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Fr. PORUKARA CMI COLLEGE OF ADVANCED STUDIES

CHAMPAKULAM, ALAPPUZHA, KERALA

Our Vision

"Pursuing Excellence"

Our Mission

Fr. Porukara CMI College is a nurturing ground for an individual's holistic development with great emphasis on the Spiritual, Emotional, Intellectual and Physical integrity so that our students will be able to face and succeed the challenges of this ever-changing world without fear.

Core Values

Faith in God
Moral Uprightness
Love of Fellow Beings
Social Responsibility
Pursuit of Excellence

CMI Educational Policy Statement

We, the Carmelites of Mary Immaculate, after the example of our founder Saint Kuriakose Elias Chavara, consider education as integral formation of the human person for the fulfillment of his/her individual and social responsibilities.



Our Educational endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable; who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, and who grow in the true vision of education.

We aspire towards creating a just human society where dignity of the human person is respected, where unjust structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration is upheld, and where the poor and the marginalized are specially taken care of.

We have to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institutions are an extension of their homes.

Our institutions are open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to get acquainted with the person of Jesus Christ and His gospel. Being institutions established by



and for a majority community based on religion, they will give preference to Christians in admissions and appointments and have a special concern for the faith formation of the Christian youth.

Our institutions have to be open to society at large by making their resources available for the ongoing education and non-formal teaching.

For the realization of this CMI goal of education, we expect students, parents and teachers to share this vision and to cooperate with us whole-heartedly.

Issued by

CMI General Department of Education Prior General's House
Kochi- 682 011



A Brief History of the College

Fr. Porukara CMI College of Advanced Studies, Champakulam was started in the year 2012 under the leadership of Fr. Paul Thamarasserry CMI, the then Prior of Gagultha Monastery. The college is named after Rev. Fr. Thomas Porukara, a great visionary and co-founder of the CMI Catholic Religious Congregation. The college is managed by Mount Tabor Educational and Charitable Society of Gagultha Monastery, Champakulam.

Management

Fr. Porukara CMI College of Advanced Studies is owned and managed by Gagultha Monastery Champakulam. The Prior of Gagultha Monastery is the Manager of the College. The General Management of the college is vested in the Managing Board whose Ex – officio President is the Manager.

Managing Board (FOR THE YEAR 2023 -2024)

1. Rev. Fr. Chacko Akkathara CMI (President)
2. Rev. Fr. Dr. Josey Kollammalil CMI (Secretary)
3. Rev. Fr. James Mullassery CMI (Councilor for Education)
4. Rev. Fr. Jacob Meenappally CMI (Member)
5. Rev. Fr. Subin Kottoor CMI (Member)



Coat of Arms



COURSES OFFERED

- ❖ B.Com Computer Application (Model 1)
- ❖ B.Com Finance & Taxation (Model 2)
- ❖ Bachelor of Computer Applications (BCA)
- ❖ BA English Language and Literature Model 1

College Council

The college council, properly representing the teaching staff, consists of all the heads of the departments or lectures in-charge of the department. The council shall meet at least once in three months and advise the Principal in the internal affairs of the college.

1. Rev. Fr. Dr. Josey Kollammalil CMI – Principal
2. Mrs. Asha Annie Thomas (Staff Secretary)
3. Mrs. Sreedevi L (HOD, Computer Science)



4. Mrs. Pavithra Jaganath (HOD, Commerce)
5. Mrs. Sonia Briget Baby (HOD, Language)
6. Mr. Johny Cletus (Office Superintendent)

THE FACULTY (2023-2024)

PRINCIPAL

Rev. Fr. Dr. Josey Kollammalil CMI MBA, M.Phil, PGDBE, Ph D	+91 8281813844 seeseajoc@yahoo.com
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COMMERCE

Mrs. Pavithra Jaganath M.Com NET (Asst. Professor and HOD)	+91 9656062517 pavithrajagannath@gmail.com
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Mrs. Asha Annie Thomas M.Com B.Ed	+91 8289911396 ashaannie.online@gmail.com
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Mrs. Arya Prakash M.Com, SET, NET	+91 7356752030 aryendhu666@gmail.com
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Ms. Parvathi Menon M.Com, B.Ed	+91 7902436771 jpmenon1992@gmail.com
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COMPUTER SCIENCE

Mrs. Sreedevi L MCA (Asst. Prof. & HOD)	+91 9961465063 anaghasreedevi82@gmail.com
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Mrs. Sathyalakshmi C R MCA	+91 9447780306 sathyam205@gmail.com
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Mrs. Parvathy P. MCA	+91 9446063268 parvathypaaru00@gmail.com
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Mr. Sidharth S. M.Sc Maths	+91 8089980667 sidharth.sreeni2@gmail.com
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Ms. Angel Joseph	+91 9496595093
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LANGUAGE	
Mrs. Sonia Briget Baby MA, B.Ed (English), SET (Asst. Prof. & HOD)	+91 9656650375
Mrs. Neethu Krishnan MA, M.Phil (Hindi)	soniabrigetbaby@gmail.com +91 9562897411
Mr. Sreejith R Nair M.A,M.Phil, NET	neethupariyath37057@gmail.com 9207131148

Library

1. Ms. Taniya Tomy (M.L.I.Sc.)

Support Staff

1. Mr. Johny Cletus, MA (Senior Superintendent)

Computer Lab Assistant

1. Ms. Chinjumol M.S, BCA (Lab Assistant)

Last Grade Staff

1. Mrs. Aleyamma Joseph
2. Mrs. Mariamma Devasia

OFFICE BEARERS (2023-2024)

A. Staff Secretary

1. Mrs. Asha Annie Thomas

B. Exam Cell

1. Mr. Sidharth S.
2. Mrs. Neethu Krishnan N



C. College Union

1. Principal, HOD's & Student representatives

College Timing

The Working hours will be from 9.30 am to 3.30 pm with five periods of one hour duration.

Class Teachers

I st Year B.Com CA & FT	:	Mrs. Arya Prakash
I st Year BCA	:	Mrs. Parvathy P.
II nd Year B.Com CA & FT	:	Mrs. Asha Annie Thomas
II nd Year BCA	:	Mrs. Sreedevi L
III rd Year B.Com CA & FT	:	Mrs. Pavithra Jaganath
III rd Year BCA	:	Mrs. Sathyalakshmi C R

COLLEGE RULES

1. The principal is the ultimate disciplinary authority of the college.
2. Political activities from the part of students and the members of staff are strictly forbidden on the college campus.
3. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.



4. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.
5. Students should wear at all times college ID cards which should be shown to the authorities and to the college security when demanded. Class teachers may see to it that students comply with this.
6. When the students meet a member of the staff within the campus or outside, they should greet him/her as a mark of respect.
7. Teachers shall be responsible for maintaining discipline in the classes.
8. Students are expected to keep decency and decorum in their dress and behaviour.
9. Conduct certificate will not be issued as a matter of course. It has to be earned by a student's good conduct and behaviour. The decision of the Principal shall be final regarding this matter, and will not be based on any recommendation.
10. Any meeting of the faculty, staff or students on the college campus shall be arranged only with the explicit permission of the college authorities.
11. In the interest of the institution and for the sake of discipline, the principal is entitled to refuse admission to an applicant, to suspend, dismiss or take any other punitive action on any student for his/her conduct.



12. **Misconduct shall include:**

- a) Staying away from classes without sufficient reason.
 - b) Disrespectful behaviour towards the members of the staff.
 - c) Provoking students to strike and participate in strike, dharna etc. in the college.
 - d) Loitering in and around the main gate, porch, stair and the verandas during free hours and creating disturbance to the classes in progress. (During free hours, the students are expected to make use of the library or go to the retiring rooms.)
 - e) Disorderly behaviour in the class.
 - f) Organizing tours without the permissions of the Principal.
 - g) Organizing meetings in the college or displaying notices on the college notice boards without the permission of the Principal.
 - h) Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
 - i) Abusive or obscene words or drawing figures on black boards or any kind of writing on the walls or other places in college or on the campus.
- 13) The teachers shall be present in the class before the third bell so that they may give good example to the students by participating in prayer.



- 14) It is the duty of the students and the staff to get informed of all the rules and notifications of the college from time to time.

The following activities are banned in the college campus as per the State Government order:

1. Ban on ragging as per Government order 16992/Leg B/97 dated 24th April 1998 and 1943/2005UVV dated 21st November 2005.
2. Ban on the use of cell phone (Mobile Phone) as per order RT/340/ 05/UVV dated 1st March 2005.
3. Ban on Cinematic Dance as per order RT/340/05/UVV dated 1st March 2005.

RELIGIOUS AND MORAL INSTRUCTIONS

All catholic students should attend the Holy Mass in the college Chapel on the first Friday of every month. Non Catholic students should attend the moral classes to be held simultaneously in the college auditorium.

MANDATORY DRESS CODE

There is a prescribed uniform for the students. The college expects all the students to keep in mind the basic norms of modesty and decency with regard to dress. Wearing casual dress, T shirts, coloured dhoties, low waist pants/ jeans, short pants/bermuda pants, short skirts, short tops are strictly prohibited.



Ragging: A Serious Criminal Offence

Students shall not indulge in ragging or in any other activities causing harassment or difficulties to the fellow students in the college. Any student involving in ragging activities will have to face penal proceedings in accordance with the provisions in the Ragging Prohibition Act of the Govt. of Kerala.

PROVISIONS IN THE RAGGING PROHIBITION ACT 1985

റാഗിംഗ് നിരോധനം :

ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

റാഗിംഗ് എന്നാൽ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ, മാനസികമോ ആയ പീഡനം ഉണ്ടാക്കുന്നതോ, ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ, അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ, ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തിചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും, അതിൽ അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേച്ഛപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതും ഉൾപ്പെടുത്താവുന്നതുകൊണ്ടു.



റാഗിംഗിനുള്ള ശിക്ഷ :

ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ, പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിങ്ങിൽ പങ്കെടുക്കുകയോ, അതിനു പ്രേരിപ്പിക്കുകയോ, അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും രണ്ടുവർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപവരെയോകാവുന്ന പിഴ ശിക്ഷക്ക് വിധേയനാകേണ്ടതുമാണ്.

വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :

നാലാംവകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ചതീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേയ്ക്കു മറ്റുയാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ :

മുൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗംവരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതുസംഗതി പോലെ, മാതാപിതാക്കളോ, രക്ഷാകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിലെ, ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസസ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് ഏഴ് ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ



വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്തെ ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽനടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞരീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതയിൽ കഴമ്പില്ലെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

കുറ്റംചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്:

വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെ കുറിച്ചുള്ള ഒരു പരാതിയിൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥകാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ളവ്യക്തി റാഗിംഗ് എന്ന കുറ്റംചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്

ANTI RAGGING COMMITTEE

1. Principal (Co-ordinator)
2. Mrs. Asha Annie Thomas (Staff Secretary)
3. Mrs. Pavithra Jaganath (HOD, Commerce)
4. Mrs. Sreedevi L. (HOD, Computer)
5. Mrs. Sonia Briget Baby (HOD, Language)
6. Mr. Thomas Joseph (Ward Member, Champakulam Grama Panchayat)
7. Mr. Suresh Kumar G. (C.I., Nedumudy Police Station)



GUIDELINES TO PREVENT SEXUAL HARASSMENT

1. The girl students should enjoy equal rights and status with boys in the college.
2. To protect the necessary privacy of girl students, a separate waiting room cum lunch hall with sufficient toilet facilities should be provided in the college. A quadrangle specifically for girls is provided in the campus and a separate room is provided for girls in the college canteen.
3. Male students are not permitted to the areas specified exclusively for girls.
4. Sexual harassment of any sort shall not be tolerated. The sexual harassment is defined as the request for sexual favours and other verbal (including written and electronic communications) or physical contact of a sexual nature.
5. The Management, the Principal and the Teaching Staff should interact with girl students and take them into confidence by apprising them of their rights and safety in the college.
6. The institution has constituted a discipline committee consisting of senior faculty members to: (a) keep a continuous watch and vigil against any violation of the guidelines and (b) to promptly deal with incidents of violation of the guidelines.
7. Any violation of the guidelines for the protection of girls shall be reported to the Principal or the discipline committee. The relevant telephone numbers are available in the college hand book.



8. If any violation of the guidelines is observed, the discipline committee after proper enquiry will report the matter to the principal.
9. The name of the offenders will be published on the notice board. Disciplinary action including expulsion, suspension, and public apology may be meted out to the offender.
10. These guidelines are published in the college hand book as per the instruction from the UGC and are always guided by the best of intention and correctional attitude.

ATTENDANCE AND LEAVE

Leave

- Students are not allowed to take leave or remain absent from the College. However, in special circumstances, leave is granted as per University Rules. For this, request from the parents is required. In case of Medical leave, a Certificate from the Registered Medical Practitioner is to be submitted, and these documents must be kept in the leave application file.
- If leave is required for more than one hour, the student must apply for it in the prescribed format to the Principal.
- The reasons for each day's absence will have to be explained and in the case of absence due to illness, a medical certificate also will have to be submitted especially if one student is absent for more than five working days.



COLLEGE LIBRARY RULES

Library rules

1. On entering the library, one should register their name and signature in the register book.
2. Borrowing of books and documents without a valid ID card number is not allowed.
3. The use of another's Identity card is prohibited.
4. Students should keep silence in the Library.
5. Personal belongings must be kept in the provided cupboards outside the Library. The management is not responsible for any item left in the Library.
6. Food or Drink is not allowed in the Library.
7. Laptop if used in the library must have its own power and cable connectors.
8. Cell phones are to be set in the "OFF" or "VIBRATOR" mode prior to entering the Library.
9. The use of pen drive is strictly prohibited in the library.
10. Students must take care of the Library books and must not deface, underline, write or draw in the books.
11. If any student intentionally deface or damage any library item, will have his/her Library privileges revoked for a period of time determined by the Library Committee.
12. The Library is available for the use of all members of Fr. Porukara CMI College. Its working hours are 9.00 am to 5.00 pm Monday to Saturday.



13. Students may borrow books or Journals during the working hours at the library circulation Counter. A Student can borrow books by following the rules of the library. The books are issued for students for a period of seven days & for the teaching staff maximum seven books for one month. Fine will be charged on late return of books, periodicals and CD's.
14. Books and Periodicals borrowed from the library cannot be taken outstation unless special permission is given. Students should deposit their borrowed books in the library before they go on leave.

COMPUTER LAB INSTRUCTIONS

1. Students should keep their foot wears, bag and other belongings outside the computer lab and bring only the lab assignment related books with them.
2. Students are not allowed to bring food & drinks in to the lab.
3. Students should keep silence in the lab.
4. Computer lab is to be used only for academic purposes.
5. Students, who enter the lab should write their Name, Roll no, system no, etc. in the Lab Register. Don't forget to write logout time on leaving the lab.
6. Students are supposed to use the system allotted to them, only during the lab hours.
7. Students are not allowed to use the lab resources or printers for personal use.



8. Students are not permitted to do any changes in the system properties, system configurations, either hardware or software. (Eg. Display Properties, screen savers, wallpapers, network properties, etc.)
9. Students are not allowed to download, install or use any outside software in the lab.
10. Do not use games, chat rooms or messengers.
11. Students are not permitted to rearrange or replace or misplace any of the computer peripherals such as monitor, CPU, Keyboard, mouse etc..else seek the help of the system administrator under unavoidable circumstances.
12. Before leaving the lab, students should shutdown the system allotted to them and arrange their chairs properly.

ISSUE OF CERTIFICATE

1. A student who has paid all dues to the college is entitled to a Transfer Certificate(T.C) at the end of an academic year or when he/she leaves the college for better courses of study, and if the progress and conduct are good or satisfactory, as stipulated by University regulations.
2. A student past or present, desiring to obtain a certificate (Transfer, Course and conduct, Age, Mark statement, Identification etc.) shall apply to the Principal in writing stating the year of study and the class number.



3. In case a student is expelled from the college for serious misconduct or repeated misbehavior, his/her T. C will be sent to the Registrar of the University and the matter will be reported to his/her parent or guardian.

INTERNAL EXAMINATION AND EVALUATION

Examinations, Test Papers And Internal Assessment

In addition to regular test papers, the college conducts Mid - Year and Model examinations. The following rules are applicable.

1. Exemption from attendance, examinations and test papers is granted only by the Principal.
2. Request for such exemption must be made in person at least two days before the commencement of the examination and shall be forwarded through the teacher concerned / the class teacher.
3. In case of illness, the Principal may insist on the production of a Medical Certificate or arrange the applicant to be examined by a competent medical officer.
4. Absence from examination and test papers without leave will render the students concerned liable to serious punishment which may amount to the withholding of Term Certificate.
5. Re-examination is not offered as a matter of course. But when a re- examination is offered, absence from such re-examination, for any reason whatsoever will be



- regarded as equivalent to failure. A suitable fee may be collected from the students for whom the re-examination is offered.
6. Malpractices of any sort in test papers and examinations will render students liable to severe punishment which may amount to refusal of promotion to the next class or suspension / expulsion from the College.
 7. The present UG programme envisage a continuous evaluation of students by the teachers. 20% marks at the UG level is set apart as internal marks. The University has laid down certain norms by which the teachers can assess the students internally and award marks. Students' attendance, their score in the frequently conducted test papers, their performance in assignments, seminars/ practicals etc. count together to one's internal assessment score.
 8. Rule 5 above is applicable to those who score less than 30% in their internal assessment.
 9. Students who absent themselves from the test papers/ examinations shall lose the proportionate marks in the internal assessment.
 10. There will be two internal examinations in each semester.
 11. A progress report will be sent to the guardian after each internal exam giving details of the progress in studies, class attendance and the remarks of the Principal.



12. The report is to be returned to the Principal with suggestions, if any, within a week of its receipt.
13. Guardian of those students who show poor progress should meet the class teacher concerned, on receipt of the report.

Internal Evaluation

The restructured curriculum for Degree Course of M.G. University has incorporated internal assessment as an effective measure for fruitful evaluation of students. The performance of every student in the campus, in addition to the evaluation through University examinations, will be assessed in each semester by his/her teachers in accordance with the norms issued by the University. The marks awarded to the students in the internal assessment will be forwarded to the University for the conclusion in the final Mark sheet.

INTERNAL EVALUATION

Components	Marks
1. Attendance	5
2. Assignment / Seminar	5
3. Exams (Internal and Model) (2 x 5 = 10)	10
Total	20



SEMESTER ASSESSMENT

Percentage of Marks	Grade	Grade of Point
90 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	AB Absent	0

Students who have not secured 75% attendance are not eligible to register for the University Examinations and will not be promoted to next semester.

GRIEVANCES REDRESSAL MECHANISM

A Grievance Redressal Cell functions in the college in order to settle the grievances of students. It is a three tier system which functions in the following:

- Tier 1 Class Teacher
- Tier 2 Head of the Department
- Tier 3 Principal / Vice Principal



EXCURSION & STUDY TOURS

Study tours conducted by the College are part of the academic programme. The following instructions should be strictly followed with regard to study tours:

1. Only final year students are permitted to organize study tours. As far as possible, the tours shall be conducted after the mid-year examinations.
2. The application for the tours shall be submitted to the Principal in the prescribed format (available in the office) well in advance. The application shall contain the recommendation of the class teacher and the Head of the Dept.
3. Booking of the vehicle and arrangement for stay while on tour shall be made only after the consultation with the authorities concerned.
4. The maximum number of days for a tour shall be three.
5. Wherever possible, the class teacher shall accompany the students. Likewise, a lady teacher also may be requested to accompany the tour party for better care of girl students.
6. The students shall obey all the directions of the accompanying teacher(s). The use of alcohol, tobacco and drugs is strictly prohibited while on tour. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.



7. Each and every member of the tour party should see that his/her conduct while on tour enhances the prestige and reputation of the institution.
8. A tour diary with date-wise programme, proposed route, phone numbers and address of halting place etc. shall be submitted to the principal in advance.
9. Students are strictly warned against organizing tours on their own without the consent of the principal on working days or holidays. Violation of this clause will attract punitive action.
10. The principal has the right to cancel or make any modification in the tour programme at any time.

CO – CURRICULAR ACTIVITIES

Campus Ministry

This service aims at the spiritual and moral development of the staff and students of the college . The Ministry renders the following services:

a) **Students Annual Retreat and Value Education Seminar**

A retreat is arranged annually for all the Christian students of the college. Similarly a value education seminar is arranged for the non christian students.

b) **Staff Orientation Programme**

Orientation Courses are conducted for the faculty and the support staff to motivate them for the effective



implementation of the goals and objectives of the institution.

c) **Vincent De Paul Society**

A unit of the worldwide organization St. Vincent De Paul Society is functioning at our college with the motto Service to God through the Service to all Neighbors. The Unit accepts generous contributions from all members of the college as well as the public for the support of the financially weak students and the public .

d) **Mentoring**

Instead of a counseling department, the college follows a mentoring system where the teachers act as mentors of the students. The mentors are counselors of the students. The mentors interact with the students to understand their personal and academic matters and maintain a record of their academic and personal life in the college.

SERVICE FORUMS

1. **National Service Scheme (NSS)**

We have a well organized NSS wing. Students who are interested in public services can join NSS unit of the college. This helps the students to improve their attitude towards doing public services. NSS improves the student's self confidence in order to attain a good discipline in their life.

NSS with a motto 'Not Me, But you', 'Healthy Youth for Healthy India', is a voluntary association of students functions



under the Ministry of Youth Affairs and Sports Development of India, aims at the personality development of students through community services.

Our NSS programs includes

- International Anti Drug Abuse Day
- Blood donation
- Drug Abuse Rally
- Traffic Awareness program
- Medical Webinars

2. Women's Cell

The women cell functions for the overall development and empowerment of women community in this college. College conducts events in connection with the women's day celebrations and this is followed by classes rendered by great personalities.

3. Placement cell

A placement cell is functioning to assist students in preparing for a better future. The centre provides support to the students through career counseling, workshops, mock interview training, internships and industrial visits and also on campus placements for jobs

4. SC/ST Cell Equal Opportunities Cell

This cell monitors various schemes of the Universities and Government for the welfare of the SC/ST students.



5. Parent Teacher Association (P T A)

Every parent/Guardian of a student on rolls become a member of the association. The association takes special interest in the development of the college and renders every possible help to the management and teachers for the smooth running of the college.

Executive Member of the P T A

President : Rev. Fr. Dr. Josey Kollammalil CMI
(Principal)

Staff Representative : 1. Mrs. Sreedevi L.

2. Mrs. Arya Prakash

Parents Representative : 1. Mrs. Jollymma Antony

(M/o, Juby Benny, IIIrd Year)

2. Mrs. Priya Thomas

(M/o, Irene Maria Thomas, IIIrd Year)

3. Mr. Najeebkunju T.S.

(F/o Thahseena IIIrd Year)

4. Mr. Joy V (F/o, Joel V., IInd Year)

5. Mr. Sanu John

(F/o, Jacob John, IInd Year)

6. Mrs. Jiby Thomas

(M/o, Jerom Jojo, IInd Year)



ACADEMIC CALENDAR 2023-24

HAND BOOK & CALENDER 2023-24



JUNE 2023			
1	Thu		
2	Fri		
3	Sat		
4	Sun	H	
5	Mon		College re-opens, World Environment Day
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	H	Second Saturday
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		World Blood Donor Day
15	Thu		
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		International Day of Yoga
22	Thu		
23	Fri		
24	Sat		
25	Sun	H	
26	Mon		International Day against Drug Abuse
27	Tue		
28	Wed	H	Bakrid - Holiday
29	Thu		
30	Fri		



JULY 2023

1	Sat		
2	Sun	H	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat	H	Second Saturday
9	Sun	H	
10	Mon		
11	Tue		World Population Day
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun	H	
17	Mon	H	Karkadaka Vavu - Holiday
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri	H	Muharam - Holiday
29	Sat		
30	Sun		
31	Mon		

**AUGUST 2023**

1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	H	Hiroshima Day
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat	H	Second Saturday
13	Sun	H	
14	Mon		
15	Tue	H	Independence Day Holiday
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri	H	Onam Holidays
26	Sat	H	Onam Holidays
27	Sun	H	Onam Holidays
28	Mon	H	Onam Holidays
29	Tue	H	Onam Holidays
30	Wed	H	Onam Holidays
31	Thu	H	Onam Holidays



SEPTEMBER 2023

1	Fri	H	Onam Holidays
2	Sat	H	Onam Holidays
3	Sun	H	Onam Holidays
4	Mon		College re-opens after Onam Holidays
5	Tue		Teachers' Day
6	Wed	H	Sreekrishna Jayanthi - Holiday
7	Thu		
8	Fri		International Literacy Day
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		S1, S3 & S5 Internal Exams
19	Tue		S1, S3 & S5 Internal Exams
20	Wed		S1, S3 & S5 Internal Exams
21	Thu		S1, S3 & S5 Internal Exams
22	Fri	H	Sree Narayana Guru Samadi - Holiday
23	Sat		S1, S3 & S5 Internal Exams
24	Sun	H	
25	Mon		S1, S3 & S5 Internal Exams
26	Tue		
27	Wed	H	Nabidhinam - Holiday
28	Thu		
29	Fri		
30	Sat		



OCTOBER 2023			
1	Sun	H	
2	Mon	H	Gandhi Jayanthi - Holiday
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	H	Second Saturday
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	H	
23	Mon	H	Mahanavami - Holiday
24	Tue	H	Vijayadasami - Holiday
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		
31	Tue		



NOVEMBER 2023

1	Wed		
2	Thu		
3	Fri		
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		Children's Day
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		
30	Thu		



DECEMBER 2023

1	Fri		World AIDS day
2	Sat		
3	Sun	H	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat	H	Second Saturday
10	Sun	H	Human Rights Day
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun	H	
25	Mon	H	Christmas - Holiday
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
31	Sun		



JANUARY 2024

1	Mon		
2	Tue	H	Mannam Jayanthi - Holiday
3	Wed		St. Chavara Day
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat	H	Second Saturday
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri	H	Republic Day - Holiday
27	Sat		
28	Sun		
29	Mon		
30	Tue		
31	Wed		



FEBRUARY 2024			
1	Thu		
2	Fri		
3	Sat		
4	Sun	H	
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	H	Second Saturday, St. Chavara Samadhi
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun	H	
26	Mon		
27	Tue		
28	Wed		
29	Thu		



MARCH 2024

1	Fri		
2	Sat		
3	Sun	H	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri	H	Sivarathri - Holiday
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun	H	
25	Mon		
26	Tue		
27	Wed		
28	Thu	H	Maundy Thursday - Holiday
29	Fri	H	Good Friday - Holiday
30	Sat	H	
31	Sun		



APRIL 2024

1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed	H	Ramsan - Holiday
11	Thu		
12	Fri		
13	Sat	H	Second Saturday
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	H	
29	Mon		
30	Tue		



MAY 2024

1	Wed	H	May Day - Holiday
2	Thu		
3	Fri		
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		



TELEPHONE DIRECTORY

	Phone
Fr. Porukara CMI College	0477-2737399
Manager	9486085579
Principal	8281813844 8281813845
Mrs. Pavithra Jaganath (HOD,Commerce)	9656062517
Mrs. Sreedevi L (HOD, Computer Science)	9961465063
Mrs. Sonia Briget Baby (HOD, English)	9656650375
Mrs. Sathyaalekshmi C R (Dept. Computer Science)	9447780306
Mrs. Pavithra Jaganath (Dept. Commerce)	9656062517
Mrs. Asha Annie Thomas (Dept. Commerce)	8289911396
Mrs. Neethu Krishnan N (Dept. Hindi)	9562897411
Mrs. Arya Prakash (Dept. Commerce)	7356752030
Ms.Parvathy P (Dept. Computer Science)	9446063268
Mr. Sreejith R. Nair	9207131148
Mr. Sidharth S	8089980667
Ms. Parvathi Menon	7902436771
Ms. Angel Joseph	9496595093
Mr. Johny Cletus (Office Incharge)	9446249412
Ms. Chinjumol M S	9061951764
Fr. Thomas Porukara Central School	0477-2737276