 9400388074 sr.sonykutty@mariancollege.org |
| 2. | Mr Manoj Thomas (Automation in charge) | PGDCA | +91 9947676323 manoj.thomas@mariancollege.org |
| 3. | Mr John K S | PDC | +91 9496564074 john.ks@mariancollege.org |
| 4. | Ms Mini Antony | PDC | +91 9495543202 mini.antony@mariancollege.org |
| 5. | Mr Christo Sebastian | B Tech | +91 9986554063 christo.sebastian@mariancollege.org |

MARIAN INCUBATION CENTER
(IEDC Nodal Officer)

| | | | |
|----|--------------------|---------------|---|
| 1. | Mr Jerome Varghese | B Tech, PGDCA | +91 9895511026 jerome.varghese@mariancollege.org |
|----|--------------------|---------------|---|

CHILD LINE NODAL AGENCY

| | | | |
|----|----------------|-----|---|
| 1. | Mr Tony Thomas | MSW | +91 9895268763, +91 8904697343 tony.thomas@mariancollege.org |
|----|----------------|-----|---|

FRONT OFFICE

| | | | |
|----|------------------|----------|---|
| 1. | Ms Golda Francis | LLB, MBA | +91 9895101472 golda.francis@mariancollege.org |
|----|------------------|----------|---|

SUPPORT STAFF

| | | | |
|----|------------------|--|---|
| 1. | Ms Gigymol P V | | +91 9747293286 gigymol.pv@mariancollege.org |
| 2. | Mr George Joseph | | +91 9496113612 george.joseph@mariancollege.org |
| 3. | Mr Jobit Kurian | | +91 9947875266 |

COLLEGE BUS FACILITY

| | | | |
|----|------------|--|---|
| 1. | Mr Anil KP | | +91 9447126838 anil.kp@mariancollege.org |
|----|------------|--|---|

GUEST HOUSE IN-CHARGE

| | | | |
|----|-----------------|--|----------------|
| 1. | Mr Binoy Mathew | | +91 9747243899 |
|----|-----------------|--|----------------|

MAINTENANCE & UPKEEP

| | | | |
|----|----------------|-------------|----------------|
| 1. | Mr Soji Antony | Electrician | +91 9387846008 |
| 2. | Mr Baby K Mani | Supervisor | +91 9947342930 |

OTHER SUPPORT STAFFS

| | | | |
|----|---------------------|------------------|----------------|
| 1. | Mr Moorthy M | Security Staff | +91 9961728895 |
| 2. | Mr Vishnudhas | Security Staff | +91 9447736559 |
| 3. | Mr Sunil Thomas | Security Staff | +91 9496451980 |
| 4. | Mr Ramachandran | Gardener | +91 9544565114 |
| 5. | Ms Bindu Johnson | Gardener | +91 9562951001 |
| 6. | Ms MolammaSebastian | Cleaning Section | +91 9605204029 |
| 7. | Ms Ambily Sreekumar | Cleaning Section | +91 8943811454 |
| 8. | Ms Reena Sherin | Cleaning Section | +91 9446608295 |
| 9. | Ms Yesurani R | Cleaning Section | +91 7909118734 |

FACULTY ADVISERS

| | | |
|-----|------------------|--|
| 1. | I BCA | Dr Juby George, Ms Benymol Jose |
| 2. | II BCA | Ms Amruth K John, Ms Lumy Joseph |
| 3. | III BCA | Ms Jyothi Jose, Mr Santo Cherian |
| 4. | I B Com (A) | Dr Chackochan J Njavallil, Ms Misheal Tomy |
| 5. | II B Com (A) | Dr Ajimon George, Ms Neethu Anil |
| 6. | III B Com (A) | Ms Vinitha M V |
| 7. | I B Com (B) | Ms Lisna Jose |
| 8. | II B Com (B) | Mr Aswin Uthaman |
| 9. | III B Com (B) | Mr Eric Thomas Joseph |
| 10. | I B Com (C) | Ms Elsa Sovi Varghese |
| 11. | II B Com (C) | Mr Jelit Mathews Joseph |
| 12. | III B Com (C) | Ms Sona Mary Francis |
| 13. | I BBA | Ms Melby Joseph |
| 14. | II BBA | Ms Simi John |
| 15. | III BBA | Fr Dr Sibichan Joseph |
| 16. | I BSW (A) | Dr Boban Joseph |
| 17. | I BSW (SF) | Ms Aneena Anna Sebastian |
| 18. | II BSW (A) | Ms Princy T Sebastian |
| 19. | II BSW (SF) | Ms Pallavi R |
| 20. | III BSW (A) | Ms Merin John |
| 21. | I BACE | Ms Keerthy Elza Tes Mathew |
| 22. | II BACE | Dr Blessen Siby Abraham |
| 23. | III BACE | Dr Shintu Dennis |
| 24. | I BA Economics | Ms Anna Rony |
| 25. | II BA Economics | Mr Geril Scaria George |
| 26. | III BA Economics | Ms Syama U S |
| 27. | I B Sc Maths | Ms Jyothilakshmi B |
| 28. | II B Sc Maths | Mr Kiran V Nath |
| 29. | III B Sc Maths | Ms Meenu P Thomas |
| 30. | I M Sc Physics | Dr Midhun H |
| 31. | I MCA | Mr Satheesh Kumar S |
| 32. | II MCA (Regular) | Mr Abin Thomas Mathew |

| | | |
|-----|----------------------------------|-----------------------|
| 33. | III MCA (Regular and Lateral) | Mr Robins A Kattoor |
| 34. | I MSW | Mr Mathew T John |
| 35. | II MSW | Mr Balu B Pillai |
| 36. | I M Com (Aided) | Ms Reshma Roy |
| 37. | II M Com (Aided) | Ms Juji George |
| 38. | I M Com (PGDM) | Mr Cyril Manuel |
| 39. | II M Com (PGDM) | Ms Sneha Alex |
| 40. | I M Com (PGDM +CMA) | Mr Jayamon M R |
| 41. | II M Com (PGDM +CMA) | Dr Shinta Sebastian |
| 42. | I MMH | Mr Arun George Joseph |
| 43. | II MMH | Mr Sajan N Thomas |
| 44. | I MCMS | Mr Eapen Alexander |
| 45. | II MCMS | Ms Aishwarya Pradeep |

MARIAN CORPORATE RESPONSIBILITIES 2020-2021

| No | RESPONSIBILITY | PERSONS IN CHARGE |
|----|--------------------------------------|--|
| 1 | NSS Ms Assanu Augustine | Mr Arun George Joseph Mr Balu B Pillai |
| 2 | Structured Feedback on Curriculum | Dr Sunny Mathew Dr Blessen Siby Abraham Ms Athiramol T V |
| 3 | Scholarship | Fr Sebin Ullattu Dr Juby George |
| 4 | Women Cell | Ms Amruth K John |
| 5 | METLE/Moodle | Dr Binu Thomas Mr Titus J Sam |
| 6 | MCSC | Fr Dr Shaiju K S Mr Eric Thomas Joseph Ms Jyothislakshmi B |
| 7 | Research Committee | Dr Murali Vallabhan Dr K V Thomas Dr Joshy John |

| | | |
|----|--|--|
| 8 | Best Class Evaluation UG | Ms Reny Jose Ms Lisna Jose |
| 9 | Best Class Evaluation PG | Dr Boban Joseph Dr Shintu Dennis |
| 10 | Anti-Ragging cell (Statutory Committee) | Mr Sajan N Thomas Ms Benymol Jose |
| 11 | CSM & Jesus Youth | Dr Chackochan J Njavallil Ms Jyothi Jose Ms Sona Mary Francis |
| 12 | Mentoring | Bro Joseph Charuplakkal |
| 13 | Anti-Narcotic Cell (Statutory Committee) | Mr Ajesh P Joseph Ms Jismi Maria Joseph Ms Christina Alex |
| 14 | Grievance Cell (Statutory Committee) | Ms Lumy Joseph Mr Robins A Kattoor Ms Claris Annie John Mr Nebu Cherian |
| 15 | Anti- Sexual Harassment Cell (Statutory Committee) | Ms Kochumol Abraham Ms Pauline Joseph Ms Mishael Tomy Ms Neethu Anil |
| 16 | Marian Cultural Forum (MCF) (Debate Club, Drama Club, Band, Short film & preparing students for University Level programmes etc.) | Coordinator : Dr Sabu Augustine Drama : Mr Eapen Alexander, Ms Aishwariya Pradeep Debate: Dr Joby Cyriac, Ms Sona Mary Francis Short Film: Mr Vishnu, Mr Joby N J Music Band: Mr Mathew T John, Ms Juji George Dances: Ms Remya Krishnan Drawing, Clay Modelling : Fr Soby Kannalil, Ms Anna Rony |
| 17 | Digitisation for NAAC | Ms Raji R Nair Mr Titus J Sam Mr Jobin Jose |

| | | |
|----|--|--|
| 18 | Responding to Social Issues & Values | Coordinator: Simi John |
| 19 | Examinations Malpractice Prevention Committee | Dr Ajimon George Mr Cyril Manuel Ms Suzanna Oommen Dr Rasi R A Mr Kiran V Nath |
| | Examination Squad in Charge | Dr Sabu Augustine |
| | Examination Committee | Dr Rajimol Ans Ms.Melby Joseph Mr Win Mathew Mr Siju P T |
| | Camp Officer | Mr Amal V Thankachan |
| 20 | Incubation and Entrepreneurship | IEDC Nodal Officer : Mr Titus J Sam Mr Sijo Thomas Mr Nebu Cherian Mr Jerome Varghese |
| 21 | Auditorium Construction & Jubilee Celebration Planning | Dr Sabu Augustine, Dr Rajimol A, Fr Shaiju K S, Dr Ajimon George |
| 22 | Developing Consultancies & Linkages | Dr Cherian P Kurien Mr Jaison Mathew, Dr Shintu Dennis |
| 23 | Extension Activities | Fr Sebin Ullattu, Mr Sebastian George |
| 24 | E-Learning Promotion | Mr Siju P T |
| 25 | Phoenix Club | Sr Celine Cherian FCC Ms Christina Alex |

| | | |
|----|--|--|
| 26 | Common Fests | Coordinator: Dr Joshy John Inter-Collegiate UG: Mr Aswin Uthaman, Mr Allen George P, Mr Kiran V Nath, Mr Geril Scaria, Ms Jyothi Jose, Ms Meenu P Thomas PG: Fr Soby Kannalil, Dr Shinta Sebastian, Ms Vinitha M V, Mr Arun George Joseph, Dr Rasi R A |
| 27 | AISHE Nodal Officer | Mr Abin Thomas Mathew |
| 28 | 5 S Accreditation and Swacch Bharath Abhiyan | Mr Satheesh Kumar |
| 29 | Plastic Free Campus/ Implementing Green Protocol (waste management, energy management, water treatment) | Mr Ajesh P Joseph Mr Jacob Bose |
| 30 | UNAI | Ms Suzanna Oommen |
| 31 | College Council Secretary | Br Joseph Charuplackal |
| 32 | Career Counselling & Placement | Dr Brijesh George John Mr Jaison Mathew |
| 33 | Vocational Training | Ms Princy T Sebastian |
| 34 | Childline | Mr Tony Thomas |
| 35 | Staff Evaluation | Dr Ajimon George |
| 36 | Publicity & Media Management | Fr Soby Kannalil, Dr Mendus Jacob |
| 37 | College Handbook | Mr Jerome Varghese |
| 38 | Staff Council | Ms Jyothilakshmi B |

| | | |
|----|--|--|
| 39 | PR and Marketing Department | Dr Joby Cyriac, Fr Soby Kannalil, Ms Athiramol T V Mr Jelit Mathews Joseph, Mr Geril Scaria George, Mr Abin Thomas Mathew, Ms Aneena Anna Sebastian, Mr Cyril Manuel, Mr Jerome Varghese |
| 40 | Gender Champion Activities Nodal Teacher (Statutory) | Ms Pauline Joseph |
| 41 | Marian Institute for Innovations in Teaching Learning (MITLE) | Director: Dr Cherian P Kurian Joint Directors: Dr Binu Thomas, Mr Joby Cyraic Members: Ms Melby Joseph, Mr Satheesh Kumar, Ms Anna Rony, Ms Suzanna Oommen, Mr Eric Thomas Joseph |
| 42 | IQAC | Dr Binu Thomas (Coordinator) Mr Radhakrishna Pillai B (Joint Coordinator) |
| 43 | Newsletter | Mr Radhakrishna Pillai B Fr Soby Kannalil |
| 44 | Compliance Committee (Statutory Committee) | Mr Radhakrishna Pillai B Fr Dr Sibi Joseph Mr Sunny Thomas |
| 45 | Think Thank Coordinator and Futuristic Planning | Dr Jose James |
| 46 | Promotion of Sports and Games and Marifit | Mr Bobby K Mani Ms Sonia Scaria Mr Thomas Joseph Mr Midhun Antony |

| | | |
|----|-------------------------------------|--|
| 47 | Assistance to Controller's Office | Fr Dr Sibi Joseph |
| 48 | Automation and Software Development | Mr Santo Cherian Fr Dr Sibi Joseph |
| 49 | Unnath Bharath Abhiyan | Mr Arun George Joseph Ms Assanu Augustine Mr Balu B Pillai |
| 50 | Walk with a Scholar | Ms Jyothi Jose |
| 51 | Scholar Support Programme | Mr Sajan N Thomas |
| 52 | Red Ribbon Club | Mr Jerome Varghese |

MARIAN IQAC

IQAC Composition 2019-2020

1. Fr Dr Roy Abraham P (Chairperson)

Core Team Members

1. Dr Binu Thomas (Co-ordinator)
2. Mr Radhakrishna Pillai B (Joint Co-ordinator)
3. Ms Reny Jose
4. Ms Suzanna Oommen
5. Mr Abin Thomas Mathew

Criteria Heads

6. Fr Dr Shaiju KS
7. Dr Joby Cyriac
8. Dr Thomas KV
9. Dr Joshy John
10. Mr Ajesh P Joseph
11. Dr Sabu Augustine
12. Dr Rasi R A

Management Representative

1. Fr James Kozhimala

Administrative/Technical staff

1. Mr Sunny Thomas (Superintendent)

2. Mr Joby Jose (Administrative Officer)
3. Mr John Joseph (Technical Staff)
4. Mr Jobin Jose (Librarian)

One nominee each from local society, Students and Alumni

1. Ms Beena Thomas (Local body member)
2. Mr Augustine K Benny (Student)
3. Mr Febin Dominic
(Alumni, Managing Director, Intellyze Labs)

One nominee each from Employers /Industrialists/Stakeholders

1. Rev Fr Dr Hubby Mathew
(Employer, Director– PDS)
2. Mr Biju Abraham
(Industrialist, General Manager - Al-Rawahi International)
3. Dr Jose James
(Stakeholder, Director - Planning & Development)

Name of Criteria Members

| | |
|--------------------------------|--|
| Curricular Aspects | Fr Dr Shaiju K S (Head) Ms Benymol Jose Mr Geril Scaria George Mr Arun George Joseph Ms Athiramol T V Ms Sneha Alex Dr Sunny Mathew Ms Sona Mary Francis Ms Remya Krishna |
| Teaching Learning & Evaluation | Dr Joby Cyriac (Head) Ms Melby Joseph Mr Vishnu Ms Amruth K John Dr Rajimol A Ms Anna Rony Ms Suzanna Oommen Mr Allen George Podippara Ms Claris Annie John Dr Soosy Joseph Dr Midhun H Mr Biju P Mani Mr Kiran V Nath Dr Blessen Siby Abraham Dr Shinta Sebastian Mr Joby Jose Mr Sunny Thomas Sr Sonykutty Varghese Ms Reny Jose Ms Misheal Tomy Dr Cherian P Kurien Mr Mathew T John Ms Juji George |

| | |
|--|---|
| <p>Research Consultancy & Extension</p> | <p>Dr Thomas K V (Head) Mr Joby N J Dr Jose K Xavier Fr Sebin Ullattu Mr Sebastian George Mr Titus J Sam Ms Kochumol Abraham Mr Abin Thomas Mathew Ms Aishwarya Pradeep Mr Jaison Mathew Dr Jose James Dr Chackochan J Njavallil Ms Vinitha M V Mr Midhun Antony Ms Seethalekshmi CMS Reshma Roy Mr Aswin Uthaman Ms Merin John Dr Sibi Joseph Br Joseph Charuplakkal Mr Balu B Pillai Ms Elsa Sovi Varghese</p> |
| <p>Infrastructure & Learning Resources</p> | <p>Dr Joshy John (Head) Fr Sobi Kannalil Ms Syama U S Mr Jacob Bose Mr Jobin Jose Mr Satheesh Kumar S Ms Raji R Nair Mr John Joseph Mr Jose Kuriakose Mr Lijo P D Ms Lisna Jose</p> |

| | |
|--|---|
| <p>Student Support & Progression</p> | <p>Mr Ajesh P Joseph (Head) Mr Santo Cherian Dr Juby George Ms Lumy Joseph Ms Jyothe Jose Ms Keerthy Elza Tes Mathew Ms Christina Alex Mr Sajjan N Thomas Mr Jayamon M R Mr Saji Thomas Mr Brijesh George John Mr Bobby K Mani Ms Sonia Scaria Mr Eric Thomas Joseph Mr Eapen Alexander Ms Pallavi R</p> |
| <p>Governance, Leadership and Management</p> | <p>Dr Sabu Augustine (Head) Rev Fr James Kozhimala Rev Dr Roy Abraham P Mr M Vijayakumar Dr Michael Puthenthara Dr Binu Thomas Dr Muralivallabhan TV Dr Shintu Dennis Mr Siju P T Dr Baby M D Dr K V Thomas Dr Mendus Jacob Mr Robins A Kattoor Mr Win Mathew John Dr Ajimon George Ms Jismy Maria Joseph Ms Neethu Anil Dr Boban Joseph</p> |

| | |
|--|---|
| <p>Institutional Values and Best Practices</p> | <p>Dr Rasi RA (Head) Fr Dr Sibi Joseph Ms Pauline Joseph Ms Meenu P Thomas Ms Assanu Augustine Mr Jincemon James Mr Jerit Jojo Pallatty Mr Alen Kuriakose Ms Aneena Anna Sebastian Ms Princy T Sebastian</p> |
| <p>Documentation and ICT Support</p> | <p>Mr Claris Annie John (Head) Ms Suzanna Oommen Mr Robins A Kattoor Ms Reny Jose Mr Eric Thomas Joseph Mr Jelit Mathews Joseph</p> |

ACADEMIC CALENDAR FOR 2020-2021

JUNE 2020

| Date | Day | Events |
|------|-----|--|
| 1 | Mon | Commencement of UG Semester III, V and PG Semester III |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | |
| 6 | Sat | |
| 7 | Sun | |
| 8 | Mon | |
| 9 | Tue | |
| 10 | Wed | |
| 11 | Thu | |
| 12 | Fri | |
| 13 | Sat | Second Saturday |
| 14 | Sun | |
| 15 | Mon | |
| 16 | Tue | |
| 17 | Wed | |
| 18 | Thu | |
| 19 | Fri | |
| 20 | Sat | |
| 21 | Sun | |
| 22 | Mon | |
| 23 | Tue | |
| 24 | Wed | |
| 25 | Thu | |
| 26 | Fri | |
| 27 | Sat | |
| 28 | Sun | |
| 29 | Mon | |
| 30 | Tue | |

JULY 2020

| Date | Day | Events |
|------|-----|---|
| 1 | Wed | |
| 2 | Thu | |
| 3 | Fri | St Thomas Day |
| 4 | Sat | |
| 5 | Sun | |
| 6 | Mon | |
| 7 | Tue | |
| 8 | Wed | |
| 9 | Thu | |
| 10 | Fri | |
| 11 | Sat | |
| 12 | Sun | |
| 13 | Mon | |
| 14 | Tue | |
| 15 | Wed | |
| 16 | Thu | CA 1 for UG Semester V begins |
| 17 | Fri | CA 1 for PG Semester III begins |
| 18 | Sat | |
| 19 | Sun | |
| 20 | Mon | Karkkidakavavu |
| 21 | Tue | CA 1 for UG Semester III begins |
| 22 | Wed | |
| 23 | Thu | |
| 24 | Fri | CA 1 for UG Semester V and PG Semester III ends |
| 25 | Sat | |
| 26 | Sun | |
| 27 | Mon | |
| 28 | Tue | CA 1 for UG Semester III ends, CA 1 Final marks to AES : UG Semester V and PG Semester III |
| 29 | Wed | |
| 30 | Thu | CA 1 Final marks to AES : UG Semester III |
| 31 | Fri | Id- Ul- Asaha (Bakrid) |

AUGUST 2020

| Date | Day | Events |
|------|-----|---|
| 1 | Sat | |
| 2 | Sun | |
| 3 | Mon | |
| 4 | Tue | |
| 5 | Wed | |
| 6 | Thu | |
| 7 | Fri | |
| 8 | Sat | |
| 9 | Sun | |
| 10 | Mon | |
| 11 | Tue | |
| 12 | Wed | |
| 13 | Thu | |
| 14 | Fri | |
| 15 | Sat | Independence Day |
| 16 | Sun | |
| 17 | Mon | |
| 18 | Tue | |
| 19 | Wed | CA 2 for UG Semester V begins |
| 20 | Thu | CA 2 for UG and PG Semester III begins |
| 21 | Fri | |
| 22 | Sat | |
| 23 | Sun | |
| 24 | Mon | |
| 25 | Tue | |
| 26 | Wed | CA 2 for UG Semester V and PG Semester III ends |
| 27 | Thu | CA 2 for UG Semester III begins |
| 28 | Fri | Ayyankali Jayanthi |
| 29 | Sat | Muharam |
| 30 | Sun | 1 st Onam |
| 31 | Mon | 2 nd Onam |

SEPTEMBER 2020

| Date | Day | Events |
|------|-----|---|
| 1 | Tue | 3rd Onam |
| 2 | Wed | 4 th Onam, Sree Narayana Guru Jayanthi |
| 3 | Thu | |
| 4 | Fri | |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | CA 2 Final marks to AES : UG Semester V and PG Semester III |
| 8 | Tue | CA 2 Final marks to AES : UG Semester III |
| 9 | Wed | Commencement of UG and PG Semester I |
| 10 | Thu | Sree Krishna Jayanthi |
| 11 | Fri | |
| 12 | Sat | Second Saturday |
| 13 | Sun | |
| 14 | Mon | |
| 15 | Tue | |
| 16 | Wed | |
| 17 | Thu | |
| 18 | Fri | |
| 19 | Sat | |
| 20 | Sun | |
| 21 | Mon | Sree Narayana Guru Samadhi |
| 22 | Tue | |
| 23 | Wed | |
| 24 | Thu | |
| 25 | Fri | CA 3 for UG Semester V begins |
| 26 | Sat | |
| 27 | Sun | |
| 28 | Mon | CA 3 for PG Semester III begins |
| 29 | Tue | |
| 30 | Wed | |

OCTOBER 2020

| Date | Day | Remarks |
|------|-----|--|
| 1 | Thu | |
| 2 | Fri | Gandhi Jayanthi |
| 3 | Sat | |
| 4 | Sun | |
| 5 | Mon | CA 3 for UG Semester V and PG Semester III ends |
| 6 | Tue | CA 3 for UG Semester III begins Publication of Attendance : UG Semester V and PG Semester III |
| 7 | Wed | CA 3 Final marks to AES : UG Semester V and PG Semester III |
| 8 | Thu | |
| 9 | Fri | Last date for filing application for condonation : UG Semester V and PG Semester III |
| 10 | Sat | |
| 11 | Sun | |
| 12 | Mon | |
| 13 | Tue | CA 3 for UG Semester III ends |
| 14 | Wed | |
| 15 | Thu | CA 3 Final marks to AES : UG Semester III |
| 16 | Fri | Study leave begins :UG Semester V and PG Semester III |
| 17 | Sat | |
| 18 | Sun | |
| 19 | Mon | Study leave begins :UG Semester III |
| 20 | Tue | |
| 21 | Wed | Publication of Attendance : UG Semester III CA Marks publication : UG Semester V and PG Semester III |
| 22 | Thu | |
| 23 | Fri | CA 1 for UG Semester I begins Semester End Examination (SEE) starts for UG Semester V |
| 24 | Sat | Mahanavami CA Marks publication : UG Semester III |
| 25 | Sun | |
| 26 | Mon | Vijayadashami |
| 27 | Tue | CA 1 for PG Semester I begins Last date for filing application for condonation : UG Semester III Semester End Examination (SEE) starts for PG Semester III |
| 28 | Wed | |
| 29 | Thu | Milad Shareef (Nabi Dinam) |
| 30 | Fri | CA 1 Final marks to AES : UG and PG Semester I |
| 31 | Sat | |

NOVEMBER 2020

| Date | Day | Events |
|------|-----|--|
| 1 | Sun | |
| 2 | Mon | |
| 3 | Tue | CA 1 for UG and PG Semester I ends |
| 4 | Wed | |
| 5 | Thu | Semester End Examination (SEE) starts for UG Semester III |
| 6 | Fri | Semester End Examination (SEE) ends for UG Semester V and PG Semester III |
| 7 | Sat | |
| 8 | Sun | |
| 9 | Mon | Commencement of UG Semester VI and PG Semester IV |
| 10 | Tue | |
| 11 | Wed | |
| 12 | Thu | |
| 13 | Fri | |
| 14 | Sat | Second Saturday, Deepavali |
| 15 | Sun | |
| 16 | Mon | |
| 17 | Tue | |
| 18 | Wed | Semester End Examination (SEE) ends for UG Semester III |
| 19 | Thu | Declaration of results : UG Semester V and PG Semester III Commencement of UG Semester IV |
| 20 | Fri | |
| 21 | Sat | |
| 22 | Sun | |
| 23 | Mon | CA 2 for UG and PG Semester I begins |
| 24 | Tue | |
| 25 | Wed | |
| 26 | Thu | |
| 27 | Fri | |
| 28 | Sat | |
| 29 | Sun | |
| 30 | Mon | CA 2 for UG and PG Semester I ends |

DECEMBER 2020

| Date | Day | Events |
|------|-----|--|
| 1 | Tue | |
| 2 | Wed | CA 2 Final marks to AES : UG and PG Semester I Declaration of results : UG Semester III |
| 3 | Thu | |
| 4 | Fri | CA 1 for UG Semester VI and PG Semester IV begins |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | |
| 8 | Tue | |
| 9 | Wed | |
| 10 | Thu | |
| 11 | Fri | CA 1 for UG Semester VI and PG Semester IV ends |
| 12 | Sat | Second Saturday |
| 13 | Sun | |
| 14 | Mon | CA 1 Final Marks to AES : UG Semester VI and PG Semester IV |
| 15 | Tue | |
| 16 | Wed | |
| 17 | Thu | CA 3 for UG and PG Semester I begins CA 1 for UG Semester IV begins |
| 18 | Fri | |
| 19 | Sat | |
| 20 | Sun | |
| 21 | Mon | |
| 22 | Tue | |
| 23 | Wed | |
| 24 | Thu | CA 3 for UG and PG Semester I ends Publication of Attendance : UG and PG Semester I CA 1 for UG Semester IV ends |
| 25 | Fri | Christmas |
| 26 | Sat | |
| 27 | Sun | |
| 28 | Mon | |
| 29 | Tue | |
| 30 | Wed | |
| 31 | Thu | |

JANUARY 2021

| Date | Day | Events |
|------|-----|--|
| 1 | Fri | |
| 2 | Sat | Mannam Jayanthi |
| 3 | Sun | |
| 4 | Mon | CA 3 Final marks to AES : UG and PG Semester I Last date for filling application for condonation : UG and PG Semester I Save a Semester : UG Semester III, V and PG Semester III CA 1 Final Marks to AES : UG Semester IV |
| 5 | Tue | |
| 6 | Wed | |
| 7 | Thu | |
| 8 | Fri | |
| 9 | Sat | |
| 10 | Sun | |
| 11 | Mon | CA 2 for UG Semester VI and PG Semester IV begins |
| 12 | Tue | Study leave begins :UG and PG Semester I |
| 13 | Wed | CA Marks publication : UG and PG Semester I |
| 14 | Thu | |
| 15 | Fri | |
| 16 | Sat | |
| 17 | Sun | |
| 18 | Mon | Semester End Examination (SEE) begins for UG Semester I CA 2 for UG Semester VI and PG Semester IV ends |
| 19 | Tue | |
| 20 | Wed | Semester End Examination (SEE) begins for PG Semester I CA 2 Final marks to AES : UG Semester VI and PG Semester IV |
| 21 | Thu | |
| 22 | Fri | |
| 23 | Sat | |
| 24 | Sun | |
| 25 | Mon | |
| 26 | Tue | Republic Day |
| 27 | Wed | |
| 28 | Thu | |
| 29 | Fri | Semester End Examination (SEE) ends for UG and PG Semester I |
| 30 | Sat | |
| 31 | Sun | |

FEBRUARY 2021

| Date | Day | Events |
|------|-----|--|
| 1 | Mon | Commencement of UG Semester II and PG Semester II |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | CA 2 for UG Semester IV begins |
| 6 | Sat | |
| 7 | Sun | |
| 8 | Mon | |
| 9 | Tue | |
| 10 | Wed | |
| 11 | Thu | |
| 12 | Fri | CA 2 for UG Semester IV ends |
| 13 | Sat | Second Saturday |
| 14 | Sun | |
| 15 | Mon | Declaration of results : UG and PG Semester 1 CA 2 Final marks to AES : UG Semester IV CA 3 for UG Semester VI and PG Semester IV begins |
| 16 | Tue | |
| 17 | Wed | |
| 18 | Thu | |
| 19 | Fri | |
| 20 | Sat | |
| 21 | Sun | |
| 22 | Mon | CA 3 for UG Semester VI and PG Semester IV ends |
| 23 | Tue | Publication of Attendance : UG Semester VI and PG Semester IV |
| 24 | Wed | CA 3 Marks to AES : UG Semester VI and PG Semester IV |
| 25 | Thu | |
| 26 | Fri | Last date for filling application for condonation : UG Semester VI and PG Semester IV |
| 27 | Sat | |
| 28 | Sun | |

MARCH 2021

| Date | Day | Events |
|------|-----|---|
| 1 | Mon | CA 1 for UG and PG Semester II begins |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | |
| 6 | Sat | |
| 7 | Sun | |
| 8 | Mon | CA 1 for UG and PG Semester II ends CA Final Marks publication : UG Semester VI and PG Semester IV |
| 9 | Tue | |
| 10 | Wed | CA 1 Final Marks to AES : UG and PG Semester II CA 3 for UG Semester IV begins Study leave begins : UG Semester VI and PG Semester IV |
| 11 | Thu | Shivarathri |
| 12 | Fri | |
| 13 | Sat | |
| 14 | Sun | |
| 15 | Mon | Semester End Examination (SEE) for UG Semester VI and PG Semester IV begins |
| 16 | Tue | |
| 17 | Wed | |
| 18 | Thu | CA 3 for UG Semester IV ends |
| 19 | Fri | Publication of Attendance : UG Semester IV |
| 20 | Sat | CA 3 Marks to AES : UG Semester IV |
| 21 | Sun | |
| 22 | Mon | |
| 23 | Tue | |
| 24 | Wed | Last date for filling application for condonation : UG Semester IV |
| 25 | Thu | |
| 26 | Fri | Study leave begins : UG Semester IV Semester End Examination (SEE) for UG Semester VI and PG Semester IV ends |
| 27 | Sat | |
| 28 | Sun | |
| 29 | Mon | |
| 30 | Tue | CA Final Marks publication : UG Semester IV |
| 31 | Wed | |

APRIL 2021

| Date | Day | Events |
|------|-----|---|
| 1 | Thu | Maundy Thursday |
| 2 | Fri | Good Friday |
| 3 | Sat | |
| 4 | Sun | Easter |
| 5 | Mon | |
| 6 | Tue | CA 2 for UG and PG Semester II begins |
| 7 | Wed | Semester End Examination (SEE) for UG Semester IV begins Declaration of result : UG Semester VI and PG Semester IV |
| 8 | Thu | |
| 9 | Fri | |
| 10 | Sat | |
| 11 | Sun | |
| 12 | Mon | |
| 13 | Tue | CA 2 for UG and PG Semester II ends |
| 14 | Wed | Vishu, Ambedkar's Birthday Declaration of result : UG Semester IV |
| 15 | Thu | |
| 16 | Fri | CA 2 Final marks to AES : UG and PG Semester II |
| 17 | Sat | |
| 18 | Sun | |
| 19 | Mon | |
| 20 | Tue | |
| 21 | Wed | Semester End Examination (SEE) for UG Semester IV ends |
| 22 | Thu | |
| 23 | Fri | |
| 24 | Sat | |
| 25 | Sun | |
| 26 | Mon | |
| 27 | Tue | |
| 28 | Wed | |
| 29 | Thu | |
| 30 | Fri | |

MAY 2021

| Date | Day | Events |
|------|-----|--|
| 1 | Sat | |
| 2 | Sun | |
| 3 | Mon | |
| 4 | Tue | |
| 5 | Wed | |
| 6 | Thu | |
| 7 | Fri | |
| 8 | Sat | |
| 9 | Sun | |
| 10 | Mon | CA 3 for UG and PG Semester II begins |
| 11 | Tue | |
| 12 | Wed | |
| 13 | Thu | |
| 14 | Fri | |
| 15 | Sat | |
| 16 | Sun | |
| 17 | Mon | |
| 18 | Tue | |
| 19 | Wed | CA 3 for UG and PG Semester II ends Publication of Attendance : UG and PG Semester II |
| 20 | Thu | |
| 21 | Fri | |
| 22 | Sat | CA 3 Marks to AES : UG and PG Semester II |
| 23 | Sun | |
| 24 | Mon | |
| 25 | Tue | Last date for filling application for condonation : UG and PG Semester II |
| 26 | Wed | Study leave begins : UG and PG Semester II |
| 27 | Thu | CA Final Marks publication : UG and PG Semester II |
| 28 | Fri | |
| 29 | Sat | |
| 30 | Sun | |
| 31 | Mon | |

JUNE 2021

| Date | Day | Events |
|------|-----|---|
| 1 | Tue | |
| 2 | Wed | Semester End Examination (SEE) for UG Semester II begins |
| 3 | Thu | |
| 4 | Fri | Semester End Examination (SEE) for PG Semester II begins |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | |
| 8 | Tue | |
| 9 | Wed | |
| 10 | Thu | |
| 11 | Fri | |
| 12 | Sat | |
| 13 | Sun | |
| 14 | Mon | Semester End Examination (SEE) for UG and PG Semester II ends |
| 15 | Tue | |
| 16 | Wed | |
| 17 | Thu | |
| 18 | Fri | |
| 19 | Sat | |
| 20 | Sun | |
| 21 | Mon | |
| 22 | Tue | |
| 23 | Wed | |
| 24 | Thu | |
| 25 | Fri | |
| 26 | Sat | |
| 27 | Sun | |
| 28 | Mon | |
| 29 | Tue | |
| 30 | Wed | Declaration of result : UG and PG Semester II |

COLLEGE PHONE NUMBERS

| | |
|--------------------------------------|--------------------------------|
| College Office: | (04869) 232203, 232654 |
| Manager | (04869) 233601, +91 9446924683 |
| Principal | (04869) 233203, +91 9447733265 |
| Vice Principal | |
| Dr Rajimol A | +91 9447092562 |
| Dr Ajimon George | +91 9446919482 |
| Fr Dr Shaiju K S | +91 9605108006 |
| Accountant (Self-Financing) | (04869) 233516 |
| Placement Officer | +91 9447181284, +91 9497744607 |
| Office of Controller of Examinations | +91 8078405265 |
| Computer Lab | (04869) 232954 |

HOSTEL PHONE NUMBERS

| | |
|-------------------------------------|--------------------------------|
| Gents Hostel | |
| Fr Mathew Narippara (Director) | +91 9446718037 |
| Fr Dr Shaiju K S (Maryknoll Hostel) | +91 9605108006, 04869-208877 |
| Fr Sebin Ullattu (Paul Iby Hostel) | +91 9605416975, +91 8281974298 |
| Accountant | +91 9744121282 |
| Mr Rajesh (Hostel Assistant, Gents) | +91 9447985603 |
| Mr Baby (Mess Manager) | +91 9446222846, +91 9747370240 |

| Ladies Hostel | |
|-------------------------------------|------------------------------|
| Sr Joslin FCC (Marian Girls Hostel) | +91 9747733601 |
| Sr Celine Cherian FCC | +91 8547665183 |
| Sr Jain SH (S H Hostel) | +91 8281866232 |
| S H Girls Hostel (Common) | +91 9387844830 |
| Sr Anseena CMC (Amala Girls Hostel) | +91 9495839199 |
| Amala Girls Hostel (Common) | 04869-232014 |
| Sr Leema Rose CMC | +91 9446066582 |
| St Thomas Hostel, Peermade (Common) | +91 9188104347, 04869-232214 |

| Other Phone Numbers | |
|-----------------------------|------------------|
| Bishops House Kanjirappally | 04828 202441 |
| DD Office Kottayam | 0481 2563317 |
| SBI Peermade | 04869 232033 |
| South Indian Bank | 04869 232093 |
| PDS | 04869 232197 |
| MG University | |
| Enquiry | 0481 2731050, 51 |
| Vice-Chancellor | 0481 2731001 |
| Pro-Vice Chancellor | 0481 2731005 |

| | |
|--------------------------------|-----------------------|
| Registrar | 0481 2731007 |
| Controller of Examinations | 0481 2731000 ,2731011 |
| Finance Officer | 0481 2731012 |
| DCDC | 0481 2731013 |
| NSS Programme Coordinator | 0481 2731029 |
| Department of Students Service | 0481 2731031,24 |

| PARENT TEACHER ASSOCIATION (PTA) EXECUTIVE MEMBERS | |
|---|-------------------------------------|
| President | Rev Fr Dr Roy Abraham P (Principal) |
| Secretary (Vice Principal and Student Dean) | Rev Fr Dr Shaiju KS |
| PTA Vice- President | Mrs Ancy Mathew |
| College Manager | Rev Fr James Kozhimala |
| Gents Rep. of Teachers | Dr Ajimon George |
| Lady Rep. of Teachers | Dr Rajimol A |
| Hostel Director | Rev Fr Mathew Narippara |
| Ladies Hostel Rep | Rev Sr Jain S H |
| Office Superintendent | Mr Sunny Thomas |
| Office Staff | Mr Joby Jose |
| College PRO | Mr Jerome Varghese |
| MCA Rep | Mr Philip Mathew Kurian |

| | |
|---------------------|-----------------------|
| M Com Aided Rep | Mr Sunny T P |
| MMH Rep | Mrs Lisamma Sebastian |
| MSW Rep | Mr Finson A K |
| UG Rep Mathematics | Mr Leenus John |
| | Mrs Renjitha M Thomas |
| UG Rep BBA | Mr Siby Vivian |
| UG Rep BACE | Mr Aji Mammootil |
| UG Rep BCom | Mr George Varghese |
| | Mr Gijo Joseph |
| | Fr Zachariah M C |
| | Mr T D George |
| UG Rep BSW | Mr C J Satheesh |
| UG Rep BA Economics | Mr Biju Johnson |
| | Mr Sunil K Mathew |
| UG Rep BCA | Adv T V Dileep |
| | Mrs Ambily Sabu |
| | Mr Shabu Joseph |

NOTES