

POOKOYA THANGAL MEMORIAL

**GOVERNMENT COLLEGE  
PERINTHALMANNA**

Accredited by UGC-NAAC

with 'B' Grade



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**POOKOYA THANGAL MEMORIAL  
GOVERNMENT COLLEGE  
PERINTHALMANNA**

Name .....

Affiliation .....

**ACADEMIC CALENDAR**

**2018-19**

This Calendar is published by the Internal  
Quality Assurance Cell (IQAC) of the  
College.

*This Calendar may be brought to the  
College every day*

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## **Rationale of the Emblem**

The emblem, with the motto *Thamasoma Jyothirgamaya* reflects the transformation of a society through the process of education. The open book entices the scholar to explore the wisdom of the universe. To accomplish this, the motto mandates hard work and perseverance for the total transformation of the society. As knowledge illumines the self and moulds the human personality, the emblem envisages the moulding of human personality through enlightenment.

**Thamasoma Jyothirgamaya**

*(Lead us from Darkness to Light)*

- To equip the students and the community, especially the weaker sections, for an upward social mobility, to create an egalitarian social order.
- To empower the girls who were hitherto marginalized, by providing quality higher education.
- To inculcate in the students the vision of a pluralistic society.
- To extend quality education in Science.
- To mould an intellectually competent, morally upright, physically and emotionally healthy student community who are receptive to further growth and
- To provide the students quality higher education in tune with the changing times.

## NATIONAL ANTHEM

Jana-gana-mana-adhinayaka-jaya-he  
Bharatha-bhagya-vidhata

Punjab-Sindhu-Gujarata-Marattaa-  
Dravida-Utkala-Vanga

Vindhya-Himachala-Yamuna-Ganga  
Uchchala-jaladhi-taranga

Tava-subha-name-jage

Tava-subha-asisa-mage

Gahe-tava-jaya-gatha

Jana-gana-mangala-dayaka-jaya-he  
Bharatha-bhagya-vidhata

Jaya-he, Jaya-he, Jaya-he, Jaya-Jaya-Jaya, Jaya-he



## **COLLEGE AT A GLANCE**

The commencement of the Pookoya Thangal Memorial Government College, Perinthalmanna marks the realization of a long cherished dream of an educationally backward region. The college committee was constituted with Dr.P.R Warriar as President and Adv.C.Koya as the Secretary with a team of spirited public men as its members. The College was started in the campus of Government Polytechnic College before it was relocated to the present site .The College had a modest commencement with two batches of Pre degree in the academic year 1975-76.The college was dedicated to late PMSA Pookoya Thangal through a government order dated 15-09-1975. The College was formally inaugurated by His Excellency N.N Wanchoo, Governor of Kerala and started functioning on 6-07-1975. The College committee took up the responsibility of finding a suitable place to house the college. They identified 25.01 acres of land at Pathaikkara, 3 kms away from Perinthalmanna and subsequently the Government acquired it in 1979. The College was shifted to the present campus on 10-12-1987. Under

graduate programmes in Arabic, English, Mathematics, Business Administration and Physics were started in 1991, 1993, 1998, 1999, 2000 and 2004 respectively. Post graduate programmes in Arabic and English were started in 2001 and 2012 respectively. Post Graduate programmes in Mathematics and Commerce commenced in the academic year 2013-14. This College visualizes the upward mobility of an educationally hesitant area by imparting quality education at reasonable rate to the underprivileged and the marginalized sections of the society. The College targets to light a flame in the minds of the people who have been driven to the fringes of the society and to inculcate the values of Secularism, Tolerance, and Interdependence among the community.

The journey from darkness to light will enlighten the people and will culminate in self actualisation. We aim at emancipating the feebler segments of the society in and around our vicinity from the debilitating shackles of ignorance and initiate them to the brave new world of knowledge, truth and wisdom, dispelling the varied forces of darkness. We endeavor hard to

navigate our student community to enlightenment and illumination of heart and mind and fullness of growth, whereby they build and sustain a healthy rapport with their fellow human beings, society, and environment as also with the Supreme. We are convinced that the society of youth, we mould here, would engage in relentless search for truth and knowledge and take uncompromising stance for the values of secularism, equality, national integration and social commitment. The students coming out of our campus should be intellectually competent, morally upright, psychologically integrated, physically healthy and acceptable to the society.

The college is located on a hillock in Pathaikkara village, Perintalmanna Taluk, Malappuram District, just 200 meters away from Perintalmanna Ottappalam highway. Far from the din and bustle of the hectic town atmosphere, the college with its idyllic setting of lush green groves offers suitable academic ambience for knowledge seekers. The College has undergone the first cycle of accreditation in 2015. UGC NAAC has conferred 'B' grade at a CGPA of 2.18 on a scale of 4.

## **PROGRAMMES OF STUDY**

All the Under Graduate and Post Graduate programmes are as per the Choice Based Credit and Semester System of the University of Calicut. In the under graduate programme, the student has to study the prescribed Common Courses, Core Courses, Complementary Courses and choose one Open Course from any of the ten options given below. In addition, the respective departments will offer an elective paper making a choice from the list given by the University. The Masters programmes are also choice based. Project work is mandatory for both the U.G and P.G programme.

### **UNDER GRADUATE PROGRAMME**

- 1. B.A Programme in Arabic** *with eight additional papers in varied areas as complementary course.*
- 2. Bachelor Programme in Business Administration** *with four papers in*

*Economics, Management and Business as complementary course.*

**3. B.A Programme in English** *with Social and Cultural History of Britain and World History as complementary course.*

**4. B.Sc Programme in Mathematics** *with Statistics and Computer Application as complementary course.*

**5. B.Sc. Programme in Physics** *with Mathematics and Computer Application as complementary course.*

### **Electives offered by the Departments**

- |                |                                   |
|----------------|-----------------------------------|
| 1. Arabic      | : Spoken Arabic                   |
| 2. BBA         | : Finance                         |
| 3. English     | : World Classics in Translation   |
| 4. Mathematics | : Linear Programming              |
| 5. Physics     | : Material Science and Thin Films |

## **Open Courses offered by the Departments**

1. Arabic : Socio-Economic Concept of Islam
2. BBA : Hospitality Management
3. English : Applied Language Skills
4. Mathematics : Mathematics for Natural Science
5. Physics : Non- Conventional Energy Sources
6. Physical Education : Physical Activity, Health and Wellness

## **POST GRADUATE PROGRAMME**

1. M.A Arabic Language and Literature
2. M.A English Language and Literature
3. M.Sc. Mathematics
4. M.Com.

Programme	Strength
B A Arabic	40
B B A	40

B A English	40
B Sc Mathematics	30
B Sc Physics	30
M A Arabic	12
M A English	15
M Sc Mathematics	20
M Com	20

## **COMMUNITY**

### **COLLEGE**

1. Advanced Diploma in Auto Electrical and Electronics.

### **CENTER FOR CONTINUING EDUCATION OF KERALA**

1. Diploma in Computer Application

### **NMEICT of the Ministry of Human Resource Development**

1. Spoken Tutorial Based Software Training

### **Fee Schedule (2018-19 Admissions onwards) First/ Second Semester**

	<b>B.A</b>	<b>BB A</b>	<b>B.S c.</b>	<b>M.A</b>	<b>M.S c.</b>	<b>M.Co m</b>
Tuition fee	1000	1000	1000	1800	1800	1800
Admission	75	75	75	150	150	150
Calendar	30	30	30	30	30	30
Library	100	100	100	100	100	100
Lab			400			
Athletic	100	100	100	100	100	100
Stationary	50	50	50	50	50	50
Union	100	100	100	100	100	100
V.Education	25	25	25	25	25	25
Magazine	50	50	50	50	50	50
C.D						
S.A.F	5	5	5	5	5	5
Scout	5	5	5	5	5	5
W.S	5	5	5	5	5	5
M.I	5	5	5	5	5	5
U.U	75	75	75	75	75	75



Sports Affi.	250	250	250	250	250	250
Metri	100	100	100			
<b>Total</b>	<b>1975</b>	<b>1975</b>	<b>2375</b>	<b>2750</b>	<b>2750</b>	<b>2750</b>
T.F	1000	1000	1000	1800	1800	1800
SPLF	825	825	1225	820	820	820
CD	360	360	360	600	600	600
Exam	500/480	480	500	680	730	730
Fine	5	5	5	5	5	5
Re-admission	50	50	50	50	50	50

### **Third/ Fourth Semester**

	<b>B.A</b>	<b>B.B.A</b>	<b>BS C</b>	<b>M.A</b>	<b>M.Com</b>	<b>M.Sc.</b>
Tuition fee	1000	1000	1000	1800	1800	1800
Calendar	30	30	30	30	30	30
Library	100	100	100	100	100	100

Lab			400			
Athletic	100	100	100	100	100	100
Stationary	50	50	50	50	50	50
Union	100	100	100	100	100	100
V.Education	25	25	25	25	25	25
Magazine	50	50	50	50	50	50
S.A.F	5	5	5	5	5	5
Scout	5	5	5	5	5	5
W.S	5	5	5	5	5	5
M.I				5	5	5
U.U	75	75	75	75	75	75
Sports Affi.	250	250	250	250	250	250
<b>Total</b>	<b>1795</b>	<b>1795</b>	<b>2195</b>	<b>2600</b>	<b>2600</b>	<b>2600</b>
T.F	1000	1000	1000	1800	1800	1800
SPLF	665	665	1065	670	670	670
Exam	500/480	480	500	730	780	780

Fine	5	5	5	5	5	5
Re-admission	50	50	50	50	50	50

### **Fifth/ Sixth Semester**

	<b>B.A</b>	<b>B.B.A</b>	<b>B.Sc.</b>
Tuition fee	1000	1000	1000
Calendar	30	30	30
Library	50	50	50
Lab			180
Athletic	100	100	100
Stationary	50	50	50
Union	100	100	100
V.Education	25	25	25
Magazine	50	50	50
S.A.F	5	5	5
Scout	5	5	5
W.S	5	5	5

M.I	5	5	5
U.U	75	75	75
Sports Affi.	250	250	250
<b>Total</b>	<b>1355</b>	<b>1355</b>	<b>1535</b>
T.F	1000	1000	1000
SPLF	565	565	745
Exam	605/585	590	630/670
Fine	5	5	5
Re-admission	50	50	50

The first year students may remit the fee at the time of admission. The second year and third year students may remit the fee, without fine, on or before the seventh day after re-opening. They can pay the fee, with a fine of Rs.5/, on or before the 14<sup>th</sup> day after re-opening, or else, they can also pay it, with a fine of Rs.10/, on or before the 21<sup>st</sup> day after re-opening. The fee is subject to change as per government order from time to time.

## **GOVERNING BODIES**

### **COLLEGE COUNCIL**

College Council is the apex body that takes all the policy decisions regarding the College. The decision of the Council will be implemented through the different agencies formed by the Council from time to time. The College Council consists of all the Heads of the Departments, Librarian and two teacher representatives. The Staff Council is the larger body of the College Council in which all the members of the staff are members.

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Internal Quality Assurance Cell (IQAC) is entrusted with the duty of forming quality parameters and monitoring the academic and co-curricular activities to ensure high standards in the curricular and co-curricular aspects of the College. There is a high power committee to plan and execute programmes to attain the noble aim in view. The Principal of the College is the head of the IQAC.

### **ANTI-RAGGING SQUAD**

Government has made it clear that ragging in any form should be sternly and effectively prevented. Whenever a criminal offence is committed in the name of ragging, either in the campus or outside, the Principal will report the matter forthwith to the nearest police station. Appropriate disciplinary action will be taken against the culprits. Complying with the U.G.C and Government of Kerala direction in this regard, the College has constituted an Anti-Ragging Squad to ensure that the campus is ragging free and to take stringent measures in the unfortunate instance of having a ragging case.

### **ASSOCIATION OF PARENTS AND TEACHERS**

An Association of guardians and teachers functions in this college since the year 1977-78. The parent / guardian of each student who is admitted to the college shall join the Association by paying a membership fee of Rs.10/(ten) per student, per course, at the time of the student's admission. All teachers are members of the Association.

*Aims and Objectives*,—The aims and objectives of the Association shall be as follows.

- To foster and promote good relationship among the members of teaching staff, students and parents / guardians of the students
- To create in its members a keen interest for the smooth working and the progress of the College and for maintaining good discipline and high academic standards and to institute scholarships, prizes, medals, etc;
- To assist students showing high proficiency in their studies.
- To provide better amenities to the students of the college.

### **STUDENTS' GRIEVANCE REDRESSAL CELL**

As stipulated by the University of Calicut, a Students' Grievance Redressal Cell is functioning in the college. The cell addresses issues related to the complaints of students in academic and extracurricular activities. The staff advisor shall function as the coordinator of the cell.

### **WOMEN CELL**

The Women Cell is entrusted with the task of addressing the issues related to the lady students of the College. The Cell will take steps to ensure the individual liberty of the lady students and will provide moral support to the students to tide over the difficulties that might come in their way. The Cell will ensure equal opportunities to lady students at all levels in the College. The lady teacher in charge of the Cell will function as a guardian of all the lady students.

#### **RAHASYA PARATHI PARIHARA CELL**

The College has constituted a Cell to ensure the welfare and security of the female students under the leadership of a senior lady Professor. This Cell has the specific duty to look in to the individual cases / difficulties that girls in normal case are reluctant to divulge. The lady Professor will SECRETLY investigate the problem and will sort out the problem, if it is to be or else, take appropriate steps, including legal measures to ensure that justice prevails. Support will be extended to lady students to deal with instances of eve teasing, harassment and abuse of all sorts. THE PROCEEDINGS OF THE CELL SHALL BE



CONFIDENTIAL. The lady students who encounter problems are encouraged to contact IN PRIVATE the Coordinator without any inhibition.

### **DISCIPLINE COMMITTEE**

This Committee will ensure that proper discipline is maintained among the student community. All the matters pertaining to discipline will be handled by this Committee.

### **ETHICS COMMITTEE**

The Ethics Committee commanded by a senior faculty will intervene, as and when necessary, to ensure that students behave properly. The Committee will organize seminars and workshops addressing behavioral problems. The senior faculty will function with the voluntary cooperation of all the students. Inculcating values and developing a morally upright society is the ultimate aim of the Committee.

### **LEGAL LITERACY CELL**

This Cell aims to promote legal awareness by conducting extension lectures, seminars and workshops. The Cell organizes legal awareness classes

to all the students every semester. The ultimate aim is to instill confidence in the minds of the students by making them legally conscious citizens.

### **HUMAN VALUE CELL**

Human Value Cell strives hard to make the students conscious of the inter connectedness of human beings and has the ultimate aim of making the students think of themselves as members of one world and one humanity. The Cell through its varied programmes intends to teach students to look upon the world in a comprehensive way treating each individual, plants and animals as a member of the universe. A lot of cultural programmes are organized to transact the noble message of fraternity every semester.

### **EXAMINATION WING**

The Examination wing of the College is well equipped to conduct the public examination of the College going students as well as the private candidates of the University. Apart from the regular duties, the wing has successfully taken up the additional duty of conducting a lot of University examinations of distance education

students, highlighting the social commitment of the institution. Another Committee under the same Wing is conducts the internal examinations of the college going students. Both these arrangements are adequately supported by the Administration Wing. The Principal is the Chief Superintendent of Examination.

### **ALUMNI ASSOCIATION**

The College has a very powerful registered Alumni Association as this institution is the alma mater to a lot of eminent personalities of the present day. They are very keen to support the College. The Alumni Association conducts programmes every year in which the former students share their experience and expertise with the present generation. The Alumni association was instrumental in several developmental projects like construction of auditorium and play ground for the college. As per the design of the association, every passing out student would be automatically come in the roll of it. In the next meeting a token fee would be charged as admission fee. At present the association members are working on the preparation of an exhaustive alumni directory.

## **INFRASTRUCTURE**

The college has two academic buildings. Administrative Block (AD Block) and Science Block. The academic block houses the Principal's office and two teaching departments, Physical education department, multi gymnasium, General Library, INFILBNET, EDUSAT Class room, Seminar Hall, Computer Lab and student's Cooperative store. The Science Block accommodates the rest three teaching departments, Physics Lab, and spaces allocated to different clubs and other co-curricular activities. There are two classrooms with interactive board, one for the Department of Mathematics and the other for the Department of Physics. In all other departments, the classrooms are prepared with LCD projector, LCD TV, and internet connectivity. There are six department staff rooms, including one general faculty room. In all department staff rooms, there are computers, Wi-Fi internet facility, Printers, Photocopiers, digital cameras, and scanners. For professional use of teachers, laptop computers have been provided in a ratio very near to 1:1.

The general computer lab, positioned in the AD block, houses 33 computers with broad band internet connectivity with UPS power backup. There is on Dot Matrix and one laser printer also. PG class rooms are furnished with Jefferson chair, fans, tube lights, and podium and internet connectivity. All classes are made operational with the help of ICT gadgets. The department libraries set up nearby the departments enables the students to access the library with much ease. There are 15 class rooms for the UG courses. In the department of commerce and management studies and English, they have ceiling mounted LCD Projectors and internet connectivity. In other departments, they use portable LCD projectors and laptops as teaching aids.

The college has a well stocked library with 29,828 books on all subjects. The library has been computerised and digitalized. There are ten computers installed with internet facility. All students and staff have access to these facilities. The library is manned by one Librarian and an assistant. There are two high-speed photocopiers in the library.

We have the following amenities in the College.

1. Smart Classrooms
2. Inter active white board in class rooms.
3. EDUSAT facility
4. High speed Wi-Fi internet facility
5. Physics lab with advanced instruments
6. General library with internet connectivity.
7. Arabsat.
8. Department Computer Laboratories.

### **Facilities at a Glance**

<b>Name</b>	<b>Facilities</b>	<b>Remarks</b>
Principal's Chamber	Computers	1
	600 VA UPS	1
	Laptop-	0
	All in one copier printer	1
	10 Mbps	1

r	Broadband connection	
	Telephone	1
	Public address system	Connected to all class rooms and corridors
Vice Principa l's Chambe r	Laptop	1
College Office	Computers	5
	3kVA UPS-	2
	600 VA UPS	2
	Laptop	1
	A4 Laser printer	4

	Multi Laser printer	1
	Dot Matrix Printer	2
	Photocopier-Canon-	1
	10 Mbps Broadband Connection	Wi-Fi enabled
	Fax machine	1
	Scanner	1
	Generator	1 Honda
	Telephone	1

### 1. Digitalized Central Library

Sl.N	Facility	No.
------	----------	-----



o.		
1	Books(Printed)	29828
2	Books(Digital)	10000
3	Journals(Printed)	20
4	Journals(Digital)	4000
5	Daily	12
6	News paper reading stand	6
7	Display of new arrivals	100
8	Desktop Computers	8
9	Laptop	1
1	Printer	1
1	Multi printer(Fax, Copy, Scan)	1
1	3 KVA UPS	1

1	Education CD/DVD	100/50
1	Staff Reference section	1
1	Student Reference section	1
1	Barcode reader	1
1	MESHI-LOGIC library software	1
1	LAN Connection	1
1	Internet connectivity	8

## Laboratory Facilities

<b>Name of the Laboratory</b>	<b>Facilities</b>	<b>Number</b>
General Computer Lab(A/C)	Desktop Computers	33
	5KVA UPS	1
	Dot matrix printer	1
	Multi Printer(Fax, Copy, print)	1
	Broad band internet Connection	1
	LCD projector and Screen	1
	Air Conditioner	1
	Generator	1
	LAN connection	1

INFLIBNET	Computers	24
	1.5KVA UPS	1
	600 VA UPS	10
	Multiprinter (Copy, Fax, Scan)	1
	Laser jet printer	1
	Multimedia Projector	1
	LAN connection	24port
	Air Conditioner	1
	10 Mbps broadband Internet connection	1
	Telephone	1

EDUSAT	Multimedia Computers with microphone	1
	Digital Video Camera	1
	3kVA UPS	1
	Edusat Receiver	1
	Air Conditioner	4
	LAN connection	1
	Audio System	1
	Multimedia Projector	1
ARABSAT (Arabic)	Television(32")	1
	Stabilizer	1
	Arabsat Receiver	1

	Arab Channels	58
	English Channels	23
Computer Centre (Mathematics)	Desktop Computer	15
	5KV UPS	1
	Internet Connection	15 Computer
	LAN Connection	16 Port
Computer Centre (Commerce)	Desktop Computer	7
	3KV UPS	1
	Internet Connection	1
	Multi Printer	1
	Desktop	6

Electronics and Computer Lab(Physics)	Computer	
	Internet Connection	6
	LAN Connection	1
	CRO	7
	Signal Generator	6
	Power Supply	10
	UPS	3
	Stabilizer	3
	Dimmer Stat	2
	IC trainer Kit	5
	Transistor Characteristics Apparatus	2
	Bread Board	20

	Transformer	22
	IC, Resistors, Capacitors, Transistors	
	Multimeter	10
	UPS	3
	Stabilizer	3
	Spectrometer	7
	Travelling Microscope	6
	Reading Telescope	4
	Power supply	5
	Potentiometer	4
	Carey foster bridge	4



Physics Lab	Electronic Weighing machine	2
	AC Sonometer	3
	Torsion pendulum	2
	Compound pendulum	12
	Fly Wheel	4
	Ballistic Galvanometer	8
	Common Balance	4
	Beam balance	5
	Box type magnetometer apparatus	3
	Searles vibration	2

	magnetometer	
	Circular coil	2
	Compass box	9
	Deflection magnetometer	10
	Hares apparatus	2
	Melde's apparatus	9
	Multimeter	10
	Newton;s ring set	2
	Planks constant kit	2
	Optical fibre kit	4
	Gate trainer kit	4

	Static torsion apparatus	5
	T.G	10

### Infrastructure Facilities in the Departments

<b>Name of the Department</b>	<b>Facilities</b>	<b>Number</b>
Mathematics	Desktop computers	2
	1KVA UPS	1
	Laptop	5
	Multi Printer (Fax, Copy, Scan)	1
	Broad band Internet facility(Wi-Fi)	1
	Digital camera	1

	Library books	800
	Portable sound system with collar mic	1
	LCD projector	4
	Amplifier	1
	Cordless microphone	1
	Dot-matrix printer	1
Commerce and Management Studies	Desktop Computers	1
	UPS	2
	Laptop	3
	Audio system	2

	LCD Projector	4
	Printer, Scanner, Fax	2
	Internet connection	1
	Green Board	5
	Digital Camera	1
Arabic	Desktop computers	3
	1kVA UPS	1
	600VA UPS	1
	Laptop	5
	Stabilizer	1
	Dot matrix Printer	1
	Laser jet printer	1

	Multiprinter	1
	Broad band Internet Connection(Wi-Fi)	1
	Library books	1800
	Audio System	1
	White Board	1
Physics	Desktop Computers	2
	UPS	2
	Laptop	2
	Audio system	1
	LCD Projector	3
	Printer, Scanner, Fax	2

	Internet connection	1
	Generator	1
	Green Board	3
	Interactive Board	1
	Digital Camera	1
	Books (other than listed in General Library )	337
English	Desktop Computers	3
	UPS	3
	Laptop	2
	Audio system	1
	LCD Projector	2

	OHP (visualiser)	1
	Printer, Scanner, Fax	3
	Internet connection	1
	Green Board	5
	Digital Camera	1
	Video Camera	1
General	Desktop computers	1
	600VA UPS	1
	Laptop	4
	Laser jet printer	1
	Broad band Internet facility	1



Physical Education	Desktop computers	1
	600VA UPS	1
	Laser jet printer	1
	Broad band Internet facility	1

**Other facilities**

<b>Name of the Centre</b>	<b>Facilities</b>	<b>No</b>
Career Guidance and Placement Cell (UGC Funded)	Laptop	1
	Photocopier	1
	Multimedia LCD projector	1

<b>Other Infrastructures</b>	<b>Facilities</b>	<b>No</b>
AudioVisual Seminar Hall (A/C)	LCD projector	1
	Green Board	1
	Video Camera	1
	Seating capacity	100
	Pulpit	1
	Amplifier with cordless microphone	1
Auditorium	Seating capacity	200
	Public address system	1
Open air Auditorium	Proposed to RUSA	

## Facilities available in the Physical Education Department

Name	Facilities	Remarks
Health and Fitness Centre	Squat stand	
	Bench press stand	
	Static cycle	
	Fitness rider	
	Twister	
	Abdominal raised bench	
	Lat pulley	
	Dumbbells	
	Weight lifting sets	
	Weight training bar	

		Weight training disc	
		Weighing machine	
Playground		200m track	
		Foot ball field	
		Volley ball court	
		Badminton court	
Other sports facilities	Boxing	Glows - 1 set	
		Punching kits-1 set	
		Head guard-1 set	
		Punching pad-1 set	

	Wrestling	Wrestling mattress-32 Nos	
	Archery	Boss-3 set	
		Bows- 7 set	
		Arrows-20 nos	
	Power lifting	Weightlifting set	
	Weight lifting	Weightlifting set	
	Yoga center	Auditorium	
	Judo	Wrestling mattress	14
		Dress-1 set	
	Table tennis	TT board- 1 No	2
		TT bat- 4 Nos	4

**CENTRAL LIBRARY**

The College Library is under the general supervision of the Librarian and the ultimate control of the Principal.

The College Library includes:

- General Library
- Departmental Libraries

The General Library and Departmental Libraries are sub-divided to-

- a) Lending Section
- b) Reference Section
- c) Consulting Section

### **Library Rules**

- The General Library will be open from 9.00 a.m. to 5.00 p.m. on all working days.
- Books will be issued to students from the General Library on all working days. The schedule for issue of books from Departmental Libraries will be arranged by the Heads of Departments who will be in charge of the Departmental Libraries of their respective subjects.
- Number of books a student can borrow at a time from the library:

	<b>General Library</b>	<b>Sectional Library</b>
<b>U.G.</b>	1	2
<b>P.G.</b>	2	2

- Books borrowed from the General Library must be returned within a fortnight and they can be renewed for a further period of seven days if no one else has applied for the same books.
- Books borrowed from the Departmental Libraries can be retained for a period of 3 weeks and they can be renewed for a further period of one week in the absence of requisition for the same books from anybody else.
- Absence from college will not be accepted as an excuse for not returning the book in time.
- If the due date for return of books falls on a week end or short holidays, the books must be returned on the next working day.
- The Librarian may recall at any time, any book, even if the period of loan has not expired.
- Books borrowed for use during Onam, Christmas and vacations should be returned not later than the third day after the reopening of the college.

- All the books borrowed from the General Library by students and members of teaching and non-teaching staff must be returned by the first of March, every year, for the annual physical stock verification of the library books.
- Students and members of staff must return all the books borrowed from the Departmental libraries on a date in March every year fixed by the respective Head of Department.
- Before receiving the book the borrower shall initial the entry in the register and verify that the number of the book and the date of issue are correctly recorded.
- Students must examine the books given to them and report to the Librarian if they find them in a damaged condition before taking them away.
- Failure to return a book on or before the due date entails the student to pay a fine of Rs.1/ (one) per day of delay for each book, except in the case of U.G.C. and Book Bank text-books.
- Failure to pay fine in time will result in the forfeiture of the right to borrow.



- Hall tickets for University Examinations and Transfer Certificates will be issued or caution deposits refunded only after clearing all the dues to the library.
- Periodicals will be issued to students only on production of identity card or by following the procedure for issuing books i.e., they will have to initial in the register before taking the periodicals for reading inside the Library Hall.
- Current magazines and journals may be taken out by the members of the staff after 4.30 p.m. but they should be returned by 9.30 a.m. on the next day. Old periodicals may, however, be kept for a week.
- Readers are requested to use journals and newspapers with due care.
- During working hours, the common room shall be used only as a reading room.
- A member of the teaching staff is allowed to borrow ten books at a time from the Library (including General and Department )
- From each of the other Departmental Libraries they can borrow two books at a time with the sanction of the concerned Head of Department.

- A member of the teaching staff can borrow ten books at a time from his/her Departmental Library and up to a maximum of fifteen books with the sanction of the head of the Department.
- No member of the teaching staff is permitted to borrow more than fifteen books without specific sanction from the Principal.
- The members of teaching staff of the Department of English can borrow the textbooks prescribed for their subjects from the General Library in addition to the allowed number of books, and in any case the total number shall not exceed twelve.
- A member of the teaching staff is allowed to borrow textbook prescribed for his/her subject only from the General Library.
- A member of the non-teaching staff is allowed to borrow three books at a time from the General Library.
- Books borrowed other than text-books should be returned within a period of one month by members of the teaching and non-teaching staff, and all books should be returned in time for the

annual physical stock verification in March every year.

- A member of the staff who takes leave for more than a month must return all the books borrowed from the Library before proceeding on leave.
- Dog-earring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held to be serious damage to books and in such cases they are either to be replaced by new copies or got bound by the borrowers as the case may be.

**For loss of books the following procedure will be followed:**

- If new edition or copies of the lost books are available with the book suppliers the lost book has to be replaced by a new one. Or pay 10 times the face value in the case of books which are published prior to 1-1-1946 or 6 times the face value in the case of books which are published between 1-1-1946 and 1-1-1970 or thrice the face value of the books is to be remitted in the office in the case of the books published in and

- after 1-1-1970. If the book value cannot be ascertained from the Register price of similar
- publication at the time of fixation. Sub-lending and transferring books to other person's names are not allowed.
  - When returning a book, the borrower must see that the dates of its return and signature of the Librarian are entered in the register.
  - Books from the reference section shall not be taken outside the Library.
  - **Strict silence** should be observed in the Library. Personal belongings such as umbrellas, bags, tiffin carriers, etc., are not allowed to be kept in the Library. Smoking, sleeping and indecorous behaviour are prohibited inside the library.
  - These rules shall apply to the General and Departmental Libraries of the College.
  - In all matters regarding the Library, the decision of Principal shall be final.

### **The Reference Section**

The section consists of books for reference and consultation only such as Dictionaries, Encyclopedias, Directories, etc. These may be obtained from the Librarian from 9.30 a.m. to 4.30 p.m. on all working days. They shall not be removed from Library except with the special sanction of the Librarian. They must be returned on the same day, and the applications must be taken back. Violation of the rules will result in the students being deprived of the use of the section.

### **Book Bank**

A Book Bank is functioning in the college from the academic year 1977-78 with the help of the University Grants Commission. The Book Bank is attached to the General and Departmental Libraries of the college with the specific purpose of making books available to deserving students on loan for the period of their studies.

Reference books, text-books, subject and language books will be made available with Book Bank. The books will be made available on loan to the poor and needy students and all deprived classes of students whose parental annual income does not exceed Rs. 6,000/.

### **Library Committee**

The College has constituted a library committee to direct and advise the librarian in the smooth functioning of it. It is also the duty of this committee to make arrangements to procure recently published books and to take final decision regarding the journals to be subscribed in the library. All the policy matters related to the development of the library shall be implemented by this Committee in accordance with the spirit of the decisions taken by the College Council and the Staff Council.

### **GENERAL COMPUTER LAB**

The college has instituted a common facility room with thirty well equipped computers with internet connectivity to cater to the requirement of the students of all disciplines. This air conditioned room is the ideal place for students to browse materials from different sources including N-LIST. The students are assisted by a faculty who is in charge of this lab.

### **INFLIBNET**

The students can access internet and logon to INFLIBNET from the Computer Lab. They can download and retrieve valuable information free of cost. A lot of paid electronic journals and electronic content is accessible, free of cost for students. Network facility is available in all the Departments including the College Office All the on line registrations including University, KPSC and UPSC and various scholarships are done through the Computer Laboratory.

### **EDUSAT**

The College has EduSat connectivity in the campus since 2013. Educational programmes prepared at various sites will be beamed to our campus. Students will be given opportunities to listen to experts from different fields. Edusat will play a pivotal role in the dissemination of electronic content.

### **CONVENTION CENTERS**

#### **1. Seminar Hall**

This is a well-furnished room with state of the art facilities. The Hall can accommodate 200 students at a time. There is television, DVD player, LCD projector, internet connectivity and a lot of other facilities in the

Hall. Students and Teachers are free to use the room at any time.

## **2. College Auditorium**

The College Auditorium is located adjacent to the main building. It is a big hall which can accommodate 750 participants at a time. It is primarily used for the big functions organized in the College.

***Prior written sanction of the respective Custodian is needed to access the convention centers.***

## **STUDENTS WELFARE COUNSELLING CENTER**

The Counselling Center has been functioning here since 2005. As there is an effective tutorial system in the College; a vast majority of the problems are solved within the class. The Counselling Center addresses pre-marital and post-marital problems among the students. It also addresses the pressures among students due to the changes in the socio-psychological structure of the modern times. The students are encouraged to speak frankly about their problems. At



times, parents are also called for and given proper orientation. The students and parents are apprised of the changes in the social scenario and helped to cope up with it.

### **ASAP AND SKILL DEVELOPMENT CENTER**

Additional Skill Acquisition Programme (ASAP) is one of the New Initiatives by the General Education Department and Government of Kerala. It aims at equipping students with the skills required for acquiring employment in allied sectors. Thirty students from various departments especially those who belong to the economically weaker sections are selected for the purpose and training is imparted. ASAP has instituted Skill Development Center in the College.

### **WALK WITH SCHOLAR PROGRAMME (WWS)**

Walk with Scholar Programme is a New Initiative of the Government of Kerala. Walk with Scholar programme, as designed by the Collegiate Education is a programme of giving mentoring to students with the intention of assisting and guiding them to reach their academic, professional and career goals. Thirty

students from nine departments are the beneficiaries of this programme.

### **SCHOLAR SUPPORT PROGRAMME (SSP)**

The Scholar Support Programme, a part of the New Initiatives in Higher Education, initiated by the Department of Higher Education, Government of Kerala started in our college in August 2012. This programme aims at imparting additional support to students in those curricular areas in which they are weak.

### **TUTORIAL SYSTEM**

Tutorial system has been introduced as per the UGC norms to guide, monitor, orient and support each student in his/ her study. Students are placed under group tutors and the Head of Department shall be the Chief Tutor. Each group tutor will keep regular watch over the progress and conduct of students under his/her care and will give proper guidance. All applications including applications for leave of absence and Other requisitions to the Principal can be made only through the group tutor concerned. University

Examination application forms shall be attested by the group tutor. The progress and conduct of the students will be intimated to parents by the group tutors. The group tutor shall be the custodian of a detailed profile of each student and will initiate steps to help students in case of difficulties. In addition to that, the Tutor concerned should engage the tutorial hours and furnish monthly report to the Tutorial Coordinator.

**Details of the Tutor (To be filled by the student)**

Item	Detail
Name of the Student	
Programme of Study	
Semester	
Name of the Tutor	
Phone number of the Tutor	
E mail id of the Tutor	

**NATIONAL SERVICE SCHEME (N.S.S.)**

National Service Scheme since its inception has stood and stands for inculcating the value of selfless service to humanity by emphasizing the motto '*Not Me But You*'. The college has two units of NSS with 200 volunteers and two programme officers. The units had constructed home for homeless, conducted legal literacy and cancer awareness classes, seminars and competition, blood donations, eye testing, blood grouping camps, pain and palliative help. National Service Scheme aims at education through community service. It is intended to arouse the social conscience of student community by preparing them to be useful to society.

Membership: Membership is voluntary and is strictly on selective basis. 100 students are selected to make, a National Service Corps. Each such student is subject to its discipline and code of behavior. Every student attending the N.S.S. will be required to put the minimum of time equivalent to 120 hours each academic year. Those who complete 240 hours of work in 2 years are eligible for a certificate issued by the University.

Application for enrolment will be called for by the Programme Officer of the unit at the beginning of each academic year. ***Membership in N.S.S. and a certificate to that effect from the University will be treated as additional qualification while making recruitments to public services***

### **Blood Donors Forum**

The Forum used to conduct blood detection camp every year for the new comers and is in the fore-front to help people in critical condition by donating blood. The Forum aims at creating an atmosphere of mutual trust and inculcate values like commiseration.

### **Red Ribbon Club**

Red Ribbon is a platform for AIDS awareness and fight all sorts of superstition about AIDS in society. A variety of inter-active programmes are conducted to make students AIDS conscious.

## **CAREER GUIDANCE AND PLACEMENT CELL**

The Career Guidance and Placement Cell functions in this College with the twofold aim of guiding students to newer pastures in their career and strengthening their

employability. Various programmes like career awareness, orientation sessions and personality development programmes are conducted in this connection. Exclusive sessions on getting admission in Central Universities and Centers of Excellence are given to the students. Residential and non-residential camps are also conducted. To help them achieve their employment goals, students are duly informed about job fairs. The Cell maintains a database of all the outgoing students.

### **COMMUNITY COLLEGE**

The College has started an *Advanced Diploma Course in Auto Electricals and Electronics* in collaboration with KVR Motors, Perintalmanna, under the Community College Scheme sponsored by the UGC. The eligible students of this course are entitled to monthly stipend. The College has given space to start an office room and a well- equipped class room to conduct the programme. In addition to that, the available human resource in the College is also utilized for the smooth conducting of the programme. A permanent faculty of the College is the Coordinator of

the programme and the Board of Studies is constituted from among the teaching staff available in the College

### **CENTER FOR CONTINUING EDUCATION**

This College is a sub center of the Center for Continuing Education of the Government of Kerala. This Center is offering a six month Diploma programme in Computer Application. Those who have qualified 10 standard can apply for the programme. The Department of Computer Science is managing the programme.

### **NMEICT OF MHRD**

The Spoken Tutorial based software training programme of IIT Bombay is an initiative of the MHRD to promote IT literacy through open software. The College is offering the programme and the Department of Computer Science is managing it.

### **SCHOLARSHIP DIVISION**

As there are a variety of scholarships available for students a Division has been constituted by the College Council to ensure that maximum students are brought under the umbrella of scholarship and covered by any

one of the scholarships. This Division will provide necessary information to students regarding the availability of the scholarship; will help the student to apply for it by processing the application and uploading the matter at the right time .All the official work related to scholarship will be done by this Division.

<b>SUVARNA JUBILEE SCHOLARSHIP</b>	
<b>No. Of Scholarship</b>	UG-3000, PG:1000
<b>Amount of Scholarship</b>	Rs.10,000/Per Year
<b>Eligibility</b>	50% marks in qualifying exam Income limit. - should belong to BPL family. Students of Govt./aided institutions can only apply Scholarship allotted to a particular college for UG & PG



<b>Time to apply</b>	After the completion of first year admissions
<b>Time of sanction</b>	October/November every year
<b>Procedure of sanction</b>	The Special Officer for Scholarships after verification of applications sanctions. Presently the amount is being disbursed to the head of the institution through Demand Draft
<b>Time of disbursement</b>	November/December every year
<b>STATE MERIT SCHOLARSHIP</b>	
<b>No. Of Scholarship</b>	UG 300, P.G. 150
<b>Amount of Scholarship</b>	Rs. 1250/- (UG), Rs.1500/- (PG) (Per Year)
<b>Eligibility</b>	50% marks in qualifying Exam. Income limit Rs.1.0 lakh. But for the first 25 students in HS level and the first 3

	students in the UG level and the first student in the PG level, scholarships are awarded without considering income criterion.
<b>Time to apply</b>	Soon after the completion of admissions in Colleges.
<b>Time of Sanction</b>	October/November every year
<b>Procedure for sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
<b>Time of disbursement</b>	November/December
<b>MUSLIM GIRLS SCHOLARSHIP</b>	
<b>No. Of Scholarship</b>	UG- 3000, PG- 1000

<b>Amount of Scholarship</b>	Rs.3000 /-(UG), Rs.4000 /-(PG) (Per Year)
<b>Eligibility</b>	<p>1.Only Muslim girls are eligible</p> <p>2.Should be a student in Govt./Aided institution or should have secured admission under Govt. quota in unaided colleges</p> <p>3.income limit Rs.2.5 lakhs. The amount is being credited to the SB a/c of the applicant. Students are advised to submit Bank account number of any nationalized Bank with IFSC code</p>
<b>When to apply</b>	After the completion of first year admissions
<b>When is it Sanctioned</b>	October/November every year
<b>Sanctioning Procedure</b>	Sanctioned by the Special Officer for Scholarships after verification of Applications. Presently the amount is being disbursed the electronic transfer

	to the students account
<b>Time of disbursement</b>	November/December
<b>MUSLIM GIRL STUDENTS STAYING IN HOSTEL ARE ELIGIBLE TO GET HOSTEL FEE SUBJECT TO MAXIMUM OF Rs.10,000/- PER ANNUM</b>	
<b>STIPEND FOR MUSLIM GIRLS RESIDING IN HOSTELS</b>	
<b>No. Of Scholarship</b>	2000
<b>Amount of Scholarship</b>	Max. Rs 1000/p.m, Rs 10000/p.a
<b>Eligibility</b>	Should be residing in Govt./Govt. approved hostels. Income limit Rs.2.5 lakh
<b>Time to apply</b>	After the completion of first year admissions
<b>Time of</b>	October/November every year

<b>Sanction</b>	
<b>Procedure of sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
<b>Time of disbursement</b>	November/December
<b>MUSLIM NADAR SCHOLARSHIP</b>	
<b>No. Of Scholarship</b>	Number not specified(according to allotment of fund)
<b>Amount of Scholarship</b>	Rs125/per year
<b>Eligibility</b>	Girls students belonging to OBC communities and girl students belonging to BPL families of forward casts can apply.50% marks in qualifying exam. Income limit Rs. 18,000/per year
<b>Time to apply</b>	After the completion of first year

	admissions
<b>Time of Sanction</b>	October/November every year
<b>Procedure of sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
<b>Time of disbursement</b>	November/December
<b>SANSKRIT SCHOLARSHIP</b>	
<b>No. Of Scholarship</b>	UG- 55, PG - 25
<b>Amount of Scholarship</b>	200 /- (Per Month)
<b>Eligibility</b>	H.S students who study Sanskrit as one of the subjects and students of Sanskrit colleges and Sanskrit University.

	Income limit 1.0 lakh p.a
<b>Time to apply</b>	Soon after the completion of first year admissions
<b>Time of Sanction</b>	October/November every year
<b>Procedure of sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
<b>Time of disbursement</b>	November/December
<b>SCHOLARSHIP FOR BLIND/DEAF/PHYSICALLY CHALLENGED STUDENTS</b>	
<b>No. Of Scholarship</b>	Variable
<b>Amount of Scholarship</b>	Fee , Boarding and Hostel Charges
	Students of Govt/aided colleges and HS institutions are eligible. Fee concession

<b>Eligibility</b>	only to those whose annual income are below Rs.25,000/p.a
<b>Time to apply</b>	After the completion of first year admissions
<b>Time of Sanction</b>	October/November every year
<b>Procedure of sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed to the head of the institution through e-Transfer
<b>Time of disbursement</b>	November/December
<b>POST METRIC SCHOLARSHIP for MINORITY</b>	
<b>No. Of Scholarship</b>	Fixed by GOI(Ministry of minority affairs) every year
<b>Amount of</b>	UG & PG- Rs185/ for day scholars and



<b>Scholarship</b>	Rs.335/ for hostelers
<b>Eligibility</b>	50% marks in qualifying exam. Income limit Rs.2 lakh. Only Muslim and Christian students are eligible from the state of Kerala.
<b>Time to apply</b>	Decided by GOI
<b>Time of Sanction</b>	October/November every year
<b>Procedure of sanction</b>	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December

In addition to this, eligible students can apply for the Scholarship instituted by The Kerala State Higher education Council and the other available Scholarships. For details the students are requested to visit the website of the Collegiate Education. Students can also get

**Teachers Day Scholarship**, the scholarship instituted by the Staff Club of this College.

## **RULES AND REGULATIONS**

### **COLLEGE RULES**

- Students shall keep the identity card and college Calendar with them always and produce the identity card when demand by the college authorities.
- Perfect discipline and decorum should be maintained in the class rooms and in the college campus
- Do not enter or leave a class in session without the permission of the teacher.
- Students shall not smoke, chew pan in the premises of the college. Do not participate in
  - o any agitation directed against constituted authority
  - o any meeting likely to excite disloyalty or disaffection; towards the Government

- o any movement likely to promote communal ill-feeling
- Do not disfigure college walls, desks or benches with writing or engravings of any description. Students shall not loiter through the corridors or along the verandahs during class hours
- Do not present any mass petition to the Principal. Make representations to higher authorities only through the Principal
- No meeting or entertainment shall be organized or any fund collected in the College without the permission of the Principal
- Students who go over to other college or institutions to take part in acts of indiscipline such as demonstration or strikes will be punished.
- The dress worn shall always be clean, sober and dignified. Students should take note of the notifications put on the notice boards every day before they leave the college. Failure to look at the notice board will not be an excuse for any omission or commission.
- In regard to all matters of conduct in and outside the college not specially mentioned herein, staff

and students are expected to conduct themselves in such a way as to maintain the fair name of the college as well as their own.

- The Principal shall have the power to inflict the following punishments: fine, cancellation of attendance, forfeiture of educational concession and scholarship, suspension, compulsory issue of T. C. etc.
  - o Promotion to higher class, selection for University Examination and issue of progress, attendance or conduct certificates are matters absolutely within the discretion of the Principal.
- Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or act are sufficient reasons for the temporary or permanent dismissal of a student.
- Staff and students shall not use cell phones in the class room. Camera Cell phones are prohibited in the campus.
- Two-wheelers and Four wheelers shall be parked only at the parking area.

## **ADMISSION AND WITHDRAWAL**

Admission to the courses in the college is strictly on the basis of merit. The college is affiliated to the University of Calicut and the college has been strictly following the rules and regulations of the university

- Admission to all classes is governed by the rules laid down by the Government of Kerala.
- Application for admission should be made in prescribed form available in the College Office.
- No student will be enrolled or allowed to attend any class until the fees due from him/her have been paid.

### **Withdrawal--Transfer- Certificate**

- No transfer certificate will be issued to those from whom there are any dues to the college. No fee will be levied from those who apply for T. C. within one year after leaving the college. A fee of Rs. 25 will be levied from those who apply for T. C. after the lapse of one year and from the date of leaving the college. An additional fee of Rs. 10

will be levied from those who apply for duplicate copies of the T.C. Every student should take his/her T. C. at the end of his/her course and produce it when he/she is admitted for the next course.

- No student who has previously studied in any recognized school or college shall be admitted to the college unless he/she presents the Transfer Certificate showing:

The name of the student in full;

The date of birth as in the admission register;

The date on which s/he was admitted to and on which he left the institution;

The class in which s/he studied at the time of leaving it;

If it be the time of annual promotions, whether he is qualified for promotion to a higher class, and

That he has paid all fees or other money due to that institution in respect of that academic year in which s/he was enrolled.

- Every transfer certificate issued to students from a college or other institution after being

registered for University Examination shall contain the following details in addition to those prescribed above;

Name of the examination of the University for which the student has last attended from the college;

Register number of the student and date of examination;

Whether the student has appeared for the examination; and

If the student has appeared for the examination the parts and division in which he has passed; and the parts and division in which he has failed.

- Transfer Certificate to a student who has been enrolled for a University Examination, shall be issued only after the provisional results of the examination are published and every such certificate shall contain the details of the parts or division in which he has passed and the parts or division in which he has failed.
- No student shall be admitted to a college or other institutions pending the production of such a certificate. Every such certificate shall be endorsed with the admission number under

which the student is enrolled and shall be filed for reference and inspection.

### **Conduct Certificate**

- Conduct certificate is a document which the student has to earn, It will not be issued as a matter of course.

### **Token Registration**

- Applications for token Registration should be submitted to the Principal within 7 days of the reopening of the College every year. If such applications do not reach the university within 15 days after the reopening of the College, such students will not be promoted to the next higher class.

### **ATTENDANCE AND ABSENCE**

- Attendance shall be marked at the beginning of each class, whether Lecture, Practical, Composition or Tutorial by the member of the staff in charge of the class.
- Students should occupy their respective seats before attendance is taken, they should not leave the classroom nor should late comers enter the



classroom without the permission of the members of the staff in charge of the class. For the purposes of attendance, all working days shall be counted as whole days irrespective of the number of working hours. The days that will be taken into account are those marked as working days in the college calendar or notified by the Principal. (Special classes will not count for extra attendance.)

- The working day is divided into 5 periods, each of one hour duration in general. In the Degree classes, the attendance in any part shall be totaled separately.
- No student shall absent him/ herself from a class without leave. Absence without leave for a part of a session shall be considered as absence for half a day.
- Students are informed that they should get 75 Per cent of attendance of the semester and should they fall short, the deficiency will be condoned only when the Syndicate is satisfied, that the absence was for reasons beyond the control of the student.

The deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one semester in any course of study,

- Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal, in which case they will have to pay the re-admission fee of Rs.10/ and all College fee due before they are re-admitted.
- The student coming to the classes late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff-in-charge of that class.
- If leave is required for a single hour only, the application may be made to the member of the staff- in-charge of the class during that hour.
- If leave is required for the afternoon session only, the student should appear in person before the Head of the department concerned and get the application for leave recommended by them.

- Application for leave should be made in the format given in the specimen forms at the end of this Calendar to the Head of the respective department through the Tutor.
- Disciplinary action including infliction of fine will be taken against those who repeatedly absent themselves on insufficient grounds.
- Attendance Progress Certificate will not be effective unless the student has three-fourths of the attendance prescribed by the University.

### **FEE RULES AND EDUCATIONAL CONCESSIONS**

KPCR/OBC/OEC/SC/ST Concessions are being given to students on satisfying the eligible conditions.

SEBC Concession is also given to the eligible students of P. G. courses.

- Every student is liable to pay the prescribed fee for the whole term provided that his/her name is on the rolls of the college:

if a student studying in an Arts and Science College or Sanskrit College for Degree or Post-graduate courses is admitted to the same course of study in any other similar college, he/she shall- not be called upon to pay over again the

fees already paid for the term in the college which issued the T. C. But special- fees and caution deposit will have to be paid again at the new college.

- A student who leaves a private college, affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parent who is/are the employee of Government is liable to pay the prescribed fees only for the period during which the student's name is on the roll of the Government College.
- In the case of students admitted late, after commencement of the academic year, the fee for the preceding months, if any must be collected at the time of admission.
- If in a particular term, a student who stands admitted in a college, but did not attend any of the class, requests permission to discontinue his/her studies in that college and takes T. C, the refund of fees may be ordered in his/her case. The claim for refund in such cases should

be preferred by the student with the Principal by submitting an application within 2 months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicant. If the application for refund is not submitted before this period, the claim for refund will be forfeited.

- Refund of fees including special fees, once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course in an Arts and Science College or Sanskrit College and who joins another Professional or Technical College or Institution offering a different course of instruction and not coming under the Director of Collegiate Education or under the scheme of direct payment.
- The Principals of the Government Institutions under the Director of Collegiate Education are empowered to sanction the refund of fees in all cases mentioned above.
- In respect of the private Arts and Science Colleges coming under the direct payment system, the respective Zonal Deputy Directors

of Collegiate Education are empowered to sanction refund of fee

- Wherever the term 'fee' is mentioned it means 'Tuition Fee' alone.
- If any eligible backward community student had paid the fees at the time of joining the college and such fee had been emitted into the treasury, the amount of fee so paid may be got reimbursed by the Harijan Welfare Department. The time limit prescribed in rule 18 shall not apply in cases of refund of this nature. The Principals of government colleges will claim refunds in such cases and disburse the same to the students in so far as Government colleges are concerned. These rules shall be deemed to have come into force with effect from 1/6/72 i.e., the date of implementation of the scheme of direct payment.
- All claims for refund arising from the respective application of these rules should be performed by the students concerned with the principals of the colleges by submitting an application to the Principal. The claim should be preferred within

two months from the date of the publication of the names of students in the newspaper. If any student fails to prefer the claim within the stipulated period, the claim for the refund will be forfeited as per GO(MS No.91/89 Edn. D Dept. dated 27/4/89)

- The Principal is responsible for collection of fees as provided in these rules.
- The caution deposit to be paid by a student for a particular course shall be retained in the institution till the completion of the course of study.
- At the end of a particular programme, the caution deposit realized from the student will be refunded on receipt of application from the student in the prescribed format.
- The caution deposit paid by a student for a particular programme in an institution shall be refunded after adjusting dues , if any, before the completion of the course in that college, if the student applies for refund of the same and provided that the student takes TC from the college concerned on grounds of discontinuing the course or for pursuing studies

for the same or a different course in some other institution.

- It shall be the responsibility of the student to claim the refund of caution deposit paid by him / her for a particular programme immediately after the closing of the college or after the expiry of the academic year or earlier when the claim for refund arises under the circumstances stated above.
- All claims for refund of caution deposit shall be preferred before the reopening date of next academic year.
- In case any student had not been promoted to a higher class on one or more occasions or has discontinued the studies for one or more academic year during the tenure of a course which he / she completed after such break, then the time limit mentioned above for claiming the refund shall be extended by such number of academic years of break.
- Immediately after the expiry of the time limit prescribed for claiming the refund of caution deposit, steps will be taken by the principal of



the college to publish the name of the students who have not claimed the deposit before the stipulated date in the newspaper and if he / she is not preferring the claim for the refund within a period of 2 calendar months from the date of publication of the news the whole amount due to the student shall be permanently forfeited and the same will be withdrawn from the caution deposit account and remitted to Government revenues as per G O ( Ms.) No. 91/89/H Edn. Dated 24/4/89.

- The students should keep in safe custody the receipt issued for remittance of the caution deposit amount during the tenure of their course. The caution deposit amount will be refunded only if the concerned receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided further the

Principal is personally satisfied about the identity of the applicant claiming the refund.

### **Fee Concessions**

- Poor, students of other backward communities who are bona fide subjects of Kerala State are eligible for full fee concession. They will have to produce the necessary nativity and community certificate from a Revenue Officer not below the rank of Tahsildar. Income certificate issued by 'the Village' Officer will be accepted for the above purpose. The income limit are as follows:
- Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C including Cudumbies and converts from them are, eligible for full fee concession, lump sum grant for purchase of books, actual boarding and lodging charges in collegiate hostels and other Government hostels or monthly stipend at the rate fixed by the Government from time to time. (The concession shall be granted by the Harijan Welfare Department on proper application with necessary certificate to be submitted, at the prescribed time.)

- Students who are children of Kerala Government Servants who died in harness or within six months after retirements will be eligible for fee full concession for one year in each class provided their annual income is below Rs. 25000.

### **C. B.C.S.S RULES AND REGULATIONS**

**'Programme'** means the entire course of study and examinations for the award of a degree (traditionally referred to as course).

**'Duration of programme'** means the time period required for the conduct of the programme. The duration of an under-graduate degree programme shall be six semesters distributed in a period of 3 years.

**'Academic Week'** is a unit of five working days in which distribution of work is organized from day one to day five, with five

**contact hours** of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

**'Semester'** means a term consisting of 90 working days including examination days distributed over a minimum of 18 weeks of 5 working days each.

**'Course'** means a segment of subject matter to be covered in a semester (traditionally referred to as paper).

**'Common course'** means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses applicable for Language Reduced Pattern (LRP) programmes, a selection of which is compulsory for all students undergoing undergraduate programmes.

**'Core course'** means a compulsory course in a subject related to a particular degree programme.  
(Traditionally called 'Main')

**'Open course'** means a course which can be opted by a student at his/her choice

**'Complementary Course'** means a course which is generally related to the core course (traditionally referred to as subsidiary paper).

**'Repeat course'** is a course that is repeated by a student in a semester for want of sufficient attendance. He/ She can repeat the course whenever it is offered again.

**'Improvement course'** is a course registered by a student for improving his performance in that particular course.

**'Audit course'** is a course for which no credits are awarded. If the credits are awarded for these courses, such credits will not be counted for the computation of SGPA and CGPA.

**'Department'** means any Teaching Department in a College offering a course of study approved by the university as per the Statutes and Act of the university.

**'Department Co-coordinator'** is a teacher nominated by a Department Council to co-ordinate the continuous evaluation undertaken in that department.

**'Department Council'** means the body of all teachers of a department in a college.

**'Parent Department'** means the Department which offers a particular degree programme.

**'College Co-coordinator'** is a teacher nominated by the college council to coordinate the effective running of the process of internal evaluation undertaken by various departments within the college. She/he shall be nominated to the College level monitoring committee.

**'Faculty Adviser'** means a teacher from the parent department nominated by the Department council, who will advise the student in the academic matters and in the choice of open courses.

**'Credit'** Credit is a unit of academic input measured in terms of weekly contact hours /course contents assigned to a course

**'Extra Credit'** is the additional credit awarded to a student over and above the minimum credits required in a Programme, for achievements in co-curricular activities conducted outside the

regular class hours, as decided by the university. For calculating CGPA Extra credits are not to be considered.

**Letter Grade** or simply 'Grade' in a course is a letter symbol (A+, A, B, C, D, E, and F). Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in (Annexure-I)

Each letter grade is assigned a **'Grade point'** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

**"Grade Point"** means point given to a grade on 7 point scale

'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

**'Credit point'** (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course:  $P = G \times C$ .

Credit **point of a semester is** the product of SGPA of that semester and the total credit load of that semester.

Credit point of a semester = SGPA X Credit load (Total credits) of the semester

**'Cumulative Grade Point Average'** (CGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places.

**Grade Card:** shall mean the printed record of student's performance, awarded to him/her. (See section 11)

**Course teacher:** A teacher nominated by the HOD shall be in charge of a particular course Words and expressions used and not defined in this regulation, but



defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

**'Dual core'** means a programme with double core subjects, traditionally known as double main

**'Strike off the roll'**: A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per guidelines given in Annexure-1.

### **Course Evaluation:**

The evaluation scheme for each course shall contain two parts

(1) Internal Assessment. (2) External Evaluation

**20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.**

**Internal Assessment:**

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to university by the colleges concerned. The internal assessment shall be based on a predetermined transparent system involving written test/assignments/seminars/viva and attendance in respect of theory courses and lab involvement /records and attendance in respect of Practical Courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude. Components with percentage of marks of Internal Evaluation of Theory Courses are-

Attendance 25 % , Assignment/ Seminar/Viva 25 % and Test paper 50%

For practical courses- Attendance 25 %, Record 50% and lab involvement 25 % as far as internal is concerned.

(If a fraction appears in internal marks, nearest whole number is to be taken)

**Attendance of each course** will be evaluated as below-

Above 90% attendance - 100% marks allotted for attendance

85 to 89% 80%

80 to 84 % 60%

76 to 79 % 40%

75 % 20%

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic

record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and HOD)

**External Evaluation:**

External evaluation carries 80 % of marks.

External evaluation of Even (2, 4, 6) semesters will be conducted in centralized valuation camps immediately after the examination. Answer scripts of Odd Semester (1, 3, and 5) examinations will be evaluated by home/centralized valuation. All question papers shall be set by the university. The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined Scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners - one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external which may be

decided by the Board of Studies concerned. No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (II, IV and VI) as per the decision of the appropriate academic bodies. After the external evaluation only marks are to be entered in the answer scripts All other calculations including grading are done by the University.

### **INDIRECT GRADING SYSTEM**

INDIRECT GRADING SYSTEM based on a 7 -point scale is used to evaluate the performance of students. 10.2 Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E or F) to that course by the method of indirect grading.

### **RIGHT TO INFORMATION OFFICE**

The Right to Information Office of the College will prepare the response to the queries asked as per the Right to Information Act of the Government of India. The Committee will take utmost care to furnish the complete details regarding the question under consideration keeping the spirit of the Act.

## **COLLEGE WEBSITE**

The College has a website and the URL is ***www.ptmgovernmentcollege.in***. This serves as an electronic platform of the College. All the details related to the functioning of the College are available on line. Information to the student community and public is intimated through it. Programme schedule, staff details, highlights of the College are put online.

## **CLUBS**

### **BHOOMITHRA SENA**

The Bhoomitresena with its honest motive of preserving the diverse and multi-dimensional eco system attempts to inculcate among the youngsters the necessity of preserving and handing down the Earth to posterity. The club members actively participate in afforestation mission and has contributed substantially in retaining the greenery in the campus.

### **FILM CLUB**

The Film Club is working actively to promote a love for good cinema, to help students learn how to appreciate good cinema and to develop healthy cinema culture among the youth. The Club takes initiatives to organize film festival in the campus and to inform the club members of the changes taking place in the world of cinema.

### **LITERARY CLUB**

This club aims at inculcating and honing the reading and writing skills of the students of this college. It would also introduce new arrivals in all disciplines to the students to keep them abreast in the selected area of specialization. Discussions on contemporary issues will be conducted. The club also aims at shaping the creative writing skills of young writers using blogs. The club aspires to bring out a literary magazine.

### **STAFF CLUB**

Staff Club is the cultural forum maintained by the teaching and non-teaching staff of the College. It conducts a lot of programmes both for the staff and students. The Staff Club has instituted a scholarship for needy studious students of the College.

## **COLLEGE UNION AND AFFILIATED ASSOCIATION**

- Every college affiliated to the University of Calicut shall have a College Students' Union. The objectives of the Union shall be:
  - (a) to train the students of the college in the duties, responsibilities and rights of citizenship,
  - (b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students,
  - (c) to organize debates, seminars, work squads, tours and similar other activities,
  - (d) to encourage sports, arts and other cultural, educational and recreational activities that are incidental and conducive to the above objects, and
  - (e) to work for the general welfare of the student community



- All students of the college shall ipso facto be ordinary members of the Union and shall have the right to vote and contest in the elections of the Union, unless they are otherwise disqualified.
- The Union shall have a union council comprising of the following office-bearers:

The President of the Union (Principal of the college ex-officio)

The Chairman

The Vice Chairman (Lady)

Secretary

The Joint Secretary (Lady)

The University Union Councillor

Secretary, Fine Arts

The Chief Student Editor

The General Captain

The Staff Advisor nominated by the President

The Secretaries to the various associations

One representative for all PG students

- Students should desist from disfiguring the class rooms, compound walls and buildings in the

college campus by pasting posters or writings on the walls as part of the election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well. Election campaign/ propaganda in the college campus should be limited to the issue of pamphlet and bit notices, display of banners and posters and conducting group meetings to present the candidates. Persons who are not on the roll of the college register should not be allowed to take part in the propaganda work in the college campus. Students should not arrange for election propaganda or campaign/meetings in the college campus during working hours except with the specific sanction of the Principal. There should not be any sort of canvassing or propaganda in the college campus on the day fixed for the poll till the election results are announced.

### **CO - OPERATIVE SOCIETY**

All students of the college are expected to get themselves enrolled as members of the society and

help in the realization of the objects explained hereunder to their own obvious advantages as well as to the advantage of fellow students of the college.

The objects of the Society are:

- To supply text-books and other stationery articles at cheaper rates.
- To encourage thrift and self-help.
- The dissemination of the knowledge of co-operative principles and their realization as far as practicable.

### **COLLEGE CANTEEN**

The canteen is entrusted with the duty of providing quality food at a subsidized rate.

**TEACHING STAFF**

Dr. Valsala Kizhakkekarmmal  Principal	M.Sc, Ph.D,	Office:04933- 227370
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P. Aboobacker  Assistant Professor of Mathematics and Vice Principal	M.Sc	Office:04933-227370  Mob: 9447927328  backerpaloly@gmail. com
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**DEPARTMENT OF ARABIC**

Dr Mohammed Noorul Ameen	MA, Ph.D	9846216130
Dr. Abdul Raheem	MA, Ph.D	9747883796

Shafi	M.A	
Dr. Abdul Jaleel T	MA, Ph.D	9847502904 <a href="mailto:jaleelarabi@gmail.com">jaleelarabi@gmail.com</a>
Khalid CT	MA	9605403452 <a href="mailto:khalidsadin@gmail.com">khalidsadin@gmail.com</a>
Sabira M K	MA	
Ummusalma N	MA	
Dr Salahudheen	MA, Ph.D	9645880215
Jabir K	MA, Ph.D	

**DEPARTMENT OF COMMERCE AND  
MANAGEMENT**

Shameera Kunhu T	M.Com,	9847212853
Sreevidya U On FDP	M.Com	9745925294
Ameer Babu K	M. Com	9747623206 <a href="mailto:ameerkollarthodi@gmail.com">ameerkollarthodi@gmail.com</a>
Noushad KT	M. Com	9446395355 <a href="mailto:ktnoushad09@gmail.com">ktnoushad09@gmail.com</a>

## DEPARTMENT OF COMPUTER SCIENCE

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## DEPARTMENT OF ENGLISH

Dr. Nisha M	MA, M.Phil Ph.D	9495740588  deapjay@gmail.com
Rajesh K	MA.	9400789289  rajesh.k2014@tiss.edu
Faisal P	MA, M Phil.	9495166237  <a href="mailto:faisalpahmed@gmail.com">faisalpahmed@gmail.com</a>

Dr Abida Farooqui	M. A, Ph.D	9446764091  drabidafarooqui@gmail.com
Sangeetha	M A	
Unaisa	M A	
Vimeesh Maniyoor	M A	
Manoj Mathew	M A	
Rubanath	M A	

### **DEPARTMENT OF HINDI**

Dr. Sheminas T S	MA, M Phil, PhD.	9400173153  shemitsmvpa@gmail.com
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## **DEPARTMENT OF HISTORY**

Beena P	MA, M.Phil	9846987714
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## **DEPARTMENT OF MALAYALAM**

Ayishabi	MA	
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## **DEPARTMENT OF MATHEMATICS**

Ratheesh K P On FDP	M Sc, JRF	9496467909 ratheeshmath@gmail.com
Susanth P	M Sc.	9946541153 psusanth@gmail.com

Suma P	M Sc	
Divya E	MSc	

**DEPARTMENT OF PHYSICAL EDUCATION**

Sunil MK	MPE	9447535454
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**DEPARTMENT OF PHYSICS**

Ramla KT	M Sc	9995699726
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Sunilkumar P	M Sc, JRF	9400001810 skpptom@gmail.com
Nikesh	MSc	

### **DEPARTMENT OF STATISTICS**

Dr. Abdul Saleem	MSc, P hD	8086656036
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### **LIBRARY STAFF**

Vinod T C	Library Attender	9496190491

### **SUPPORTING STAFF**

Narayankutty	Superintendent	949521784 9
Ajaya Kumar	Head Accountant	949571105 5
Alex V Joseph	Senior Clerk	954403490 9
Ashokan K R	Clerk	974534838 9
Sreenath Sankar	Senior Clerk	938848791 8
Priya PS	Clerk	812984612 2
Ansu NT	L D Typist	974586019 6
Sanal P Soman	Office Attendant	965620783 8
Abdu Rahman P K	Office Attendant	963339408 2

Abdul Muthlib	Office Attendant	949533653 8
Usha K C	Sweeper	808679704 3
Subair Ali	Night Watchman	974489036 3
Pramod K	Night Watchman	994685983 7
Ahammed Kutty	Sanitation Worker	996130149 8
Devaki	Sweeper	974633461 7

### **ADDITIONAL CONTACT NUMBERS**

<b>College Telephone Number</b>		
1	College (Principal& Office)	04933-

		227370
<b>University Of Calicut</b>		
1	EPBX Tel	0494-2401144 to 52 0494-2401665 to 72
2	Fax	0494-2400269
3	Vice Chancilor	0494-2400241(O) 0494-2400333(R)
4	Pro- Vice Chancilor	0494-2400243(O) 0494-2400222(R)
5	Registrar	0494-2400252(O) 0494-2400320(R)
6	Controller of Exam	0494-2400291(O) 0494-2400246(R)
7	Finance Officer	0494-2400224
8	Dean of Student's Welfare	0494-2400296
9	DCDC	0494- Extn-

			128
10	NSS Office		Extn- 362
11	Academic Staff College		Extn- 350
12	SDE		Extn- 355
13	G & A- I	2401 149	Extn- 119
14	G & A- II		Extn- 124
15	Central Library		Extn- 288
16	Exam Enquary		Extn- 227, 228
1	Akshaya Centre Perinthalmanna		0493-

		3309326
2	Alshifa Hospital Perinthalmanna	0493- 3227616
3	Angadipuram RLY Station	0493- 3227343
4	Blood Bank Perinthalmanna	0493- 3226505
5	BSNL Perinthalmanna	0493- 3226700
6	Calicut Air Port, Kondotty	0483- 2732369
7	Collectorate Malappuram	0483- 2734922
8	Director, Collegiate Edn, TVM	0471- 2303107
9	District Ayurvedic Hospital. Kottakal	0483- 2742251



10	District Collector malappuram.	0483- 2734355
11	District Hospital Perinthalmanna	0493- 3227279
12	District Information Office	0483- 2734387
13	District Panchayath Malappuram	0483- 2734584
14	DTPC Malappuram	0483- 2731504
15	Dy. Director, Collegiate Edn, CLT	0495- 2722215
16	EMS Hospital Perinthalmanna	0493- 3300000
17	Fire Force, Perinthalmanna	0493- 3227800
18	Govt. College, Kondotty	0483- 2728800

19	Govt. College, Malappuram	0483- 2734918
20	Govt. College, Mankada	0493- 3202135
21	Govt. College, Thanur	0494- 2582800
22	Govt. Medical College, Manjeri	0483- 2766880
23	Higher Edn Dept. TVM	0471- 2518649
24	Income Tax Tirur	0494- 2425647
25	KSEB Perinthalmanna	0493- 3227219
26	KSRTC Perinthalmanna	0493- 3227342
27	Mampad College, Mampad	0493- 1200387

28	MES Hospital Perinthalmanna	0493- 3258053
29	MES College Manarkkad	0492-4 222377
30	Moulana Hospital Perinthalmanna	0493- 3300600
31	NSS College, Manjeri	0483- 2766136
32	Palghat RLY Station	0491- 2555231
33	Municipality Perinthalmanna	0493- 3227363
34	Police Station Perinthalmanna	0493- 3327231
35	Post Office Perinthalmanna	0493- 3227420
36	PSMO College Thirurangadi	0494 2460335 ,

37	Ramdas Hospital Perinthalmanna	0493- 3226336
38	SBT Perinthalmanna	04933 227702
39	Shoranur RLY Station	0466- 2222193
40	SBI Perinthalmanna	0493- 3222121
41	Sub Treasury Perinthalmanna	0493- 3227428
42	Taluk Office Perinthalmanna	0493- 3327230
43	Tirur RLY Station	0494- 2422240
44	TMG College, Tirur	0494 - 2630027
45	Water Authority Perinthalmanna	0493- 3227260

**ALMANA**  
**C**

<b>Date</b> <b>June</b>	<b>Day</b>	<b>Working</b> <b>days</b>	<b>Particulars</b>	<b>Remarks</b>
1	FRIDA Y	1	College re- opens	
2	SAT			
3	SUN			
4	<b>MON</b>	<b>2</b>		

5	TUE	3		
6	WED	4		
7	THU	5		
8	FRI	6		
9	SAT			
10	SUN			
11	MON	7		
12	TUE	8		
13	WED	9		
14	THU	10		
15	FRI		EID UL FITR	
16	SAT			
17	SUN			
18	MON	11		

19	TUE	12		
20	WED	13		
21	THU	14		
22	FRI	15		
23	SAT			
24	SUN			
25	MON	16		
26	TUE	17		
27	WED	18		
28	THU	19		
29	FRI	20		
30	SAT			

Date	Day		Particulars	Remarks
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JULY				
1	SUN			
2	MON	21		
3	TUE	22		
4	WED	23		
5	THU	24		
6	FRI	25		
7	SAT			
8	SUN			
9	MON	26		
10	TUE	27		
11	WED	28		
12	THU	29		
13	FRI	30		



14	SAT			
15	SUN			
16	MON	31		
17	TUE	32		
18	WED	33		
19	THU	34		
20	FRI	35		
21	SAT			
22	SUN			
23	MON	36		
24	TUE	37		
25	WED	38		
26	THU	39		
27	FRI	40		
28	SAT			

29	SUN			
30	MON	41		
31	TUE	42		

Date			Particulars	Remarks
August				
1	WED	43		
2	THU	44		
3	FRI	45		
4	SAT			
5	SUN			
6	MON	46		
7	TUE	47		

8	WED	48		
9	THU	49		
10	FRI	50		
11	SAT			
12	SUN			
13	MON	51		
14	TUE	52		
15	WED		Independence Day	
16	THU	53		
17	FRI	54		
18	SAT			
19	SUN			
20	MON	55		
21	TUE	56		
22	WED		BAKRID	

23	THU	57		
24	FRI		ONAM VACATION COMMENCES	
25	SAT			
26	SUN			
27	MON			
28	TUE			
29	WED			
30	THU			
31	FRI			

Date			Particulars	Remarks
September				
1	SAT			

2	SUN			
3	MON	58	COLLEGE RE OPENS	
4	TUE	59		
5	WED	60		
6	THU	61		
7	FRI	62		
8	SAT			
9	SUN			
10	MON	63		
11	TUE	64		
12	WED	65		
13	THU	66		
14	FRI	67		
15	SAT			

16	SUN			
17	MON	68		
18	TUE	69		
19	WED	70		
20	THU		MUHARAM	
21	FRI		Sree Narayana Guru Samadhi	
22	SAT			
23	SUN			
24	MON	71		
25	TUE	72		
26	WED	73		
27	THU	74		
28	FRI	75		
29	SAT			

30	SUN			
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Date	Day		Particulars	Remarks
October				
1	MON	76		
2	TUE		Gandhi Jayanthi	
3	WED	77		
4	THU	78		
5	FRI	79		
6	SAT			
7	SUN			
8	MON	80		
9	TUE	81		
10	WED	82		
11	THU	83		

12	FRI	84		
13	SAT			
14	SUN			
15	MON	85		
16	TUE	86		
17	WED	87		
18	THU		MAHA NAVAMI	
19	FRI		VIJAYA DASAMI	
20	SAT			
21	SUN			
22	MON	88		
23	TUE	89		
24	WED	90		
25	THU	91		



26	FRI	92		
27	SAT	93		
28	SUN	94		
29	MON	95		
30	TUE	96		
31	WED	97		

Date			Particulars	Remarks
November				
1	THU	1		
2	FRI	2		
3	SAT			
4	SUN			
5	MON	3		
6	TUE		DEEPAVALI	

7	WED	4		
8	THU	5		
9	FRI	6		
10	SAT			
11	SUN			
12	<b>MON</b>	7		
13	<b>TUE</b>	8		
14	WED	9		
15	THU	10		
16	FRI	11		
17	SAT			
18	SUN			
19	<b>MON</b>	12		
20	<b>TUE</b>		<b>NABI DINAM</b>	

21	WED	13		
22	THU	14		
23	FRI	15		
24	SAT			
25	SUN			
26	<b>MON</b>	16		
27	<b>TUE</b>	17		
28	WED	18		
29	THU	19		
30	FRI	20		

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Date December			Particulars	Remarks
1	SAT			
2	SUN			
3	MON	21		
4	TUE	22		
5	WED	23		
6	THU	24		
7	FRI	25		
8	SAT			
9	SUN			
10	MON	26		
11	TUE	27		

12	WED	28		
13	THU	29		
14	FRI	30		
15	SAT			
16	SUN			
17	<b>MON</b>	31		
18	<b>TUE</b>	32		
19	WED	33		
20	THU	34		
21	FRI	35	College closes for Christmas Vacation	
22	SAT			
23	SUN			
24	<b>MON</b>			
25	<b>TUE</b>			
26	WED			

27	THU			
28	FRI			
29	SAT			
30	SUN			
31	<b>MON</b>			

Date	THU		Particulars	Remarks
January				
1	<b>TUE</b>	36	COLLEGE REOPENS	
2	WED	37		
3	THU	38		
4	FRI	39		
5	SAT			

6	SUN			
7	MON	40		
8	TUE	41		
9	WED	42		
10	THU	43		
11	FRI	44		
12	SAT			
13	SUN			
14	MON	45		
15	TUE	46		
16	WED	47		
17	THU	48		
18	FRI	49		
19	SAT			
20	SUN			

21	MON	50		
22	TUE	51		
23	WED	52		
24	THU	53		
25	FRI	54		
26	SAT		Republic Day	
27	SUN			
28	MON	55		
29	TUE	56		
30	WED	57		
31	THU	58		

Date			Particulars	Remarks
February				



1	FRI	59		
2	SAT			
3	SUN			
4	<b>MON</b>	60		
5	<b>TUE</b>	61		
6	WED	62		
7	THU	63		
8	FRI	64		
9	SAT			
10	SUN			
11	<b>MON</b>	65		
12	<b>TUE</b>	66		
13	WED	67		
14	THU	68		
15	FRI	69		

16	SAT			
17	SUN			
18	MON	70		
19	TUE	71		
20	WED	72		
21	THU	73		
22	FRI	74		
23	SAT			
24	SUN			
25	MON	75		
26	TUE	76		
27	WED	77		
28	THU	78		

Date	Day		Particulars	Remarks
March				
1	FRI	79		
2	SAT			
3	SUN			
4	<b>MON</b>	80		
5	<b>TUE</b>	81		
6	WED	82		

7	THU	83		
8	FRI	84		
9	SAT			
10	SUN			
11	<b>MON</b>	85		
12	<b>TUE</b>	86		
13	WED	87		
14	THU	88		
15	FRI	89		
16	SAT			
17	SUN			
18	<b>MON</b>	90		
19	<b>TUE</b>	91		
20	WED	92		

21	THU	93		
22	FRI	94		
23	SAT			
24	SUN			
25	<b>MON</b>	95		
26	<b>TUE</b>	96		
27	WED	97		
28	THU	98		
29	FRI	99		
30	SAT			
31	SUN			

## SUCCESSION LIST OF PRINCIPALS

<u>Name</u>	<u>From</u>	<u>To</u>
Prof: Syed Muhammed Shah	16-07-75	20-07-79
Prof: Mammedunni B.	01-08-79	07-09-83
Prof: Mohammed Koya P.	08-09-83	31-03-84
Prof: John A. J.	01-04-84	08-11-87
Prof: Omar M.	09-11-87	31-03-88
Prof: Mohammed C. H.	01-04-88	24-06-90
Prof: John A. J.	25-06-90	31-03-91
Prof: Mohammed Nagoor Meera	01-04-91	18-03-92
Prof: Aboobacker P.	19-03-92	31-07-92
Prof: Unni krishnan P.K.	01-08-92	01-11-92
	03-04-93	13-09-93
Prof: Chandrachoodan Nair B.	02-11-92	21-12-92
	05-01-93	31-03-93
Prof: Lilly E.P.	22-12-92	04-01-93
	01-04-93	02-04-93
Prof: Hariharan C.	14-09-93	10-11-93
Prof: Sadanandan C. K.	11-11-93	30-03-94
	31-03-94	11-10-94
	10-06-96	26-09-96
Prof: Moideenkutty P.T.	01-04-98	30-12-98
	18-08-00	09-10-00
	19-11-01	10-12-01
Prof: Sethumadhavan K.K.	12-10-94	03-01-96
Prof: Radhakrishnan T.V.	23-02-96	09-06-96
	27-09-96	31-03-98
Dr. Santhi Chandra Kammath	31-12-98	04-06-99
Prof: Ramachandran V.R.	05-06-99	17-08-00
Prof: Surendranathan M.P	01-02-00	31-06-00
Prof: Sankara Pillai K.G.	10-10-00	23-11-00
Prof: Nagendran K.R.	24-11-00	18-11-01
Prof: Raziya Y.	11-12-01	21-01-02
Prof: Kunhimohammed K.	25-01-02	10-08-02
Dr. Suseelan M.S.	02-09-02	30-06-03
Prof: Vasudevan M.	04-07-03	12-08-05
Dr. Mohamed K.K.	13-08-05	07-08-06
Prof: Prema Latha L	07-08-06	03-12-06

	22-01-07	31-07-07
Prof: Raman P.	04-12-06	21-01-07
	31-07-07	06-11-07
	01-08-08	22-11-08
Prof: Rajagopalan P.	31-03-09	30-07-09
	01-04-11	19-09-11
	01-06-12	07-10-12
	01-04-13	26-05-13
Prof: Pankunni V.	06-11-07-08	31-07-08
Dr. Dhanalekshmy K	22-11-08	31-03-09
Prof: Koodathil Krishnan	31-07-09	31-03-11
Prof. Deva Latha Y.	20-09-11	31-05-12
Dr. Prathiba Kumari AR	08-10-12	31-03-13
Prof. Isahak MP	27-05-13	14-05-14
Dr. Damodaran K.K	15-5-14	30-7-14
Prof CT Lilly	1-8-14	31-3-15
Paloly Aboobacker	01-04-2015	
9-8-15		
Dr. Elsamma Joseph Arackal		10-8-15
9-3-2017		
Paloly Aboobacker	9-3-2017	
18-4-2017		
Dr. Valsala Kizhakkekarmmal onwards		1-6-2017

**SCHEDULE****Semester .....**

	<b>I</b> <b>9.30</b> <b>-</b> <b>10.3</b> <b>0</b>	<b>II</b> <b>10.3</b> <b>0-</b> <b>11.3</b> <b>0</b>	<b>III</b> <b>11.3</b> <b>0-</b> <b>12.3</b> <b>0</b>	<b>12.3</b> <b>0-</b> <b>1.30</b>	<b>IV</b> <b>1.30-</b> <b>2.30</b>	<b>V</b> <b>2.3</b> <b>0-</b> <b>3.3</b> <b>0</b>	<b>VI</b> <b>3.30</b> <b>-</b> <b>4.30</b>
<b>MO</b>				<b>REC</b> <b>ESS</b>			<b>TUT</b> <b>ORIA</b> <b>L</b>
<b>N</b>							
<b>TUE</b>							
<b>WE</b>							
<b>D</b>							
<b>TH</b>							
<b>U</b>							



<b>FRI</b>							
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**Note: Post Lunch Section Start at 2pm on all Fridays**

**SCHEDULE**

**Semester .....**

	<b>I</b> <b>9.30</b> <b>-</b> <b>10.3</b> <b>0</b>	<b>II</b> <b>10.3</b> <b>0-</b> <b>11.3</b> <b>0</b>	<b>III</b> <b>11.3</b> <b>0-</b> <b>12.3</b> <b>0</b>		<b>IV</b> <b>12.3</b> <b>0-</b> <b>1.30</b>	<b>V</b> <b>2.3</b> <b>0-</b> <b>3.3</b> <b>0</b>	<b>VI</b> <b>3.30</b> <b>-</b> <b>4.30</b>
<b>MO</b>				<b>REC</b> <b>ESS</b>			<b>TUT</b> <b>ORI</b> <b>AL</b>
<b>N</b>							
<b>TUE</b>							
<b>WE</b>							
<b>D</b>							

<b>TH</b>							
<b>U</b>							
<b>FRI</b>							

**Note: Post Lunch Section Start at 2pm on all Fridays**

**SCHEDULE**

**Semester .....**

	<b>I</b> 9.30 - 10.3 0	<b>II</b> 10.3 0- 11.3 0	<b>III</b> 11.3 0- 12.3 0	12.3 0- 1.30	<b>IV</b> 1.30- 2.30	<b>V</b> 2.3 0- 3.3 0	<b>VI</b> 3.30- 4.30
<b>MO</b>							

<b>N</b>				<b>RECE SS</b>			<b>TUTO RIAL</b>
<b>TUE</b>							
<b>WE D</b>							
<b>THU</b>							
<b>FRI</b>							

**Note: Post Lunch Section Start at 2pm on all Fridays**

## **SPECIMEN FORMS**

### **FORM - 1: Refund of Caution**

#### **POOKOYA THANGAL MEMORIAL**

#### **GOVT. COLLEGE, PERINTHALMANNA**

#### **Form of Application for Refund of Caution Deposit**

1. Name (In block letters)
2. Class and Group/Subject
3. Roll No. /Class No.
4. Years of study in the college
5. Amount of caution deposit  
to be returned
6. No. and date of receipt  
received for having made  
the deposit
7. Whether T.C. has already  
been taken, if so, state

No. and date of T.C.  
obtained

8. Address (Permanent home address)
9. Date of application
10. Signature of the student

**FORM -2: Receipt of Refund of Caution Deposit*****FORM OF RECEIPT***

Received from the Principal.....the sum of  
Rs .....(Rupees.....only)  
being the amount of caution deposit due to me.

Signature;

Name:

Roll/Class No. and

Subject/Group

To be signed on revenue stamp (if above Rs. 5000)]

Please send the amount by money order at my cost in  
my address.

**FORM-3: Application for Transfer Certificate and  
Conduct Certificate**

**POOKOYA THANGAL MEMORIAL**

**GOVT. COLLEGE, PERINTHALMANNA**

**Application for Transfer Certificate and Conduct  
Certificate**

Name of the Student :

Date of Birth :

Admission Date :

Left on :

Particulars regarding Scholarship :

Whether qualified for higher class :

Whether all dues have been discharged

University examination last attended :

Month and Year of Exam :

Date of application for T C :

I..... do hereby certify that the  
afore-mentioned details are true to the best of my

knowledge and I am prepared to suffer any consequences if any of these details are found to be incorrect.

Signature of the applicant

**For Office Use Only**

Year study

Class

Details of remittance  
Accountant

Signature of the



## FORM 4- NON LIABILITY CERTIFICATE

### Non Liability Certificate

Name :

Class and Roll No :

<b>Sl No</b>	<b>Department</b>	<b>Status</b>	<b>Signature</b>
1	Account Section		
2	Arabic		
3	Commerce and Management		
4	Computer Science		
5	English		
6	General Library		
7	Hindi		

8	History		
9	Malayalam/		
10	Mathematics		
11	Physics		
12	Physical Education		
13	Statistics		
14	N.S.S.		
15	Cooperative Store.		

Office

Principal

Date of Issue

## **Application for leave/Attendance Claim**

Name:

Roll number and Class:

Number of leave/attendance already claimed:

Date/hour for which leave is required:

Day & Date	Hour

Reasons for leave

Date of application

Signature of applicant

Tutor's remarks

Order of the Head

Place

Date