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LEARN * LABOUR * LOVE

BASELIUS COLLEGE KOTTAYAM

HANDBOOK & CALENDAR
2021-22

NAAC RE-ACCREDITED
@ A GRADE
(WITH CGPA 3.11)

THE BASELIAN COAT OF ARMS



The **heart-shaped crest** is symbolic of cultural ministry and the integrated development of the mind, the body and the heart. The **inner circles** signify perpetual flow of knowledge and universality.

The **cross** symbolizes the ultimate in self- sacrifice and the **open book** at the centre represents wisdom. The motto “**Learn Labour Love**” on the coat of arms invokes intellectual excellence, social commitment and a concern for humanity.

Vision

To be a premier temple of higher learning, imparting quality holistic education to all seekers, irrespective of caste, creed and gender.

Mission

To dispel the darkness of ignorance and elevate youngsters to the pedestal of wisdom by fostering spirituality, knowledge and skill, thereby empowering them to deal with real life situations and equipping them to build a fruitful future for themselves and the society at large.



HANDBOOK AND CALENDAR

2021-2022

**Policies, Procedures and Resources for
the Baselian Community**



ESTD 1964

BASELIUS COLLEGE KOTTAYAM

NAAC RE-ACCREDITED @ A GRADE (WITH CGPA 3.11)

included in section 2f and 12B of UGC Act, 1956

Phone: 0481-2563918 | Fax: 0481- 2565958

E-mail: principal@baselius.ac.in

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Join us on:



MANAGED BY THE MALANKARA ORTHODOX SYRIAN CHURCH

A CHRISTIAN MINORITY EDUCATIONAL INSTITUTION

Affiliated to Mahatma Gandhi University, Kottayam



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OUR PATRON SAINT



**His Holiness Baselios
Geevarghese II**

H. H. Baselios Geevarghese II

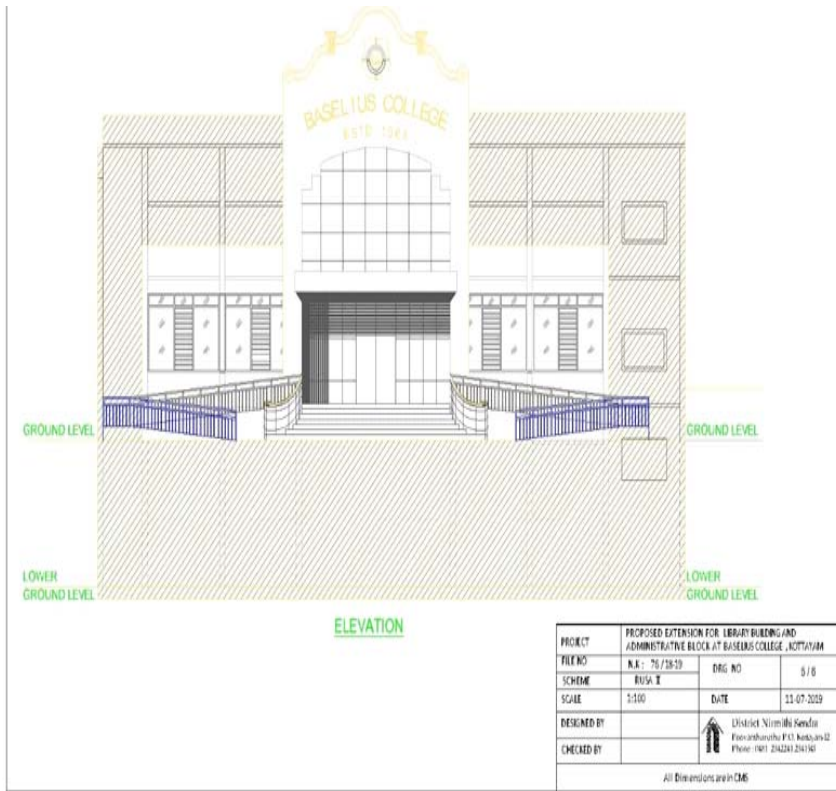
Baselius College, Kottayam was established in the hallowed name of H.H. Baselios Geevarghese II, the late lamented Catholicos of the East in 1964. As the reigning Catholicos of the Orthodox Church for almost three and a half decades (1929-64), His Holiness left his indelible mark in the socio-cultural domains of Kerala.

Sensing the need of the hour, his Holiness pioneered the dissemination of knowledge by founding several educational institutions in the then underdeveloped areas of Kerala.

His Holiness was born on 16 June 1874 into the illustrious Kallacheril family of Kurichy and began his ecclesiastical training at the early age of nine under the tutelage of the saintly ParumalaThirumeni. He was ordained Deacon in April 1892 and Bishop in September 1912. Metropolitan Mar Gregorios was elevated as the Catholicos of the East on 13 February 1929. In 1934, the Malankara Association elected him as the Malankara Metropolitan. During his tenure as the supreme head of the Orthodox Church of India, His Holiness exhibited extraordinary grace and vision until he was called to his heavenly abode on 3 January 1964 at the age of 90.

Baselius college was founded soon after the demise of the Holy Father to perpetuate his vision and mission.

May his intercessory prayers be our refuge and fort.



This handbook belongs to:

Name:

Class:..... Roll No.....Aadhar No:.....

Email Id:

Phone (Parent/ Guardian):

Address:

.....

.....

Name of Class Teacher:

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CONTENTS

1.	COLLEGE PRAYER SONGS	6
2.	COLLEGE ANTHEM	7
3.	NATIONAL ANTHEM	8
4.	COLLEGE PROFILE	
	4.1 Institutional Objectives	9
	4.2 Major Milestones	10
	4.3.1 GOVERNING BODY	
	4.3.2 Management	12
	4.3.3 Local Management Committee	12
5.	AT THE HELM IN THE PAST	
	5.1.1 Managers	13
	5.1.2 Principals	13
6.	PROSPECTUS – PROGRAMMES OFFERED AND ADMISSION NORMS	14
7.	INTERNAL QUALITY ASSUARANCE CELL (IQAC)	19
8.	COLLEGE COUNCIL	20
9.	OFFICIALS UNDER RIGHT TO INFORMATION ACT	21
10.	DEPARTMENTS	
	10.1 Postgraduate Departments	22
	10.2 Undergraduate Departments	31
	10.3 Complementary & Language Departments	38
	10.4 Self-Financing Departments	40
11.	LIBRARY	42
12.	ADMINISTRATIVE WINGS	44
13.	WELFARE ASSOCIATIONS	
	13.1 Baselius College Staff Co-operative Society Ltd. No. K 445	47
	13.2 Baselius College Co-operative Society Ltd. No. K 501	47
	13.3 We Baselians (Alumni Association)	48
	13.4 FORT (Fraternity of Retired Teachers)	49
14.	OTHER STUDENTS AMENITIES	50
	14.1 College Hostel	
	14.2 College Canteen	
	14.3 Fitness center	
15.	EXTENSION ACTIVITIES	51
	15.1 Counselling & Guidance Centre	
	15.2 Career Guidance and Placement Cell	
	15.3 Civil Service Coaching	
	15.4 Company Secretary Study Centre	
16.	RULES FOR REMITTING FEES	52



17.	GENERAL GUIDELINES AND RULES OF CAMPUS LIFE	53
	17.1 Conduct and Discipline of Students	
	17.2 Anti -Ragging Regulations- Kerala Ragging Prohibition Act 1998	
	17.3 Code of Conduct – Circular from Government of Kerala & MG University	
	17.4 Attendance and Leave of Absence	
	17.5 Study Tours	
18.	ADMINISTRATIVE SUPPORTING WINGS- STATUTORY	67
	18.1 Ethics Committee	
	18.2 Student Grievance Redressal Committee	
	18.3 Anti Ragging Cell	
	18.4 Anti Ragging Squad	
	18.5 SC/ST Monitoring Cell	
	18.6 Internal Complaints Committee (For Sexual Harassment)	
	18.7 Vimukti- Anti Narcotic Cell	
	18.8 Internal Committee for Physically Challenged Students	
	18.9 Electoral Literacy Club	
	18.10 Disaster Management	
	18.11 Gender Justice Forum	
	18.12 College Union	
19.	OTHER STATUTORY BODIES and COMMITTEES	68
	19.1 Parent-Teacher Association	
	19.2 NAAC Accreditation Institutional Level Committee	
	19.2.1 NAAC Steering Committee	
	19.2.2 NAAC Criterion Committee Conveners	
	19.3 U.G.C Planning Board	
	19.4 RUSA Institutional Level Committee	
	19.4.1 RUSA- Board of Governors	
	19.4.2 RUSA- Project Monitoring Committee	
	19.5 Research Assessment Committee	
	19.6 Unnat Bharat Abhiyan	
	19.7 Social Entrepreneurship & Rural Engagement	
	19.8 Rural Entrepreneurship Development Cell	
20.	STUDENT MENTORING PROGRAMMES	74
	20.1 Tutorial System	
	20.2 Value Education	
	20.3 Additional Skill Development Program (ASAP)	
	20.4 Walk With A Scholar Programme (WWS)	
	20.5 Scholar Support Programme (SSP)	
21.	CO-CURRICULAR AND EXTRA CURRICULAR INITIATIVES	75
	21.1 National Cadet Corps (NCC)	
	21.2 National Service Scheme (NSS)	
	21.3 Red Ribbon Club	



21.4	Mar Gregorios Orthodox Christian Students' Movement (MGOCSM)	
21.5	Equal Opportunities Cell	
	21.5.1 Women's Forum	
	21.5.2 Men's Forum	
21.6	Ek Bharat Shresht Bharath (EBSB) Club	
21.7	Arts Club	
	21.7.1 Music Club	
	21.7.2 Dance Club	
	21.7.3 Theatre & Histrionics	
	21.7.4 Fine Arts & Photography	
	21.7.5 Literary Club	
	21.7.6 Quiz Club	
	21.7.7 Debate & Elocution	
21.8	Tourism Club	
21.9	Nature Club	
21.10	Entrepreneurship Development Club	
22.	SPORTS AND GAMES	79
	22.1 Annual Athletic meet	
	22.2 Baselian Trophy	
	22.3 Baselian Premier League (BPL)	
	22.4 Arjuna vs Drona	
23.	PUBLICATIONS	80
	23.1 Baselius Researcher	
	23.2 College Magazine & Baselian	
24.	TASK FORCES	81
25.	QUICK CONTACT DETAILS OF COORDINATORS	83
	25.1 Office Bearers, Task Forces & Coordinators of Co-Curricular and Extra Curricular Activities	
	25.2 Department Association Teachers In-charge	
26.	TEACHERS IN MAHATMA GANDHI UNIVERSITY BODIES	87
27.	LIST OF RETIRED TEACHERS AND MEMBERS OF NON-TEACHING STAFF	88
28.	SCHOLARSHIPS & ENDOWMENTS	93
29.	EXAMINATIONS AND TEST PAPERS	100
	29.1 BASIC INFORMATION ON CBCS / CSS PROGRAMMES	
	29.2 EXAMINATION SCHEDULES	
	29.3 UNIVERSITY EXAM FEES	
	29.4 ELIGIBILITY FOR PROMOTION TO HIGHER CLASSES	
30.	MEDICAL INSPECTION	105
31.	COVID 19 CAMPUS RESPONSE	105
32.	COLLEGE ALMANAC	106



PRAYER SONGS

I

Oh! Lord, Almighty God
Oh! Lord, Omniscient One
Oh! Lord, Omnipresent One
Oh! Lord, Almighty God!

Help us to Learn, Labour and Love
Help us to become good
Help us to do our work
With wisdom, vigour and devotion.

Eternal Grace, Save us from evil
Eternal Power, Hold us
Eternal Light, Lead us
Eternal Wisdom, Enlighten us.

(Lyrics by Prof. Thomas Mathew, Retired Professor, English Department & Music by Prof. Thomas Varghese, Retired Professor, Zoology Department)

II

അസതോ മാ സദ്ഗമയ
തമസോ മാ ജ്യോതിർഗമയ
മൃത്യോർ മാ അമൃതംഗമയ
പുർണ്ണമദഃ പുർണ്ണമിദം
പുർണ്ണാത് പുർണ്ണമുദച്യതേ
പുർണ്ണസ്യ പുർണ്ണമാദായ
പുർണ്ണമേവാവശിഷ്യതേ
ഓംശാന്തിഃശാന്തിഃശാന്തിഃ

III

ज्ञानकर्म प्रेम रूपी लक्ष्य दिखाएँ...
सत्यधर्मके पथ पर हमको लेचलें
एकताकीडोरी से हम सब को बाँध लें.....
भ्रातृभाव वतन - भाक्तिदिल में भरादें....
मार्ग सेवाके हमे, तू ही सिखा दें...
नाम मानवका सदा योग्य बनादें...
एकताकीडोरी से हम सब को बाँध लें.....

(Lyrics by Dr. Elcy I.C., Former Head of the Dept. of Hindi)



IV

സർവ്വശക്തനാം ദൈവമേ
സർവ്വജ്ഞാനിയാം ദൈവമേ
സർവ്വവ്യാപിയാം ശക്തിനീ
സർവ്വകാരുണ്യരൂപനേ

ജ്ഞാനവും കർമ്മശേഷിയും
സ്നേഹമാർഗ്ഗ സഞ്ചാരവും
സത്യപാലന നിഷ്ഠയും
ഞങ്ങളിൽ നീ നിറയ്ക്കണേ

ആത്മജ്ഞാനത്തിന്നുണർവ്വേകി
അജ്ഞാനാധാര നീക്കണേ
പരമശക്തിപ്രഭാവവും
ദിവ്യജ്യോതിസ്സിൻ ദീപ്തിയും
തെളിയണേ മമ മാർഗ്ഗത്തിൻ
അഭയമേക നീ ദൈവമേ

(Lyrics by Dr. Shyla Abraham, Former Head of the Department of Malayalam & Music by Sri. Dr. Manoj Narayanan K.S, Assistant Professor & HOD, Commerce Department)

COLLEGE ANTHEM

കലാലയഗീതം

I

അനുപമസ്നേഹ ഗുണലയമേ
അറിവിൻ പുർണ്ണനികേതനമേ
പുലരിയിൽ ഞങ്ങളൊന്നായ്ച്ചേർന്നു
നിൻതിരുനാമം വാഴ്ത്തുന്നു.

അജ്ഞത തീർക്കാനെന്നയും, ഞങ്ങളിൽ
വിജ്ഞാനകുതിർ വീശിടുവാൻ
അലസതമാറ്റി അത്യുത്സാഹം
ഞങ്ങളിലെന്നും പുവണിക



II

വിദ്യാദായിനി കർമോന്മേഷിണീ
വിമലസ്നേഹ കലാലയമേ ജയ!
സത്യം ധർമ്മംസേവനമെന്നതു
ജീവിതവ്രതമായ് പകരും ക്ഷേത്രം
നന്മയിലെങ്ങും മുന്നോറൊരു
സന്മതിയേകിലസിക്കുന്നു!

എല്ലാവർക്കുംവിജയം പുനരല്ലായ്പോഴുംക്ഷേമം
നാനാതൂറുകളിലുന്നതനിലകളിൽ
തനയർക്കമരാൻ മംഗളമരുളും
അമിതകൃപാനിധി നീ ജനനീ!

നിന്നുടെമഹിമയിതേറട്ടെ
അതിൽ നമ്മുടെ പുണ്യം പുലരട്ടെ! (2)
വിദ്യാദായിനി കർമോന്മേഷിണീ
വിമലസ്നേഹകലാലയമേ, ജയ!
കലാലയമേ, ജയ!
കലാലയമേ, ജയ!

(Lyrics by Dr. A. M. Unnikrishnan, Former Reader in Malayalam)

NATIONAL ANTHEM

Jana gana mana Adhinayaka Jayahe
Bharathabhagyavidhata
Punjab, Sindh, Gujarata, Maratha
Dravida Utchala Benga
Vindhya Himachala Yamuna Ganga
UtchalaJaladhitaranga
Tava subha name jage
Tava subha Ashisha mage
Gahetavajayagatha
Jana ganamangaladayakajayahe
Bharathabhagyavidhata
Jaya he, Jaya he, Jaya he,
Jaya, Jaya, Jaya, Jaya he !

NATIONAL PLEDGE

India is my country. All Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give respect to my parents, teachers and all elders and treat
everyone with courtesy.
To my country and my people, I pledge my devotion; in their well being
and prosperity alone lies my happiness.

Jai Hind



4. COLLEGE PROFILE

4.1 INSTITUTIONAL OBJECTIVES

Baselius College was established in the year 1964 by a galaxy of eminent men to fulfil the long-cherished dream of the Malankara Orthodox Christian Community to dedicate themselves to the service of God and man. This premier postgraduate institution that flourished from the precincts of the MD Seminary High School perpetuates the sacred memory of our heavenly patron **His Holiness Baselios Geevarghese-II**, the late lamented Catholicos of the East, who steered the destiny of the Orthodox Church with grace and vision for more than three decades.

The College is situated at the heart of Kottayam town, in the MD Seminary compound, flanked by the awe-inspiring steeples of Mar Elia Cathedral on the right side and the impressive complex of the Malayala Manorama on the left, looking over the expansive Malankara Estates and the meandering Kodoor River. The site is easily accessible by road, rail and water transport systems.

The College stands for academic excellence, development of skill and character formation so as to produce intellectually mature, morally upright, socially committed and spiritually inspired men and women. In pursuance of this goal, the College has set the following **objectives**:

- To develop the potentialities of young men and women and help all those engaged in the pursuit of Truth and Knowledge, keeping in view the intellectual, physical and spiritual values.
- To inculcate a sense of discipline, social responsibility and community service in the youth and also to bring home the dignity of manual labour.
- To provide society with the right kind of leadership through men and women trained in various spheres who are competent to tackle the problems in life and make them worthy citizens of our community and the country in general.
- To instill in the students a sense of national pride through appreciation of Indian traditions and cultures.
- To sensitise students to critique current socio-economic, political and cultural issues and to denounce all forms of oppression relating to class, caste and gender.
- To familiarise students with environmental issues, thus motivating them to promote ecological justice and sustainable development.
- To establish a link between the institution and policy makers through collaborative research leading to social development.

**4.2 MAJOR MILESTONES**

- 1964 Baselios College is established at the heart of the city of Kottayam in the sacred memory of the venerable Heavenly Patron His Holiness Baselios Geevarghese II, the late lamented Catholicos of the East. Dr. A.P. Mani is appointed as the pioneering Principal of the college. Departments of Physics, English, Malayalam, Botany, Chemistry, Hindi, Commerce & Physical Education started functioning. Four Pre-degree batches started.
- 1967 The junior college is upgraded. Departments of English, Commerce, Economics, Botany, Mathematics and Zoology started to offer undergraduate programmes.
- 1969 Department of Chemistry started offering degree programmes.
- 1976 Baselios College Cooperative Society is formed.
- 1979 The college is brought under the Educational agency of the MOC Colleges and His Grace Daniel Mar Philexinos takes over the reins as the Corporate Manager. The first All Kerala Intercollegiate Baselios Trophy Tournament is conducted.
- 1981 Department of Political Science is established as an undergraduate department. Department of Commerce is upgraded to a postgraduate department.
- 1982 Dr. A. P. Mani retires as principal and Prof. E. J. John becomes the new principal. H. G. Mathews Mar Barnabas Metropolitan takes over as the new Corporate Manager. Department of Malayalam is established as an undergraduate department and single faculty department of Sanskrit started functioning along with it.
- 1984 Department of Chemistry is upgraded to a postgraduate department.
- 1988 Prof. E. J. John retires as principal and Prof. M. J. Thomas becomes the new principal.
- 1989 College celebrates its Silver Jubilee.
- 1990 Open-Air Auditorium is constructed.
- 1992 H. G. Philipose Mar Eusebius Metropolitan takes over as the new Corporate Manager.
- 1993 English Department is upgraded to a Postgraduate Department.
- 1994 Construction of the Silver Jubilee block is completed.
- 1995 Prof. M. J. Thomas retires as principal and Dr. Alexander Karakkal becomes the new principal. Department of Physics is established.
- 1996 Dr. Alexander Karakkal retires as principal and Prof. K. P. Joy becomes the new principal. English Department is upgraded to a Research Centre. Department of Commerce (OM & SP) is established.
- 1998 Prof. K. P. Joy retires as principal and Prof. P. C. Alias becomes the new principal. Department of Physics is upgraded as a Postgraduate Department.
- 1999 Baselios Researcher (ISSN 0975- 8658), a bi-annual Journal of Interdisciplinary Studies and Research published by Baselios Research Guidance Centre brings out its first issue. Economics Department is upgraded as a Postgraduate Department. New Auditorium was inaugurated by His Holiness Baselios Marthoma Mathews II.
- 2000 College is accredited by NAAC with three stars, in its first cycle. Prof P.C. Alias retires as principal and Prof. E. John Mathew becomes the new principal.



- 2002 Dr. A.P. Mani Media Centre is inaugurated by H.H. Baselios Marthoma Mathews II in memory of Dr. A. P. Mani, the first principal of the college.
- 2003 H.G. Dr. Yakob Mar Irenaios Metropolitan takes over as the new Corporate Manager.
- 2004 Construction of an additional storey in the Mathematics Block is completed.
- 2005 Prof. E John Mathew retires as principal and Prof. Jacob K. Mathew becomes the new principal. A Latex Testing (DRC) Laboratory started in Botany Department.
- 2006 Prof. Jacob K. Mathew retires as principal and Rev. Fr. E. M. Philip becomes the new principal.
- 2007 H. G. Kuriakose Mar Clemis Metropolitan takes over as the new Corporate Manager. College re-accredited by NAAC with B++ Grade.
- 2008 Prof. Fr. E. M. Philip retires as principal and Prof. Jacob Kurian Onattu becomes the new principal.
- 2010 Construction of Women's Hostel for the college. Men's football Sports Hostel starts to function under Kerala State Sports Council Scheme.
- 2011 College is conferred with Minority Status.
- 2012 H.G. Dr. Thomas Mar Athanasius Metropolitan takes over as the new Corporate Manager. Two additional stories of Self-financing programme constructed in the Mathematics Block.
- 2013 Introduction of a UGC sponsored Foundation Course on Human Rights in the Department of Political Science.
- 2014 College celebrates its Golden Jubilee. Chief Minister Sri.Oommen Chandy flagged off the jubilee celebrations. Electronics Department comes into being. Dr. A. P Mani Media Centre is refurbished in connection with the Golden Jubilee Celebrations of the college. The Office Block was also refurbished during this period. The foundation stone for the Golden Jubilee Building is laid by His Holiness Baselios Marthoma Paulose II
- 2015 BBA Programme is started and college acquires the status of semi-professional college. College is Re-accredited with A Grade by NAAC (with CGPA 3.11). Department of Physics is upgraded as a Research Centre. Prof. Jacob Kurian Onattu retires as principal and Prof. Alexander V. George becomes the new principal.
- 2016 Construction of UGC Sponsored Women's Hostel II and Golden Jubilee Students' Amenity Centre started. Women's Football Sports Hostel starts to function under Kerala Sports Council.
- 2017 Prof. Alexander V. George retires as principal and Dr. Jancey Thomas becomes the new principal.
- 2018 College becomes eligible for funding under the Central government & Rashtriya Uchathar Shiksha Abhiyan (RUSA) scheme. Golden Jubilee Students' Amenity Centre is inaugurated.
- 2019 Dr. Jancey Thomas retires as principal and Dr. Biju Thomas becomes the new principal. Department of Chemistry is elevated to the status of a Research Centre.
- 2020 College is placed in the rank band of 150-200 in NIRF '20 Ranking.
- 2021 Commencement of M.Sc Data Analytics Programme.



.4.3 GOVERNING BODY

4.3.1 MANAGEMENT

- **EDUCATIONAL AGENCY**

H.H. Baselios Marthoma Mathews III
Catholicos of the East and Malankara Metropolitan.
Ph: 0481- 2570569, 2578500

- **MANAGEMENT**

Corporate Management of M.O.C Colleges,
Devalokam P.O., Kottayam,
Ph: 0481 -2573533

- **MANAGER, M.O.C. COLLEGES**

His Grace Dr. Thomas Mar Athanasius Metropolitan
Ph: 0485 -2832401, 2833401

- **SECRETARY, M.O.C. COLLEGES**

Dr. M. E. Kuriakose Ph: 9447101513

- **PRINCIPAL**

Dr. Biju Thomas Ph: 9447214457

- **BURSAR**

Dr. Joy Markose Ph: 9447356001

4.3.2 LOCAL MANAGEMENT COMMITTEE

1. H.H. The Catholicos of the East & Malankara Metropolitan
Ph: 0481-2570569, 0481-2578500 (President)
2. Mr. A. Jacob Oppoottil, Kottayam-1 Ph : 9847048953
3. Mr. Alexander Oommen, Thadathilparambil, Kottayam-1
Ph: 93887944177
4. Prof. P.K.Kurian, Plammoottil, Manganam P.O, Kottayam. Ph: 2574131,
9447174131
5. Prof. Cherian Thomas, Panikkaruveedu, S.H.Mount. P.O, Kottayam.
Ph: 2311166, 9447123111
6. Prof. K.C George, Kakkarothu House, Thazhathangady P.O., Kottayam
Ph: 9846663260
7. Rev. Fr. Dr. Johns Abraham Konat, Principal Secretary to H.H. The
Catholicos of the East. Ph: 9447173133
8. Rev. Fr. P.A. Philip, Catholicate Aramana, Devalokam. Ph: 9496155461
9. Dr. Biju Thomas, Principal, Baselios College (Secretary) Ph:
9447214457
10. Dr. Joy Markose, Bursar, Baselios College, Kottayam Ph: 9447356001,
2571121



5.1 AT THE HELM IN THE PAST

5.1.1 MANAGERS

H.G. Mathews Mar Ivanios Metropolitan	(1964 -1979)
H.G. Daniel Mar Philexinos Metropolitan	(1979 -1982)
H.G. Mathews Mar Barnabas Metropolitan	(1982 - 1992)
H.G. Philipose Mar Eusebius Metropolitan	(1992 - 2003)
H.G. Dr. Yakob Mar Irenaios Metropolitan	(2003 - 2007)
H.G. Kuriakose Mar Clemis Metropolitan	(2007 - 2012)

5.2.2 PRINCIPALS

Dr. A.P. Mani	(1964-1982)
Prof E. J. John	(1982-1988)
Prof. M.J. Thomas	(1988-1995)
Dr. Alexander Karakkal	(1995-1996)
Prof. K.P. Joy	(1996-1998)
Prof. P.C. Alias	(1998-2000)
Prof. E. John Mathew	(2000-2005)
Prof. Jacob K. Mathew	(2005-2006)
Prof. Fr. E.M. Philip	(2006-2008)
Prof. Jacob Kurian Onattu	(2008-2015)
Prof. Alexander V. George	(2015-2017)
Dr. Jancey Thomas	(2017-2019)



6. PROSPECTUS

As a constituent college of Mahatma Gandhi University, Kottayam, Baselius College, Kottayam abides by all university regulations, other than those that affect its minority status and rights under Article 30(1) of the Constitution of India. The university follows the semester system in all its undergraduate and postgraduate programmes. The duration of a master's programme is two years (four semesters) and that of a bachelor's is three years (six semesters). Admission to UG/ PG programmes is mostly done online through the Centralised Allotment Process (CAP).

The College offers the following programmes of study as prescribed by the Mahatma Gandhi University, Kottayam

A) UNDER GRADUATE PROGRAMMES

(Choice Based Credit System)

Aided Stream

Sl. No	CORE COURSES	COMPLEMEN-TARY SUBJECT	SANCTIONED STRENGTH	ELIGIBILITY
1	B.A. English Language & Literature	English & History	50	Candidates who have passed the Plus Two/ equivalent examination or an examination recognized by MG University.
2	B.A. Malayalam Language & Literature	Kerala Culture & Sanskrit	25	
3	B.A. Economics	Political Science & History	50	
4	B.A. Political Science	Economics & History	40	
5	B.Sc. Mathematics	Statistics & Physics	50	Candidates who have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects or Mathematics as one of the subjects in Commerce group.
6	B.Sc. Physics	Electronics & Mathematics	24	Candidates who have passed the Plus Two/ equivalent examination with Physics as one of the optional subjects at Plus Two level.
7	B.Sc. Chemistry	Mathematics & Physics	50	Candidates who have passed the Plus Two/ equivalent examination with Chemistry as one of the optional subjects at Plus Two level.



8	B.Sc. Botany	Chemistry & Zoology	36	Candidates who have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.
9	B.Sc. Zoology	Chemistry & Botany	42	Candidates who have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.
10	B.Com (Model-I)	Elective: Finance & Taxation	50	Candidates who have passed the Plus Two/ equivalent examination recognized by MGU with Commerce as optional OR Have passed Plus Two/equivalent examination with other subjects under PART III optional subjects provided they have secured 45% of the aggregate marks.
11	BBA		24	Candidates who have passed the Plus Two/ equivalent examination or an examination recognized by MG University

Self- Financing Stream

Sl. No	CORE COURSES	SANCTIONED STRENGTH	ELIGIBILITY
1.	B.Com (Model III) Taxation (Separate Application form available for Self-Financing Programme: Contact 0481-230022, 9447356001)	40	Candidates who have passed the Plus Two/ equivalent examination recognized by MGU with Commerce as optional OR Have passed Plus Two/equivalent examination with other subjects under PART III optional subjects provided they have secured 45% of the aggregate marks

NOTE : ● Common courses:

* **English** is compulsory for students of all programmes.

* **Additional Language:** For B.A/B.Sc (Malayalam, Hindi, Syriac, Sanskrit) Students may choose any one. For B.Com. (Malayalam, Hindi and Syriac)- Students may choose any one.

● Students of BBA & Model III B.Com (Taxation) need not study additional language.

**OPEN COURSES (DURING SEMESTER V)**

Sl.No	Department	Course Offered
1.	English	Theatre Studies
2.	Physics	Physics in Everyday Life
3.	Chemistry	Chemistry in Everyday Life
4.	Economics	Fundamentals of Economics
5.	Commerce	Fundamentals of Accounting
6.	Management	Brand Management
7.	Malayalam	Pathrapravarthanam: Adisthanathatwangal
8.	Mathematics & Statistics	Applicable Mathematics
9.	Botany	Horticulture & Nursery Management
10.	Zoology	Public Health & Nutrition
11.	Political Science	Introduction to Defence & Strategic Studies
12.	Physical Education	Physical Health and Life Skills Education

B) POSTGRADUATE PROGRAMMES CSS**(Four Semesters) Aided Stream**

Sl. No	CORE COURSES	SANCTIONED STRENGTH	ELIGIBILITY	ELECTIVES
1	MA ENGLISH	20	Graduation in English with at least 1.80 CGPA/ 4.50 CCPA (45%) or graduation in permitted disciplines with at least 2.00 CGPA/ 5.00 CCPA (50% marks) in Part I English + 1.80 CGPA/ 4.50 CCPA (45% marks) in Core Groups.	1. Modern European Drama 2. Modern European Fiction 3. Indian Poetics: Theories and Texts
2	M.A ECONOMICS	15	Graduation in Economics, Mathematics/Statistics with atleast 1.80 CCGPA/ 4.50 CCPA (45% marks) in Core Groups.	1. Agricultural economics 2. Industrial Economics 3. Labour Economics
3	M.Sc. PHYSICS	15	Graduation in Physics/ Electronics Equipment Maintenance with at least 2.00 CGPA/ 5.00 CCPA (50% marks) in Core Groups	1. Solid State Physics for Materials 2. Science of Advanced Materials 3. Nano Structures and Materials Characterisation



4	M.Sc. CHEMISTRY	16	Graduation in Chemistry/ Petro Chemicals Maintenance with at least 2.00 CGPA/ 5.00 CCPA (50% marks) in Core Groups	1. Advanced Inorganic Chemistry 2. Advanced Organic Chemistry 3. Advanced Physical Chemistry
5	M.Com (FINANCE & TAXATION)	15	B.Com/ BBA/ B.B.M Degree with at least 1.80 CGPA/ 4.50 CCPA (45%) for Core Groups	1. Indirect Tax laws 2. Derivatives and Risk Management 3. Personal Investment and Behavioural Finance
6.	MSc.Data Analytics	12	Graduation in Computer Applications (BCA) orB. Sc degree with Mathematics/ Computer Science/ Statistics/ Data Science as a core subject with not less than CCPA of 2.00/4.00 or 5.00/10.00 (50%) in Core Group	1. Artificial Intelligence 2.Epidemiology and Clinical trials.

Self-Financing Stream

Sl. No	CORE COURSES	SANCTIONED STRENGTH	ELIGIBILITY	ELECTIVES
1.	M.Com (FINANCE & TAXATION)	20	B. Com/ BBA/ B.B.M Degree with at least 1.80 CGPA/ 4.50 CCPA (45%) for Core GroupsSEPARATE APPLICATION FORMS AVAILABLE	1. Indirect Tax laws 2. Derivatives and Risk Management 3. Personal Investment and Behavioural Finance

Note:

- Core Group means Core+ Complementary+ Open Courses
- CGPA mentioned above is out of 4 & CCPA out of 10.
- There are relaxations in minimum mark restrictions for SC/ ST/OBC/OEC, Physically Challenged and similar categories. Further details available in the University website.
- Separate application forms shall be submitted for self- financing programmes.



C) Research Programmes

1. Ph.D. in English 2. Ph.D. in Physics 3. Ph.D. in Chemistry

Note: Admission to research programmes (both full time and part time) are according to directions and guidelines/regulations of MGU.

D) Career Oriented Add-on Course

Travel & Tourism (Initially UGC Sponsored) *Co-ordinated by Commerce Department*

E) Diploma Course

Advanced Diploma in Logistics & Supply Chain Management: (in collaboration with Centre for Continuing Education, Govt. of Kerala) *Co-ordinated by Economics Department.*

F) Other Certificate/ Diploma programmes with external agency academic tie-up

- 1) Food Safety and Quality Control in collaboration with AGMARK (Govt. of Kerala) Coordinated by Department of Chemistry
- 2) Microsoft Office-Specialist for Excel, Co-ordinated by Department of Commerce
- 3) Diploma in GST Practitioner, Coordinated by Department of Commerce
- 4) Certificate in Python Programming, Coordinated by Department of Mathematics
- 5) Certificate Course entitled 'Skill Development Programme in Applied Zoology, Coordinated by Department of Zoology

G) Other Programmes

Company Secretaryship Course: ICSI Study Centre Co-ordinated by Department of Commerce.



7. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Quality Sustenance and Quality Enhancement are the two key words reverberating in most institutions of Higher Education in India (HEIs) today. For performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the NAAC proposes that every accredited institution establish a "proactive and functional IQAC" in its system. Since quality enhancement is a continuous process, Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure shall initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the college and shall play a key role in maintaining quality standards in teaching, learning and evaluation. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It channelizes all the efforts and measures of the institution towards promoting its holistic academic excellence.

The functions of IQAC are:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and disseminate information on various quality parameters of higher education
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices and to act as a nodal agency of the Institution for coordinating quality-related activities.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.



Members of IQAC are drawn from various categories of stakeholders. The members of IQAC are:

1. Dr. Biju Thomas- Principal (Chairman)
2. Dr. Manoj Narayanan K.S (Coordinator)
3. Dr. Jyothimol P (Vice-Principal)
4. Dr. Shaju M. J (Teacher Representative)
5. Dr. Suma Bino Thomas (Teacher Representative)
6. Dr. Annie Cherian (Teacher Representative)
7. Dr. Sindu Jones (Teacher Representative)
8. Ms. Jeejamol P.M. (Teacher Representative)
9. Ms. Jinu Mathew (Teacher Representative)
10. Dr. Joy Markose (Bursar)
11. Prof. Cherian Thomas (Management Representative)
10. Prof. Jacob Kurian Onattu (Academician)
12. (Parent Representative)
13. (Alumni Representative)
14. Mr. Abraham Kurian (Industry)
15. Mr. Reji John (Office Superintendent)
16. Mr. Rohit Pratap Nair (Student representative)
17. Ms. Anakha S. Thampi (Student representative)

8. COLLEGE COUNCIL

The college council consists of the Principal, Vice Principal, Heads of the Departments, Elected members, Librarian and the Office Superintendent. The Principal shall be the Chairman. The Council shall appoint one of the members as the Secretary who shall hold office for one year. The staff council is an advisory body to help the Principal in academic matters and in the maintenance of discipline. Some of the general administrative work of the College may be distributed by the Principal among the members of the Council or other staff. The meeting of the Council shall be convened at such times as the Principal may consider necessary. The Secretary of the Council shall keep a record of the proceedings of all meetings. The Principal / Chairman shall be the sole judge of any point of order.

Council members for the year are:

1. Dr. Biju Thomas (Principal)
2. Dr. Jyothimol P. (Vice Principal)



Heads of Departments

3. Dr. M.J. Shaju (HoD, Economics)
4. Dr. Suma Bino Thomas (HoD, Chemistry)
5. Ms. Elsa C. Maria Sebastian (HoD i/c, English)
6. Dr. Annie Cherian (HoD, Mathematics)
7. Dr. Sindu Jones (HoD, Physics)
8. Dr. Manoj Narayanan K.S (HoD, Commerce)
9. Prof. Abu Joseph C. (HoD i/c, Physical Education)
10. Dr. Arabhi P. (HoD I/C Botany)
11. Prof. Shibu M. George (HoD i/c, Political Science)
12. Dr. Thomas Kuruvilla (HoD i/c, Malayalam)
13. Dr. Rejitha V. (HoD i/c Zoology)

Elected members

14. Dr. Linju Ann Jacob (Secretary)
15. Dr. Priya Thambi T

Other members

18. Mr. Reji John (Jr. Superintendent)
19. Smt. Seena R. Nair (Librarian)
20. Dr. Joy Markose (Bursar, Special Invitee)

9. OFFICIALS UNDER RIGHT TO INFORMATION ACT, 2005

Public Information Officer:

Dr. Shaju M.J., Associate Professor & HoD Dept. of Economics

-9496158890

Assistant Public Information Officer:

Mr. Reji John, Junior Superintendent

- 9995859790

Appellate Authority:

Dr. Jyothimol P., Vice Principal

- 9495690047



10. ACADEMIC DEPARTMENTS

Academic Departments play an important role in the organizational structure of colleges and are an important guide to institutional activity. Baselius College has 18 Departments of teaching which comprises of three Postgraduate and Research Departments, two Post Graduate Departments, five Undergraduate Departments, six departments offering complementary courses, a Department of Physical Education and a Self-financing Department. Teaching, Research and Knowledge extension are the mandate of the academic departments in Baselian Campus. However, they do all these apart from assisting in the administrative activities and actively participating in student centric activities and various other co-curricular, extra-curricular activities.

10.1 POSTGRADUATE DEPARTMENTS

10.1.1 POSTGRADUATE DEPARTMENT OF ENGLISH AND CENTRE FOR RESEARCH

english@baselius.ac.in, englishdept12@gmail.com

The inception of the department was in the year 1964. Ever since the department has been steady in its path of development with the addition of programmes like B.A in English, M.A in English and PhD. The department has successfully conducted eleven national seminars, four regional seminars and five P.G. Students' seminar ('PRAJNA'). Two memorial lectures, in memory of Late Shri.Rajaram Menon & late Ms. Manju Mathews, are conducted every year. An annual All Kerala intercollegiate Quiz and Elocution competition is being held for the past 4 decades. The department also offers 2 certificate courses for B.A English students in their final year. Besides organizing several invited lectures collaborating with the stalwarts from the literary arena, the department also organizes classes, seminars, webinars and workshops on research methodology and literary criticism. The first semester UG and PG students benefit from the Bridge Course that the department has tailor-made for them. The department has access to seven journals and has a good collection of books. The students have continuously brought laurels to the department by winning university ranks and qualifying in UGC NET. The department also offers opportunity galore for students to participate in various extracurricular activities by organizing intercollegiate quiz, elocution, intra department competitions, and extension programmes under flagship of ELITA (English Literature Association).

The research centre has two research guides and has so far produced fourteen Ph.Ds and has fifteen scholars currently pursuing research.

UG Programme:	B. A. English Language & Literature
PG Programme:	M. A. English Language & Literature
Doctoral Programme:	Ph.D. in English



FACULTY MEMBERS

- Dr. Jyothimol P.**, M. A., NET, M. Phil, Ph.D, pjyothimol@baselius.ac.in, Associate Professor & Vice Principal 9495690047
0484-2745603
- Ms. Elsa C. Maria Sebastian**, M. A., M. Phil.elsacmariasebastian@baselius.ac.in, Associate Professor & HoD (In Charge) 9447570167
0482-2267869
- Dr. Jyothi Susan Abraham**, M.A.,NET, Ph. D, B. Ed, Dip. in IT Assistant Professor jyothisusanabraham@baselius.ac.in
9496267020,
0481-2462070
- Dr. Vidya Merlin Varghese**, M. A., NET, B.Ed., Ph D Assistant Professor vidyamerlinvarghese@baselius.ac.in
9847942934.
- Ms. Anju John**, M.A., NET, M.Phil, M.A. Journalism Assistant Professor anjujohn@baselius.ac.in
9744871664
- Ms. Anna George** M.A., M.Phil, NET Assistant Professor annageorge@baselius.ac.in
9446061734
- Dr. Kavitha Gopalakrishnan**, M.A., NET, M.Phil, PGDCE. Ph D Assistant Professor kavithagopalakrishnan@baselius.ac.in
9446765061
- Mr. Jithin John**, M.A., NET., Assistant Professor jithinjohn@baselius.ac.in
9744503032
- Ms. Susanna Thomas**, M. A., NET, B.Ed. Assistant Professor susannathomas@baselius.ac.in
9567921201
- Dr. Viju Kurian**, M. A., NET, M. Phil, Ph. D vijukurian@baselius.ac.in Assistant Professor 9496093829
0484-2341829
- Ms. Meera Elizabeth James**, M.A., NET. Assistant Professor meeraelizabethjames@baselius.ac.in
9400840248

Class Teachers:

D1 English	Ms. Meera Elizabeth James
D2 English	Ms. Anna George
D3 English	Dr. Kavitha Gopalakrishnan
M1 English	Dr. Jyothi Susan Abraham
M2 English	Ms. Elsa C Maria Sebastian



Internal Assessment Coordinator	Ms. Anju John
Association Teacher-in-Charge	Dr. Vidya Merlin Varghese
Association Students-in-Charge	Richi Mathew & Arya Rajesh

CENTRE FOR RESEARCH

- Guides:**
- Dr. Jyothimol P.**
 - Dr. Lata Marina Varghese** (Former HOD and Retd. Principal, St. Thomas College, Ranni)

OPEN COURSE: THEATRE STUDIES

Coordinator: **Mr. Jithin John**

10.1.2 POSTGRADUATE DEPARTMENT OF PHYSICS & CENTRE FOR RESEARCH

0481-2566162, physics@baselius.ac.in

The Department of Physics is in its silver jubilee year. It was raised to the status of a research centre in the year 2014 from being a postgraduate department in 1998 and undergraduate department in 1995. The department offers Physics as a complementary subject to B.Sc Mathematics and Chemistry programme. For the B.Sc programme, Electronics and Mathematics are the complementary subjects, Numerical Physics is the Choice based course and Material Science is the specialization for the M.Sc. programme.

The department has eight teaching faculty members of which seven of them are Ph.D holders and the youngest faculty is currently pursuing her Ph.D. The department is well equipped with a computer lab, two general labs and two electronics labs one each for UG and PG. A laser research lab has also been set up for research scholars. The department also has a good academic resource library with nearly 2000 books.

To enrich the current knowledge in Physics, the department takes initiatives to conduct seminars, workshops and invited lectures where students get an opportunity to meet professors and scientists with international standing like Dr. Watson P Varricatt, Senior Astronomer, United Kingdom Infrared Telescope (UKIRT), Hawaii and Dr Krishnakumar Pillai, Marie Curie Fellow at Institute of Technology, Dublin who graced the department in the years 2017 & 2018. The department also conducts All Kerala Physics Quiz competitions in the beloved memory of departed Prof. Susan John K. and Power point presentation in memory of Prof V. John. To enrich the students in the concepts of Physics, the department conducts Physics



exhibition- Physibit, and field visits. The department has tie up with Amar Jyothi institute to provide coaching for JAM and higher-level competitive examinations for its UG students.

The students of the department have brought glory to the department by topping in university examinations and other national level competitive examinations, winning prizes for different competitions in the College as well as university level. The department ensures that discipline set by the College is maintained so that the students are in a safe learning environment and receives the most from their education.

UG PROGRAMME:	B.Sc. PHYSICS
PG PROGRAMME:	M. Sc. PHYSICS
DOCTORAL PROGRAMME:	Ph.D. in PHYSICS

FACULTY MEMBERS

- Dr. Sindu Jones**, M.Sc, M.Phil, B.Ed, Ph.D. sindujones@baselius.ac.in
Assistant Professor & HoD 9446819214, 0481-2300233
- Dr. Linju Ann Jacob**, M.Sc, NET, Ph D linjuannjacob@baselius.ac.in
Assistant Professor 9447851061
- Dr. Nibu A. George**, M.Sc, Ph.D. nibuageorge@baselius.ac.in
Assistant Professor 9446469712
- Dr. Anisha Mary Mathew**, M.Sc, M.Phil, Ph.D.
Assistant Professor anishamarymathew@baselius.ac.in
9447304071, 0481-2352403
- Dr. Misha Hari**, M.Sc, M.Phil, Ph.D, NET. mishahari@baselius.ac.in
Assistant Professor 9746615288, 0466- 2227589
- Dr. Ambika D**, M.Sc, M.Phil, Ph.D. ambikad@baselius.ac.in
Assistant Professor 9495105224
- Ms.Neha P.R.**, M.Sc, NET. nehapr@baselius.ac.in
Assistant Professor 9400588271, 0481-2488271
- Dr. Aparna Thankappan**, M.Sc., M.Tech, Ph.D, PDF. aparnathankappan@baselius.ac.in
Assistant Professor 9747620918

Class Teachers

D1 Physics	Dr. Anisha Mary Mathew
D2 Physics	Dr. Linju Ann Jacob.
D3 Physics	Dr. Ambika D
M1 Physics	Ms. Neha PR
M2 Physics	Dr. Aparna Thankappan
Internal Assessment Coordinator	Dr. Linju Ann Jacob
Association Teacher-in-Charge	Dr. Ambika D
Association Student Coordinators	Rohith Pratap Nair

**CENTRE FOR RESEARCH**

Guides: (1) **Dr. Nibu A. George**, (2) **Dr. Misha Hari** (3) **Dr. Aparna Thankappan**

OPEN COURSE: PHYSICS IN EVERYDAY LIFE

Coordinator: Dr. Aparna Thankappan

10.1.3 DEPARTMENT OF CHEMISTRY & CENTRE FOR RESEARCH

0481-2302260, chemistry@baselius.ac.in

The Department of Chemistry commenced functioning under the eminent leadership of Prof. K. George in 1964 and, in 1969 the degree course in Chemistry was introduced. The Department became a Post Graduate department in 1984 when M.Sc in Pure Chemistry was started. The Department was recognized as a Research Centre by the Mahatma Gandhi University in 2019. The department has 9 teachers and 3 laboratory staff. Six members of the department have research degrees and three of them are research guides. The department has organized twenty-two regional seminars, three UGC sponsored National seminars and one UGC sponsored workshop. The department library has about 890 volumes of advanced books with both lending and reference options to students. Our graduate and post graduate students have consistently been among the top university rank holders. The department offers Certificate course in Food Safety and Quality Control in collaboration with AGMARK (Govt. of Kerala) for UG and PG students.

UG Programme: B. Sc Chemistry
PG Programme: M. Sc. Chemistry
Doctoral Programme: Ph.D. in Chemistry

FACULTY MEMBERS

- Dr. Suma Bino Thomas**, M.Sc., M.Phil, Ph.D, NET.
Associate Prof. & HoD sumabinothomas@baselius.ac.in
9446125353, 0481-2300310
- Dr. Jalaja J Malayan**, M.Sc., M.Phil, Ph.D, NET.
Associate Professor jalajajmalayan@baselius.ac.in
9961570352, 0484-2303952
- Ms. Jinu Mathew**, M.Sc, M.Phil, NET.
Assistant Professor jinumathew@baselius.ac.in
9447701318, 0481-2302053
- Dr. Priya Thambi.T**, M.Sc., M.Phil, B.Ed., Ph.D., PDF
Assistant Professor priyathambit@baselius.ac.in
9447353853, 0481-2574330



- Ms. Shetal Elizabeth Thomas**, M.Sc, B.Ed., NET
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- Dr. Anju Linda Varghese**, M.Sc., PhD, NET
Assistant Professor anjulindavarghese@baselius.ac.in
9846600644, 0485-2208169
- Dr. Mity Thambi**, M.Sc, M.Phil, Ph.D, NET.
Assistant Professor mitythambi@baselius.ac.in
9446234059
- Ms. Christina Mariam Mathew**, M.Sc, NET
Assistant Professor christinamariamathew@baselius.ac.in
9447962250
- Dr. Jintha Thomas**, M.Sc, B.Ed, M.A Edn, Ph.D, PDF, NET
Assistant Professor jinthathomas@baselius.ac.in
9496647143
- Dr. Sherin Joy 7090577874

Class Teachers

D1 Chemistry	Dr. Priya Thambi
D2 Chemistry	Dr. MityThambi
D3 Chemistry	Dr. Anju Linda Varghese
M1 Chemistry	Ms. Jinu Mathew
M2 Chemistry	Dr. Suma Bino Thomas
Internal Assessment Coordinator	Dr. Jintha Thomas
Association Teacher-in-Charge	Ms.Christina Mariam Mathew
Association Student Coordinators	Nevin Alexander & Aiswarya T S

CENTRE FOR RESEARCH

Guides: 1) **Dr. Suma Bino Thomas** 2) **Dr. Jalaja J. Malayan**
3) **Dr. Mity Thampi**

OPEN COURSE: CHEMISTRY IN EVERYDAY LIFE

Coordinator: Ms. Shetal Elizabeth Thomas

10.1.4 POSTGRADUATE DEPARTMENT OF ECONOMICS
0481-2565025, economics@baselius.ac.in

The department is one of the leading departments in M.G University to which it is affiliated and its teachers include some of the state's distinguished academic economists. It is committed to excellence in teaching, learning, and research. The department's graduate course prepares students for a wide range of careers in academia, government and business and the



M.A in Economics is recognized for the Capability Enhancement programme initiated to supplement the classroom learning. Teaching spans almost all the major subfields of economics with particular strengths in micro and macroeconomic theory, economics of development, environmental economics, international economics, heterodox economics, Indian and Kerala economic issues and statistical mathematical and econometrics tools for economics. Every year the department invites a number of leading public figures and economists to give lectures and as resource persons at seminars and workshops. Every year we organize at least one national or international seminar. A department library with more than 2500 books and journals and the computer lab with internet help to extend the frontiers of knowledge and deepen the understanding of the working of modern economies.

For the holistic development of the students, the department has been organising various programmes. The CONFLUENCE the Inter-Collegiate Fest, 'The Economist of Tomorrow' competition, SYMPHONY-The music fest and NOOPURAM-the Dance Fest, the Palliative Care Club SNEHASPASHAM and community development programme are some of the laudable activities of the department.

The department has produced a number of ranks at the university examinations both at the graduate and PG levels. Our students can be found as Ministers in State's cabinet, as MLAs in Legislative Assembly, as professors in universities and colleges in and Abroad, as teachers in schools, in IAS and IES, in higher positions in government offices, as editors and programme coordinators in media, as Judges in High Court, as reputed advocates in High Court and sub courts, as Bishops, Priests and Poojaries, as cine artists, as planters, as entrepreneurs and businessmen. The department fosters healthy alumni -alma mater relationship. The department looks forward to upgrade it to a research department.

UG Programme:	B.A Economics
PG Programme:	M.A Economics

FACULTY MEMBERS

- Dr. Shaju M.J.**, M.A., B.Ed, NET, Ph.D.
Associate Professor & HoD
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9496158890
- Ms. Jeejamol P.M.**, M.A., B.Ed, NET.
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9447958924
- Ms. Ashly Thomas**, M.A., B.Ed, NET, MBA.
Assistant Professor
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- Dr. Raju John**, M.A., M.Phil., NET. Ph D
Assistant Professor
rajujohn@baselius.ac.in
9446061096
- Dr. Thara Thomas**, M.A., B. Ed, NET., Ph D
Assistant Professor
tharathomas@baselius.ac.in
9847234367, 0481-2570657
- Dr. Remya Mohan**, M. A, M.Ed, NEt, Ph.D remyamohanremya@gmail.com
Guest Lecturer
7902776238

Class Teachers

D1 Economics	Ms. Jeejamol P.M
D2 Economics	Ms. Ashly Thomas
D3 Economics	Dr. Thara Thomas
M1 Economics	Dr. Shaju M. J
M2 Economics	Dr. Raju John
Internal Assessment Coordinator	Dr. Thara Thomas
Association Teacher-in-Charge	Dr. Raju John
Association Student-in-Charge	Ms. Parvathy Mohan

OPEN COURSE: FUNDAMENTALS OF ECONOMICS

Coordinator: **Dr. Shaju M.J**

Professional Diploma Course: Advanced Diploma in Logistics & Supply Chain Management: Coordinator: **Ms. Ashly Thomas**

10.1.5 POSTGRADUATE DEPARTMENT OF COMMERCE

0481- 2582002

Commerce: **commerce@baselius.ac.in**,

In 1967, when the college was elevated from junior college to full-fledged degree college, the Commerce Department was also established as one of its four pioneer departments. In 1981, the department became the first one to offer a Postgraduate Programme in the college with the launch of M Com. The excellence of the department can be sighted from the 29 University ranks it has bagged till date. A number of students have cleared UGC-NET examinations over these years and a good number of students have been selected by reputed organisations through campus placement programme. The Department, on a regular basis has been conducting a lecture series under the title "Tutelage" during the past eight years, providing an opportunity



to the students to interact with the stalwarts of various fields. Besides, the department also conducts a lecture series every year commemorating the services of the founder HOD Late Prof. M.C. Jacob. The Inter-collegiate commerce and management fest ‘Kaleidoscope’ is a well-attended programme.

UG Programme: B.Com
PG Programme: M.Com

FACULTY MEMBERS (COMMERCE)

- Dr. Manoj Narayanan K.S.**, M.Com, NET, M.A. (Business Economics) Ph.D
Associate Professor & HoD manojnarayanank@baselius.ac.in
9447110212
- Ms. Tissy Eruthickal**, M.Com, M.Ed, M.A.(Business Economics), MBA, NET
Assistant Professor tissyeruthickal@baselius.ac.in
9496324241
- Ms. Parvathy Mohan**, M.Com, MBA, ICWA(Inter), NET
Assistant Professor parvathymohan@baselius.ac.in
9744868866
- Dr. Sheeba Joseph**, M. Com, PGDBM, NET, Ph.D
Assistant Professor (on FDP leave) sheebajoseph@baselius.ac.in
9495655004
- Dr. Resmi Annie Thomas**, M.Com, M.Phil, M.Ed, NET, Ph.D
Assistant Professor resmianniethomas@baselius.ac.in
9995107330
- Mr. Aby T Alias**, M Com, NET
Assistant Professor abytalias@baselius.ac.in
9446389749
- Ms. Ancy Sam**, M.Com, M.Phil, PGDCA, NET
Assistant Professor ancysam@baselius.ac.in
8089455606

OPEN COURSE: COMMERCE: FUNDAMENTALS OF ACCOUNTING

Class Teachers

D1 Commerce	Ms. Ancy Sam
D2 Commerce	Mr. Aby T Alias
D3 Commerce	Dr. Sheeba Joseph
M1 Commerce	Ms.. Tissy Eruthickal
M2 Commerce	Ms. Parvathy Mohan
Internal Assessment co-ordinator	Dr. Resmi Annie Thomas



Association Teacher-in-Charge	Dr. Resmi Annie Thomas
Association Student Coordinators	Mr.. Abel Abraham and Ms. Aiswarya Vijayan

Career Oriented Add-on Course

Travel & Tourism Coordinator	- Ms. Parvathy Mohan.
Diploma in GST Practitioner Coordinator	- Mr. Aby T Alias
ICSI Study Centre Coordinator	- Ms. Ancy Sam

10.2.2 DEPARTMENT OF MATHEMATICS AND STATISTICS 0481-2565912, mathematics@baselius.ac.in

The Department of Mathematics was instituted in 1967. The Department offer BSc Mathematics programme and M.Sc. Data Analytics Programme. From the past 3 years the department is offering certificate courses on both ‘Python Programming’ and ‘Vedic Mathematics’. Every year the department conducts Prof. M.J Thomas memorial Inter-collegiate Quiz Competition in Mathematics and Inter-collegiate Project Presentation Competition and also a theme-based lecture series. Moreover, the department conducts Regional Level Student Seminars & Workshops. During 2019-20, the department has signed an MOU with MACFAST, Thiruvalla and also with Ramanuja Sarani. Besides a well-stocked department library, ‘The Library and Research Centre’ of Kerala Mathematical Association is also functioning in this Department. A good number of our students got placement with WIPRO, TCS, Infosys etc, through campus recruitment programme during the past years

UG Programme: B.SC Mathematics
PG Programme: M.Sc Data Analytics

FACULTY MEMBERS

- Dr. Annie Cherian**, M.Sc., Ph.D., NET.
Associate Professor & HoD anniecherian@baselius.ac.in
9446125298
- Ms. Jaimy Sarah Jacob**, M.Sc., B.Ed., NET.
Assistant Professor jaimysarahjacob@baselius.ac.in
9946586685
- Ms. Tessymol Abraham**, M.Sc., B.Ed., NET.
Assistant Professor tessymolabraham@baselius.ac.in
9495622403



4. **Ms. Seethalakshmi Babu M.Sc, NET** seethalakshmybabu@gmail.com
Guest Lecturer 7510806657
5. **Ms. Jinta Tom, M.Sc** jintatom1996@gmail.com
Guest Lecturer 9446281323
6. **Ms. Minu Genty, MCA, NET** minuenty@gmail.com
Guest Lecturer 8089193500 , 0481-2965352,

Class Teachers

D1 Mathematics	Dr. Annie Cherian
D2 Mathematics	Ms. Jaimy Sarah JacobT
D3 Mathematics	Ms. Tessymol Abraham
M1	Ms. Minu Genty
M2	Ms. Jinta Tom
Internal Assessment Coordinator	Ms. Jaimy Sarah Jacob
Association Teacher-in-Charge	Ms. Tessymol Abraham
Association Students-in-Charge	Mr. Amal S Nair and Ms. Keerthana Sajeev

Open Course: Applicable Mathematics

Coordinator: Ms. Tessymol Abraham

10.2 UNDERGRADUATE DEPARTMENTS**10.2.1 DEPARTMENT OF MALAYALAM**

0481-2563025 malayalam@baselius.ac.in

In 1964, when Baselius College was established, Department of Malayalam also started functioning under the leadership of Prof. K C Mani. The department was upgraded as an undergraduate department in 1982. The Department continues to have a legacy of eminent academicians and prominent alumni. They have shown their expertise in the literary and cultural milieu of Kerala. To enrich the academic pursuit of the students, the department provides a well-equipped Reference Library over 4000 books and IT Infrastructure. A dedicated set of mentors makes the students endeavour in the fields of language and literature. Under the auspices of *MalayalaSamajam*, students are given opportunity to interact with the giants in the literary and cultural frontiers. The department provides over a dozen of scholarships to students excel in the academic and co-curricular fields

UG Programme: B. A Malayalam

**FACULTY MEMBERS**

1. **Dr. Thomas Kuruvilla, M.A, Ph.D, NET** thomaskuruvilla@baselius.ac.in
Assistant Professor, HoD -in-charge 9847877290
2. **Dr. Manjusha V Panicker, M.A., M.Phil., Ph.D., NET**
Assistant Professor manjushavpanicker@baselius.ac.in
9447496082
3. **Dr. Selvy Xavier, M.A, B.Ed., Ph.D, NET**
Assistant Professor selvyxavier@baselius.ac.in
9495319425
4. **Dr. Nibulal M. N** 9847987278

Class Teachers

D1 Malayalam	Dr. Manjusha V Panicker
D2 Malayalam	Dr. Sarath P Nath
D3 Malayalam	Dr. Selvy Xavier
Internal Assessment Co-ordinator	Dr. Selvy Xavier
Association Teacher in Charge	Dr. Sarath P Nath
Association Student in Charge	Habin Mathew, Jinsy K

Open Course: പുത്രപ്രവർത്തനം : അടിസ്ഥാന തത്വങ്ങൾ

Coordinator: Dr.Selvy Xavier

10.2.3 DEPARTMENT OF BOTANY

botany@baselius.ac.in

The department of Botany started functioning from 1967. As a part of the UGC sponsored Add- on Course in Natural Rubber Production and Plantation Management, the department has taken the initiative to start Latex Testing (DRC) Laboratory since 2005. The department has a good library with more than 900 books. Department offers an Open Course in Horticulture and Nursery Management for the 5th semester students with on hands on training. In 2019 onwards, department started Skill development course in Agribased Microenterprises in collaboration with Krishi Vigyan Kendra (KVK), Kumarakom. The Botany Association offers ample chances for students to participate in various extracurricular activities by organizing exhibitions (NATURA) and intercollegiate fests (HORTUS). We regularly conduct seminars and lecture series to improve the knowledge level of students and also to inspire them to become better personalities.

UG Programme: B.SC Botany

**FACULTY MEMBERS**

1. **Dr. Arabhi P.**, M.Sc, B.Ed, NET. , Ph D arabhip@baselius.ac.in
Assistant Professor & HoD-in-charge 9048188738,0481-2330220
2. **Dr. Geetha Lakshmi K.** M.Sc, Ph.D. geethalakshmik@baselius.ac.in
Assistant Professor 9946896655, 0481-2581154
3. **Dr. Sajish P.R.**, M.Sc, B.Ed, Ph.D. sajishpr@baselius.ac.in
Assistant Professor 9747553087
4. **Dr. M.V. Krishnaraj**, M.Sc, B.Ed, Ph.D. krishnarajmv@baselius.ac.in
Assistant Professor 9995107714

Class Teachers

D1 Botany	Dr. M. V. Krishnaraj
D2 Botany	Dr. Geethalakshmi K.
D3 Botany	Dr. Sajish P. R
Internal Assessment Coordinator	Dr. Sajish P. R
Association teacher-in-Charge	Dr. Geethalakshmi K.
Association Student-in-Charge	Mr. Vishnu Sureh

OPEN COURSE: HORTICULTURE & NURSERY MANAGEMENT
Coordinator : **Dr. M. V. Krishnaraj**

10.2.4 DEPARTMENT OF ZOOLOGY

0481-2565235, zoology@baselius.ac.in

The department of Zoology was established in the year 1967. The Department has organized three national seminars and three workshops. The department has a museum holding more than 300 preserved specimens and has more than 750 books. The Department has produced six ranks in the graduate level. The Department has MoU with Tropical Institute of Ecological Sciences (TIES), Kottayam. The Department offers a Certificate Course entitled 'Skill Development Programme in Applied Zoology' initiated in the year 2019.

UG Programme: B.SC Zoology

**FACULTY MEMBERS**

1. **Dr. Rejitha V.**, M.Sc, B.Ed, M.Phil, Ph.D.
Assistant Professor & HoD-in-Charge rejithav@baselius.ac.in
9495324041
2. **Ms. Sany Mary Benjamin**, M.Sc, NET.
Assistant Professor sanymarybenjamin@baselius.ac.in
9744575932
3. **Ms. Uma Surendran**, M.Sc., NET.
Assistant Professor umasurendran@baselius.ac.in
9995110584
4. **Dr. Anit M. Thomas**, M.Sc, Ph.D.
Assistant Professor anitmthomas@baselius.ac.in
9446552081

Class Teachers

D1 Zoology	Dr. Anit M. Thomas
D2 Zoology	Ms. Sany Mary Benjamin
D3 Zoology	Ms. Uma Surendran
Internal Assessment Coordinator	Ms. Sany Mary Benjamin
Association teacher-in-Charge	Dr. Anit M. Thomas
Association students-in-Charge	Jesna Mariam Geogi & Harikrishnan S

OPEN COURSE: PUBLIC HEALTH AND NUTRITION
Coordinator : **Dr. Rejitha V**

10.2.5 DEPARTMENT OF POLITICAL SCIENCE

0481-2566915, politicalscience@baselius.ac.in

After its prolonged existence as a department offering complementary course. Its inception as a UG Department of Political Science became a reality with the tireless efforts and far-sighted vision of the Prof. O. M. Mathew, the first HoD of the department. The Department of Political Science has a fullfledged UG Department from 1981. The Department has been, through the years, maintaining excellent academic results by winning University ranks/positions over the last several years and is evident from the consistency in securing positions such as second rank for the last three years (2016, 2018, and 2019) and fourth and third positions in 2017 and 2019 and also by achieving many of the top positions in CBCSS BA Degree Political Science examinations of Mahatma Gandhi University, Kottayam. The department conducted a UGC funded course titled 'Foundation Course on Human Rights Education', from 2014 to 2019, with an intention of



promoting human rights which entailed widespread participation from the student's community. We have the strong support of retired staff and an Alumni comprising many social and Political figures including former MLA Sri. Mons Joseph who held a remarkable position in Kerala Politics. The department is enriched with team of dedicated teachers having good academic excellence. Since the last five years, the department has been conducting **Kautuka**, a Political fest, at the end of every academic year to promote the student's artistic and cultural talents.

For making the working of democracy and its institutions an experiential reality, the department conducts field trips every year to places of political importance like Legislative assembly, Vidhan Sabha, facilitates the participation of selected candidates in National Youth Parliament and ensures the participatory contribution of students in electoral surveys prior to every legislative and Parliamentary elections, in association with the institute of Parliamentary Affairs, Kerala.

UG Programme: B. A Political Science

FACULTY MEMBERS

- Mr. Shibu M George**, M.A., M.Phil, NET.
Assistant Professor & HoD-in-charge shibumgeorge@baselius.ac.in
9995719161, 9496500641
- Dr. Sheeja Kuriyakose**, M.A., B.Ed., Ph.D., NET
Assistant Professor sheejakuriyakose@baselius.ac.in
9446370159, 8301834500
- Mr. Thomas Mathew** M. A, NET
Guest Lecturer tpulickan33@gmail.com
9744043113

Class Teachers

D1 Politics	Mr. Shibu M George
D2 Politics	Mr. Thomas Mathew
D3 Politics	Dr. Sheeja Kuriyakose
Internal Assessment Co-Ordinator	Dr. Sheeja Kuriyakose
Association Teacher-in-Charge	Dr. Sheeja Kuriyakose
Association Student-in-Charge	Anagha Sreekumar Thampi

OPEN COURSE: INTRODUCTION TO DEFENCE AND STRATEGIC STUDIES

Coordinator : Mr. Shibu M. George



10.2.6 DEPARTMENT OF MANAGEMENT

management @baselius.ac.in

The Department of Management, was established in 2014 and is the youngest department of Baselius College. The department offers Bachelor of Business Administration, a professional bachelor's degree in business administration.

The department conducts a Lecture Series **Let's Talk Business** where the students get an opportunity to listen to and interact with established and successful entrepreneurs. Special care is taken to hone their management skills and the field visits, internships, on job training that is incorporated into the curriculum give them ample scope for experiential and hands-on learning. The course leads the students to lucrative management roles with high prospective career growth. Vertical mobility to Post Graduate courses like MBA and M.Com make this course very promising.

FACULTY MEMBERS (MANAGEMENT)

- Dr. Manoj Narayanan K.S .**, M.Com, NET, M.A.(Business Economics)
Associate Professor & HOD- in -charge manojnarayanank@baselius.ac.in
9447110212
- Ms. Vidyasree V.**, MBA, NET, M.Sc Biotechnology
Guest Lecturer vidyasreev@baselius.ac.in
9446757952, 04812401054
- Ms. Shiny Abraham**, MBA, NET,
Guest Lecturer shinyabraham@baselius.ac.in
9495943684
- Dr. John K. Babu** , MBA, Ph D,
Guest Lecturer drjohnkbabu@gmail.com
9947634836
- Dr. Jils Baby Emmanuel**, MBA,, PhD
Guest Lecturer jils_emmanuel@yahoo.co.in
9495214809

Class Teachers

D1 BBA	
D2 BBA	Ms. Vidyasree V
D3 BBA	Ms. Shiny Abraham
Association Teacher-in-Charge (BBA)	Dr. John K. Babu
Association Student-in-Charge (BBA)	Mr. Jenin Prakash K. Shaji

OPEN COURSE: MANAGEMENT: BRAND MANAGEMENT

Coordinator: Ms. Vidyasree V



10.3 COMPLEMENTARY & LANGUAGE DEPARTMENTS

10.3.1 DEPARTMENT OF HISTORY

history@baselius.ac.in

The department was established in the year 1981. It offers History as a complementary course for BA English, Economics and Political Science students.

FACULTY MEMBER

- Mr. Lijo Sebastian** M.A History, NET, JRF lijosebastian@baselius.ac.in
Assistant Professor 9496448151, 7907534802

10.3.2 DEPARTMENT OF HINDI

hindi@baselius.ac.in

The department of Hindi started functioning from the very beginning of the institution in 1964. The Department provides second language classes to B.A, B.Sc and B.Com students.

FACULTY MEMBER

- Dr. S. Prasara** M.A., Ph.D., NET, prasara92@gmail.com
Guest Lecturer 9497490543

10.3.3. DEPARTMENT OF SANSKRIT

sanskrit@baselius.ac.in

The department of Sanskrit started functioning in the year 1982 under the leadership of Dr. P V Viswanathan Nampoothiri. The department offers complimentary course for B A Malayalam. The department is offering common course for BA/BSc and BCom programmes from 1999 onwards.

FACULTY MEMBER

- Dr. Sarath P. Nath**, M.A, Ph.D., NET. sarathpnath@baselius.ac.in
Assistant Professor 9188233263



10.3.4 DEPARTMENT OF SYRIAC

syriac@baselius.ac.in

The department of Syriac started its functioning in the year 1985. Syriac is offered as a common course to B.A, B.Sc. and B.Com students.

FACULTY MEMBER

- Fr. Giby K Paul**, M.A. gibypaul@baselius.ac.in
Guest Lecturer 9446814928,0481-2351108

10.3.5 DEPARTMENT OF ELECTRONICS

electronics@baselius.ac.in

The department was established in the year 2014. It offers Electronics as a complementary course for B.Sc Physics students.

FACULTY MEMBER

- Mr. Nibu B. Thomas**, M.Sc., NET nibubthomas@baselius.ac.in
Assistant Professor 9947455182, 0469-2605844

10.3.6 DEPARTMENT OF PHYSICAL EDUCATION

physicaleducation@baselius.ac.in. www.baseliusports.in

The Department of Physical Education was established in the year 1964. The department conducts Baselius Trophy Basketball (Men & Women), Football tournaments every year. The college runs a Football Sports Hostel under the Sports Hostel scheme of Kerala State Sports Council. The department has produced a number of international and national sportsmen.

The Department of Physical Education also takes initiative to conducts several inter- departmental and inter-house competitions and tournaments which not only improves the sporting talent of the students but also help the students to improve upon their organizational and leadership qualities. It has also set up a fitness centre for the student community.

FACULTY MEMBERS

- Dr. Biju Thomas** (Associate Professor & Principal), MPE, M.Phil, MBA, Ph.D, NET, bijuthomas@baselius.ac.in
9447214457
- Mr. Abu Joseph C.**, M.P.E.S., M.Phil. PGDH & FM, PGDY, NET. Assistant Professor & HoD in-Charge abujosephc@baselius.ac.in
9495527369

**OPEN COURSE: PHYSICAL, HEALTH AND
LIFE SKILLS EDUCATION**



10.4 SELF FINANCING DEPARTMENTS

POSTGRADUATE DEPARTMENT OF COMMERCE

0481-2300222

www.vbcom.baselius.ac.in, www.vbcombaselius.org,

E-mail: commerceselffinancing@baselius.ac.in

Keeping in mind the mission to develop the competencies of students and make them industry ready, the self-financing department of Commerce marked its beginning as a U.G Department in the year 1996. In the year 2014, the Department elevated its status as a Post Graduate Department by offering M.Com (Finance). Both the programmes focus on strong foundation in theory and practice to make each student well fit for employment and higher studies. The M.Com programme has two months "on the job training" at the office of reputed institutions and at the firms of chartered accountants. Exemplary results in the university examinations is one of the key highpoints of the department. Value based knowledge dissemination and all -round development of the students is our priority and hence the department gives importance to discipline, academics, co-curricular and extra-curricular activities. The department conducts seminars and orientation classes and also organizes inter collegiate fests, Quiz, Best Manager and more. A team of highly qualified, dedicated and experienced staff members maintain a healthy staff-student relationship and plays a vital role in guiding and shaping students to suit the global market.

FACULTY MEMBERS

- Dr. Joy Markose**, M.Com, M.A.(Eco), Ph.D
Director of Self Financing Programme joymarkose@baselius.ac.in
9447356001, 0481-2571121
- Ms. Priya S.**, M.Com, MBA, B.Ed.
Assistant Professor (on contract) priyas@baselius.ac.in
9447013994
- Mr. Jayaprakash S.**, M.Com, MBA, M.Phil, MLM
Assistant Professor (on contract) jayaprakash@baselius.ac.in
9446966646
- Ms. Chikkumol O.A.**, M.Com.
Assistant Professor (on contract) chikkumol@baselius.ac.in
7994024631
- Ms. Vishnu Priya G.**, M.Com
Assistant Professor (on contract) vishnupriyag@baselius.ac.in
9539486270



- Ms. Soju Scaria**, M.Com
Assistant Professor (on contract) sojuscaria@baselius.ac.in
8281588901
- Dr. Aparna V.**, M. Com, B. Ed., JRF, Ph D
Assistant Professor (on contract) aparna6544@gmail.com
9496413526
- Ms. Devika Raj.**, M. Com, NET
Assistant Professor (on contract) devikaraj2017@gmail.com
9497136971

Class Teachers

D1 Commerce (SF)	Ms. Soju Scaria
D2 Commerce (SF)	Ms. Priya S
D3 Commerce (SF)	Ms. Chikkumol O. A
M1 Commerce (SF)	Dr. sAparana V
M2 Commerce (SF)	Ms. Vishnupriya G
Internal Assessment Coordinator	Ms. Priya S
Association Teacher-in-Charge	Ms. Soju Scaria
Association Student-in-Charge	Johanne Ninan Paul

OPEN COURSE: FUNDAMENTALS OF ECONOMICS

Coordinator : **Ms. Soju Scaria**



11. LIBRARY

The College Library promotes a welcoming environment that is conducive for study, research and learning. It has got a good collection of textbooks, reference books, journals and general reading materials apart from important e-resources. The Library is subscribing NLIST of UGC INFLIBNET, which provides 6000+ e-journals and 31 lakhs e-books, and this is made available to users. The library rules are framed for effective utilization of the Library by the staff and students and these shall be reviewed periodically in tune with the changing needs. Students are advised to visit the library regularly and utilize the resources available.

LIBRARY STAFF (NON- VACATION)

1. **Ms. Seena R. Nair** M.A. (Eng), M. L.I. Sc., NET
Librarian(UGC) seenarnair@baselius.ac.in
2301180, 9447525153
2. **Mr. Mathai T.M.**
Library Assistant mathaitm@baselius.ac.in
9048621350

RULES & REGULATIONS OF THE LIBRARY

- Time: 8.30 am to 3.30 pm on all working days.
- Only writing materials can be taken inside the reading room and library.
- Each student will be issued 3 Readers' tickets to PG students & 2 Readers' tickets to UG students against which books can be borrowed from the library.
- Books must be returned within 14 days of the date of issue, failing which a fine of Rs. 1 per day will be charged per book. Mutilation of books & magazines is a serious offence and the borrowers will have to replace the damaged book at their cost.
- The loss of books should be immediately reported to the librarian and the borrower must either replace the book or compensate for it as decided by the librarian.
- All books issued from the library shall be returned without fail on / before the last working day of the academic year. Sub-lending of book is strictly forbidden.
- Books must be carefully examined at the time of issue and borrowers shall point out to the Librarian any damage or mutilation on the books they are taking.



- The Principal and the Librarian have the right to recall any book at 24 hrs. notice.
- SILENCE shall be strictly observed in all sections of the library.
- Internet and photocopying services are available.
- All library arrears should be cleared by the students before they receive their hall tickets for university examinations or before obtaining the T.C if they leave before the completion of the course.

LIBRARY COUNCIL

A Library council has been constituted to keep the college community abreast of both print and e-resources and to facilitate its accessibility. It conducts seminars, webinars on online resources for higher education and research. It also brainstorms on the various programmes to be conducted and gets a general update on the various books, journals to be purchased to support and supplement classroom instruction.

1. Ms. Seena R. Nair (Convener)
2. Dr. Thara Thomas
3. Dr. Sheeja Kuriyakose



12. ADMINISTRATIVE WINGS

12.1 OFFICE (NON-VACATION)

The college office is responsible to the Principal for providing assistance in college routines, classroom activities and financial and administrative matters. The staff at the office, supervises the various administrative sections of the college such as Student Admissions, Student Welfare, Institutional Services and Compliance, Public Relations Desk, Remittance Section, Procurement & Store Section. With proper documentation and collection of all data at the right time, it also takes care of the compliance needs of the college with regulatory bodies and other institutions. The office also maintains the Baselian campus and constantly works on preserving and beautifying the premises.

- | | | |
|----|---|--|
| 1. | Mr. Reji John
Junior Superintendent | rejijohnkm1996@gmail.com
9995859790 |
| 2. | Mr. Sunni Varghese
Head Accountant | sunnypta@rediffmail.com
9495435050 |
| 3. | Mr. P. C. Benjamin
U. D. Clerk | benjamchacko@gmail.com
9495063094 |
| 4. | Mr. Jacob C. Ninan
U. D. Clerk | jacobcninan9@gmail.com
9446391869 |
| 5. | Mr. Raju Abraham
U. D. Clerk | rajupabraham1967@gmail.com
9495725911 |
| 6. | Mr. Abraham V.S.
U D. Clerk | abrahamvs@baselius.ac.in
9497141962 |
| 7. | Mr. Biju K. Jacob
L. D. Clerk | jacobbiju70@gmail.com
9605895196 |
| 8. | Mr. Jibi Joseph
L. D. Clerk | jibi1980@yahoo.com
9495477236 |
| 9. | Mr. P. K. Kurian
Office Attendant | kurianparakkadan@gmail.com
9496635102, 0481-2997040 |

12.2 LABORATORY STAFF (VACATION)

- | | | |
|----|---|---|
| 1. | Mr. Thomas Mathew
(Mechanic. Physics) | 9605419650
thomasmathew@baselius.ac.in |
| 2. | Mr. Shebu C.V.
(Lab Assistant.-Physics) | 9495749664
shebu@baselius.ac.in |



- | | | |
|----|---|---------------------------------------|
| 3. | Mr. Manoj Ulahannan
Lab Assistant | manojkakkattu@gmail.com
9947406984 |
| 4. | Mr. Bineesh M
Lab Assistant | 9495394791 |
| 5. | Mr. Soniya Vilson
Lab Assistant | 9947837080 |
| 6. | Mr. Soan Ipe Jacob
Lab Assistant | soanjacobj@gmail.com
9400881538 |

12.3 MANAGEMENT & BURSAR OFFICE STAFF

- | | | |
|-----|--|---|
| 1. | Dr. Joy Markose
Bursar | 9447356001
joymarkose@baselius.ac.in |
| 2. | Mr. John Pezhamattom
Management Accountant | 9497587412 |
| 3. | Mr. K.M. Kuriakose
Management Accountant | 9446542461 |
| 4. | Ms. Aleyamma Thomas (Betty)
Computer Operator and
PA to Principal | thomasdonamaria@yahoo.co.in
9496544359 |
| 5. | Mr. K.S. Thomas
Computer Operator | ksthomas27@gmail.com
9495538117 |
| 6. | Ms. Sophia Mathew
IQAC Office Assistant | 7510339586
sophyjoji@yahoo.com |
| 7. | Ms. Annu Merin Jose
NAAC Office Assistant | 9446480972
amjdkidangayil@gmail.com |
| 8. | Mr. Jibu K. Jacob
Technical Assistant
(Computer Section) | 9446664921
jibukj@gmail.com |
| 9. | Ms. Jolly Thomas
Library Assistant.(SF) | 9497087201
anakha.83@gmail.com |
| 10. | Mr. Jomin K. Joice
Office Attendant | 9400500135
jominkabraham21@gmail.com |



11.	Mr. Ashwin V. Reji Office Attendant	8592006072 ashwinvreji2116@gmail.com
12.	Mr. Sujith Mathew Office Attendant	7994969542 sujithmathew333@gmail.com
13	Mr. Yousuf Gate keeper/Watcher	9633931522
14 .	Mr. Johny Manoj Gate Keeper/Watchman	9048949157
15.	Mr. Anil P. John Gate Keeper/Watchman	9072934924
16.	Mr. E.M. Mathew Gate keeper/Watchman	9539436122
17.	Mr. Joy Cleaning Staff	9495459989
18.	Ms. Suma Thankachan Cleaning Staff	9495473677
19.	Ms. Sreedevi Girish Cleaning Staff	9747499204
20.	Ms. Binu Joseph Cleaning Staff	9562166318
20	Ms. Sheena P. John Cleaning Staff	9048683037
20.	Ms. Nisha Scaria Cleaning Staff	9847139527
21	Mr. M.R. Mani Cleaning Staff	



13. WELFARE ASSOCIATIONS

13.1 Baselius College Staff Co-operative Society Ltd. No. K 445

E-mail: bankk445@baselius.ac.in

The Baselius College Staff Co-operative Society (Co-operative Bank) in its outlook and approach has the objective of progress and prosperity of its members including the teaching and non-teaching staff of the College. The bank provides financial assistance to its members through various loan schemes and group deposit cum savings schemes. The management of the society is vested in a Board of Directors consisting of 11 members.

BOARD OF DIRECTORS

1. **Dr. Jyothi Susan Abraham** (President)
2. **Mr. P.C Benjamin** (Secretary)
3. **Dr. Selvi Xavier** (Representative of Teachers)
4. **Dr. Thara Thomas** (Representative of Teachers)
5. **Dr. Sheeja Kuriyakose** (Representative of Teachers)
6. **Dr. Sajish P.R** (Representative of Teachers)
7. **Dr. Anit M. Thomas** (Representative of Teachers)
8. **Mr. Jacob C. Ninan** (Representative of Non-Teaching Staff)
9. **Mr. Thomas Mathew** (Representative of Non-Teaching Staff)

OFFICE STAFF

- | | | | |
|----|-----------------------------|-------|------------|
| 1. | Ms. Deepthi Chandran | Clerk | 9496213026 |
| 2. | Mr. Scariakutty K.K. | | 9495323528 |

13.2 Baselius College Co-operative Society Ltd. No. K 501

E-mail: storek505@baselius.ac.in

Phone: 2304903, 2302778

The Baselius College Co-operative Society No. K.501 was established in 1976. The society functions to attain the following objectives: -

- (1) to encourage the spirit of co-operation, thrift and self -reliance among its members
- (2) to introduce small saving schemes for the economic progress of the society and its members



- (3) to sell books and stationery and other articles to the members at subsidized rate
- (4) to impart training in trades like tailoring, book binding etc. students.

Reprographic Centre :The students and faculty do not require to go outside the campus to take a photocopy of the important documents. For ensuring maximum convenience to both, the college facilitates the campus with a reprographic centre in the society that is open during the working hours.

The management of the cooperative society and the canteen located close to it, is directly under the control of a Board of Directors who ensure that the staff and students are able to get food and stationery at a fair price within the campus.

BOARD OF DIRECTORS

1. **Dr. Biju Thomas-Principal** (President)
2. **Dr. Selvy Xavier** (Secretary)
3. **Dr. Linju Ann Jacob** (Representative of Teachers)
4. **Dr. Rejitha V.** (Representative of Teachers)
5. **Dr. Sarath P Nath** (Representative of Teachers)
6. **Mr. Jibi Joseph** (Representative of Non-Teaching Staff)
7. **Mr. Arjun C Babu** (Student Representative)
8. **Ms. Jiniya Dominic** (Student Representative)

OFFICE STAFF

1. **Ms. Aswathy Sabu** Sales Assistant 9446373607

13.3. We Baselians (Alumni Association)

Reg. No KTM/TC/493/2018

'We Baselians' is the proud name traditionally adopted by the Baselius College Alumni Association. On October 2nd every year, the former students gather in the college to share reminiscences and constructively participate in the progress of the college. Besides its ten department chapters in the college, the association has active chapters in the UAE, Bahrain, Kuwait, the USA and other foreign countries.

1. President: **Mr. Tom Mathew** 9446119515
2. Secretary: **Mr. Manoj Joseph** 9447659560
3. General Coordinator: **Dr. Manjusha V. Panicker** 9447496082



13.4 FORT (Fraternity of Retired Teachers)

FORT-BASELIUS COLLEGE started functioning since 2005-2006. The College owes a lot to the retired teachers, for bringing up this association to the present level. FORT is a forum of all retired teachers of the college. The main aims and objectives are to communicate, to share and to care, and thus to maintain a lifelong healthy relationship among all the retired teachers and also with the present teachers. Patron's day, Memorial Prayer for the departed teachers (All Soul's Day), monthly prayer meeting at the residence of one of the FORT members, seasonal celebrations like Onam followed by one day seminar on relevant topics, are the routine programmes.

FORT (2020-21)

- | | | | |
|------------|---------------------------|-------------|------------|
| President: | Prof. Mathew Korah | (Chemistry) | 9447807868 |
| Secretary: | Dr. Sherly Kurian | (Malayalam) | 9961274087 |



14. OTHER STUDENTS' AMENITIES

14.1 COLLEGE HOSTEL

1. UGC Sponsored H. H. Mathews I Women's Hostel

The UGC sponsored H. H. Mathews I Women's Hostel presently houses 90 students from across Kerala. The inmates are expected to conduct themselves in their dignity and discipline upholding the values of the institution.

2. UGC Sponsored Golden Jubilee Women's Hostel-2

The UGC sponsored H. H. Mathews I Annex Women's Hostel houses 50 PG students from across Kerala. The inmates are expected to conduct themselves in their dignity and discipline upholding the values of the institution.

HOSTEL-IN-CHARGES

Dr. Selvy Xavier	Warden	9495319425
Ms. Susan Thomas	Matron (PG)	9497637515
Ms. Annamma Thomas	Matron (UG)	9497044758

College Hostel Committee

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Joy Markose** (Bursar)
3. **Dr. Sindu Jones**
4. **Dr. Selvy Xavier** (Chief Warden)
5. **Meera Rajashekar** (M2 English, P. G. Representative)
6. **Sandra Sanjeev** (D3 Malayalam, U. G. Representative)

14.2 College Canteen and Cafeteria

The College Canteen offers the students quality food at reasonable price. The college canteen caters good quality variety of dishes at reasonable rates to students, staff and visitors. It remains open on all working days and it tends to be the most popular place on campus, not only for physical refreshment but also for student bonding, discussions and even work on assignments and projects.

The Cafeteria provide easy access for students seeking to refresh themselves with snacks during short breaks.

The Board of Directors serving at the Baselius College Co-operative Society No. K.501 has been entrusted with the general management and quality assurance of the canteen too.

14.3 UGC Sponsored Fitness Centre

Campus fitness centres are taking their place as hallmark components of a student-life experience. Keeping in tune with the fitness needs of the students, the campus has a fitness center.

Gym amenities:

- Strength and free weights
- Functional training equipments



15. EXTENSION ACTIVITIES

15.1 Counselling & Guidance Centre

With college student anxiety and depression skyrocketing, finding help on campus is more important than ever.

Hence the college provides guidance and counselling. The Counseling Centre arranged by the PTA is open to all students of college who are in need of guidance and counselling. The service of an expert counsellor is made available on request of the class teacher and privacy will be thoroughly maintained throughout.

Teachers in Charge :

1. **Dr. Suma Bino Thomas**
HoD, Department of Chemistry (Convener) 9446125353
2. **Ms. Neha P.R.** (Physics)

Clinical Psychologist:

The service of an expert counsellor is made available.

Sr. Dr. Dona SCC - 8157002878

15.2 Career Guidance and Placement Cell

The Career Guidance & Placement Cell attempts to create awareness on various job opportunities. Training programmes are conducted to improve the soft skills of the students and make them employable. The Placement Cell also takes initiative in conducting Campus Placement Drives.

Teacher in- charge:

Ms. Tessymol Abraham, Department of Mathematics - 9495622403

15.3 Civil Service Coaching Club

The Club identifies and guide students who can contribute towards nation building through civil services and help them inculcate in them the right spirit to go ahead to pursue their civil service aspirations. In order to motivate these young Civil Services Examination aspirants, talks and interactive sessions with rank holders in UPSC exams, speeches of IAS officers are facilitated.

Teacher in- charge:

Ms. Susanna Thomas, Department of English - 9567921201

15.4 ISCI Study Centre - Company Secretaryship Programme

The Institute of Company Secretaries of India (ICSI) is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India. The Study Centre of ICSI is expected to play the role of Regional & Chapter Offices for providing basic services to the students, both prospective and existing students.

Coordinator: Ms. Ancy Sam, Department of Commerce - 8089455606



16. RULES FOR REMITTING FEES

There would be a onetime fee collection during start of 3rd and 5th semester. If a student fails to pay the fees on due date, he/she shall be liable to pay a fine of Rs 5/- till the 10th day after the due date. If the fees with fine is not paid within 10 days after the due date, fine of Rs. 10/- will have to be paid. If the fees and fines specified are not paid before the last opportunity given for payment of that installment, the name of the student will be removed from the rolls of the college with effect from the date following expiry of this period and the student will not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be re-admitted he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. The re-admitted student will get the benefit of attendance only from the date of re-admission.

- On collection days, fee will be received in the College Office between 9.30 am and 2.00 pm.
- Students should obtain a receipt from the Cashier for any payment made in the College. These receipts should be retained by them for later reference or verification.
- Fees once paid will not be refunded under any circumstance.

As part of promoting digital banking, online payment of fees too has been initiated by the college . The link is available in the college website.

- **Fee shall be in accordance with the Government regulation & University notifications.**



17. GENERAL GUIDELINES AND RULES OF CAMPUS LIFE

The Rules and Regulations of the College are framed by the Educational Agency, Management and the Principal to ensure a peaceful campus atmosphere. The College Community is bound to abide by such rules along with the directions offered by the Hon. High Court through its judgements dated 26th September 2001 in O.P Number 24 711/2001 for Baselius College and dated 26th May 2003 on writ appeal No. 535/2003 and Judgement of the Hon'ble High Court in the Review Petition on 20th Feb. 2004 and also the directions of the Hon'ble High Court in WP(C) No. 11582 of 2016 (W) Violation of these Court orders and the rules and regulations of the College will invoke not only contempt of court but also deterrent punishment.

17.1 Conduct and Discipline of Students

1. It shall be the bounden duty of every student to abide by the rules and regulations of the college, and to conduct himself with discipline and decorum in all places and under all circumstances.
2. Every student shall attend classes regularly and punctually and shall refrain from any action that may disturb the smooth working of the college. **Every student shall wear his / her identity card daily.**
3. Students shall be clean and modest in dress, refined in language and polite in behaviour. Students are not permitted to wear round or V neck T-shirts & low waist jeans.
4. Girl students are advised to wear modest clothing such as salwar - kamiz, churidar kurta etc. with shawls, long skirts or sarees. They are strictly instructed not to attend college in short skirts, short tops, T-shirts etc. which are not in harmony with the decorous dress code of a mixed college.
5. Smoking, use of alcohol and drugs are strictly prohibited in the college premises. Students shall not enter the campus intoxicated.
6. Every student shall greet the members of the teaching staff on the occasion of first meeting them within the college premises and whenever he meets them in public.
7. When a teacher enters a class-room, the students shall rise and remain standing till they are directed to sit or till the teacher takes his seat.
8. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
9. While moving from one class to another, especially through stairs, students are expected to KEEP LEFT in a line, leaving sufficient room for those coming in the opposite direction.



10. Students who may be free during class-time shall not loiter on the verandah or on the premises of the college. During such time, they are to be in the Library / Reading room.
11. Every student shall handle college property with care and shall do everything in his power to preserve cleanliness and tidiness of the furniture, buildings and the premises. Students shall not disfigure the walls, doors, windows, furniture etc. with bills, engravings etc.
12. The loss or damage or disfigurement caused to the college articles will be made good by realising from the student concerned double the cost of the loss or damage so incurred or through a collective fine covering all the students.
13. Except in the meeting of the various college Associations, no student shall address any gathering in the college premises without the special permission of the Principal.
14. Students are prohibited from being members of any political organization and from taking part in any agitational activities. The College Union Election shall not be conducted on a political style. It shall be on a system based on the guidelines issued by the Management and the Hon'ble Courts. **Politics and Political activism are strictly banned on the Campus.** The students are forbidden from organizing or attending meetings other than the official ones. The directions from the Hon'ble High Court will be strictly complied with.
15. Megaphones, loudspeakers etc. should not be used on the campus without the special permission of the Principal. Posters, flags, memorial tombs, floral arches, festoons etc. should not be displayed on the campus. Distribution of pamphlets / brochures etc. shall not be done without written permission of the Principal.
16. Indecent behaviour towards the opposite sex will not be tolerated.
17. Students shall not invite or encourage outsiders to enter the campus.
18. Students are strictly forbidden from bringing and using mobile phones on the campus.
19. Students are forbidden from entering into other classes without express permission of the Principal.
20. After class hours, students are permitted to stay back on the campus only with permission of the Principal.
21. They are not permitted to participate in live/photographic modelling, fashion shows, stage shows and/ or any Radio / T.V. programme without prior permission from the Principal. Students shall not defame the institution through print, visual and social media.



22. Demonstration / campaigning / procession of any type at any time is strictly prohibited within the campus.
23. Rioting/agitating against another group of students or against members of staff /Principal /Management for any reason whatsoever is prohibited.
24. The use of mobile phone should be just and proper. Any violation of the privacy of the individual and other cyber related offences shall be reported to the cyber cell directly.
25. If a student or a group of students or the entire students have any grievance of any kind whatsoever, it is to be brought to the attention of the Grievance Redressal Cell in writing. The cell in consultation with the Principal shall take necessary steps to resolve such grievances.
26. Re-admission to any programme is not a matter of right. Applications for re-admission will be recommended only on genuine ground and shall be forwarded by the HOD of the concerned department with a 'Good' Conduct Certificate.
27. **Issue of certificates:** A student who desires to get any certificate from the college office shall apply to the Principal in writing, through the HOD/ class teacher, stating his/her relevant details viz Class, Class No., Year of Study, Subject/Second Language, University Register No. etc. Normally a notice of 24 hours is necessary for the issue of Certificates.
28. **Ragging/teasing/intimidating/harassing/using words of abuse etc. on junior students, especially female students within the Campus or outside is a punishable crime under Police Act, and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished which may amount to:**
 - A. *IMPRISONMENT UP TO 2 YEARS AND*
 - B. *A FINE UP TO RS. 10,000/- AND*
 - C. *DISMISSAL FROM THE COLLEGE.***The University too would be requested to take the matter seriously and execute punitive measures, in such cases.**
29. The authority of the Principal extends beyond the campus also.
29. Any further rules and regulations framed by the Management and the Principal from time to time shall also be binding on all.
30. In all matters not specified in the foregoing rules, students shall aim at conducting themselves well, respecting the rights of others so as to establish and maintain the good traditions and reputation of the institution.



17.2 Anti - Ragging Regulations- Kerala Ragging Prohibition Act 1998

Copies of the booklet on Anti-Ragging Regulations have been freely distributed to all applicants at the time of admissions. Copies are also available in the library for your reference. Key points are mentioned here for easy reference.

കേരളസംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. റാഗിംഗ് എന്നാൽ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റംമൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാകാൻ സാദ്ധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തി ചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ:-

- 1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുകയോ അധികേഷപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ,

അല്ലെങ്കിൽ

- 2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തിചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
- 3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു
- 4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴശിക്ഷയ്ക്കു വിധേയനാകേണ്ടതുമാണ്.
- 5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4-ാം വകുപ്പിൽ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.
- 6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗംവരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ



സ്ഥാപനത്തിന്റെ മേധാവി, പരാതിലഭിച്ചു ഏഴാം ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സുരേഷ്കാലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

- 7. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
- 8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

17.3 Code of Conduct – Circular from Government of Kerala No. 26483/G/15. H. Edn, Dated: 12-10-2015

- 1. All celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programmedetails, guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
- 2. Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HODs and Discipline Committee members.
- 3. All students have to wear identity tag in the college.
- 4. No type of vehicles should be used during celebrations inside the college Campus / Hostels.
- 5. Student's vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. Students shall not roam with their motor vehicles making nuisance in the campus. Vehicles should be parked only at the respective places allotted for the purpose.



6. In order to monitor and supervise the functioning of the Hostels, separate committees for boys' and girls' hostels have to be constituted by the College Council with five members. The Head of the Institution shall be the Chairman / Chairperson and Hostel Warden the Convener.
7. If any complaint is received from hostel inmates or from the public to the head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus / hostel rooms etc., steps will be taken as per the rules in force. The committee intended for hostels must be vigilant and effective. Room of security personnel should be located near to the entry gate.
8. CCTV Cameras will be installed in selected common places of college and hostel.
9. Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
10. **Programmes by External agencies / Professional groups / Paid programmes such as DJ. Musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds. Technical festivals should be limited to technical activities.**
11. **Bike Race / Motor car race / Elephant procession or similar activities should not be permitted inside the Campus / Hostels.**
12. In the interest of security of students, Police may be informed in advance about all festival celebrations.

മഹാത്മാഗാന്ധി യൂണിവേഴ്സിറ്റിയുടെ 20-4-2016-ലെ ഉത്തരവിലെ പ്രസക്ത ഭാഗങ്ങൾ

1. ഹോസ്റ്റലിൽ താമസിക്കാത്ത വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
2. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികൾക്ക് ഐ.ഡി. കാർഡ് നൽകുക. ഐ.ഡി. കാർഡ് ഇല്ലാത്തവരെ ഹോസ്റ്റലിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.
3. എല്ലാ ഹോസ്റ്റലുകൾക്കും സെക്യൂരിറ്റി ജീവനക്കാരെ രാത്രിയും പകലും നിർബന്ധമായും നിയോഗിക്കുക.
4. ഹോസ്റ്റലുകൾക്ക് ചുറ്റുമതിലും കവാടവും നിർമ്മിക്കുക.
5. സെക്യൂരിറ്റി ജീവനക്കാരെയും മറ്റും ഭീഷണിപ്പെടുത്തുന്ന വിദ്യാർത്ഥികളെ ഹോസ്റ്റലിൽനിന്നും ഒഴിപ്പിക്കുക.
6. ഹോസ്റ്റലുകളിൽ വിദ്യാർത്ഥി രാഷ്ട്രീയ പ്രവർത്തനം നിരോധിക്കുക.



7. ഹോസ്റ്റൽ മുറിയിൽ ലഹരിസാധനങ്ങൾ സൂക്ഷിച്ചുവെച്ചിട്ടുണ്ടോ എന്ന് ഇടയ്ക്കിടെ അധ്യാപകരും ഹോസ്റ്റൽ ജീവനക്കാരും സംയുക്തമായി പരിശോധിക്കുക.
8. ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥികളുടെ രക്ഷിതാക്കളുമായി കൃത്യമായ ഇടവേളകളിൽ ബന്ധപ്പെടുന്നതിനും, ഹോസ്റ്റൽ വിദ്യാർത്ഥികളുടെയും രക്ഷിതാക്കളുടെയും മീറ്റിംഗ് വിളിച്ചുകൂട്ടുകയും ചെയ്യുക.
9. അടിയന്തിര സാഹചര്യങ്ങളിലല്ലാതെ വിദ്യാർത്ഥികളെ രാത്രി 7 മണിക്ക് ശേഷം ഹോസ്റ്റലിൽ പുറത്തു പോകാൻ അനുവദിക്കാതിരിക്കുക.
10. പരീക്ഷാ കാലയളവ് ഒഴിച്ചുള്ള സമയങ്ങളിൽ രണ്ടോ അതിൽ കൂടുതലോ അവധി ദിവസങ്ങൾ ഉള്ളപ്പോൾ അന്യസംസ്ഥാനത്തുനിന്നും വന്നിന്ന് പഠിക്കുന്നവരെ ഒഴിച്ചുള്ള എല്ലാ ആൺ വിദ്യാർത്ഥികളേയും നിർബന്ധമായും ഹോസ്റ്റലിൽനിന്നും വീട്ടിലേയ്ക്ക് പറഞ്ഞയക്കുക. അവധി ദിവസങ്ങളിൽ അധ്യാപകരുടെ നിർദ്ദേശപ്രകാരം പഠനകാര്യത്തിനല്ലാതെ ആരേയും കോളജ് ക്യാമ്പസിൽ പ്രവേശിപ്പിക്കാതിരിക്കുക.

Mobile Phones / Cinematic Dance Ban

വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം തടയുന്നതിനും അശ്ലീലചുവയുള്ള സിനിമാറ്റിക് ഡാൻസുകളും, ഫാഷൻ ഷോകളും നിറുത്തലാക്കിക്കൊണ്ടുള്ള സർക്കാർ ഉത്തരവ് 01-03-2005 തീയതി കളിലെ സർക്കാർ ഉത്തരവ് (ആർ.റ്റി.) നം. 346/05/ഉ.വി.വ. പ്രകാരം വിവരസാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും, സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ, എന്നിവയും നിറുത്തലാക്കിയിരിക്കുന്നു.

17.4 Attendance and Leave of Absence

1. Attendance will be taken at the beginning of each period. Latecomers shall enter class-rooms only with the permission of the teacher.
2. Students who leave class-rooms after roll call without the permission of the teacher will attract severe punishment.
3. Impersonation at roll call will be considered a serious offence.
4. Application for leave of absence for more than 3 days due to illness should be supported by medical certificates.
5. A student coming late to a class after roll call shall be treated as absent for that period and leave may be obtained by following the procedure given in rule 9 below.
6. Students absenting themselves from the college for more than fifteen consecutive working days without satisfactory explanation will have their names removed from the roll and treated as temporary removal.
7. A student sent out from the class by a teacher shall lose the attendance for the duration he is out.



8. Disciplinary action including removal from the rolls will be taken against those who repeatedly absent themselves on insufficient grounds.
9. A student requiring leave for a day or a part of a day should apply for it to the Principal or to the class teacher and get his counter signature and submit the form in the college office. **Such applications should be submitted on the very day of his/her return to the College.**
10. The responsibility of making sure that a student has earned the required minimum percentage of attendance (75% for the semester) rests entirely upon the student. The university insists on a minimum of 75% attendance during the course of instruction for permitting students to take the examination.
 - **Only students having a minimum of 75% average attendance for all the courses can register for the examinations. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of UG programme and for a maximum of 15 days for a PG programme may be granted by the university on valid grounds. Condonation is not a matter of right and recommendation for condonation of shortage of attendance shall be at the discretion of Principal. Such condonation will not be counted for internal assessment.**
 - *Benefit of attendance may be granted to students attending university/ college union activities, participation in co-curricular activities by treating them as present for the days of absence, on production of participation/ attendance certificates from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days for UG programmes and 15 days for PG programmes and this benefit shall be considered for internal assessment also.*

NOTE: The number of days permitted for condonation & grant of attendance will be in accordance with the university guidelines from time to time.

The number of days of leave and the reason for the same has to be submitted to the class teacher in the prescribed forms duly signed by the parent or guardian. The forms could be downloaded from the link at the college website or could be procured from the college co-operative society.



FORMAT OF APPLICATION FOR LEAVE

1. Name of the Student:
2. Class, Group & Class No:
3. Local Address of the Student:
4. Date(s) and No. of days for which leave is required:
5. Reasons for leave:
6. Signature of the Student:
7. Recommendation by Guardian or Warden:
8. Recommendation by the Class Teacher:
9. Principal's Order:

RECOMMENDATION FORMAT FOR GRANTING ATTENDANCE

1. Name of Student :
2. Class, Semester & Class No :
3. Number of days of attendance Required :
4. Dates & Hours of Absence :
5. Reason for Absence :
(Details of Programme attended) :
6. Recommendation of Teacher-in-charge with Name & Signature :
7. Number of days of attendance already recommended in the Semester :
8. Name and Signature of the Class Teacher with date :
9. Order of the Principal :

Signature of the Principal

Place :

Date :

Note:* Attendance Limited to a maximum of 10 days

* Item 7 should be verified by the respective Class Teacher



* A student who is not eligible for condonation of shortage of attendance shall repeat the course along with the next batch. Attendance strictures as per University Regulation CBCS/CSS shall be mandatory for students. Late submission of leave application or medical recommendation format etc. shall lead to loss of attendance for which the student alone shall be responsible.

17.5 Study Tours

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

1. Only final year students are allowed to organize study tours. However, industrial visits can be arranged in other semesters, if it is part of the syllabus or curriculum. As far as possible, study tours shall be conducted before the Christmas holidays.
2. This should be done only with the prior permission of the class teacher, HOD and the Principal. The tour schedule must be given to the tourism club of the college at least 2 weeks before the scheduled departure in the prescribed format as available with tourism club teacher-in-charge.
3. The amount collected for the conduct of the tour will have to be managed by the teacher-in-charge of the said tour programme.
4. All the tour related accounts are to be audited by the department heads or senior permanent teachers immediately after the tour.
5. Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the authorities concerned. The details of the tour programme should be given to the Principal in writing, well in advance.
6. A maximum of only three days can be allotted for the tour (3 nights and 2 days). Only one working day can be spared for the tour programme. In cases of study tours being compulsory under curriculum of a programme, the number of days will be fixed accordingly.
7. The students shall obey all the directions given by the class teacher/ teachers accompanying them.
- 8 **Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.**



9. The use of alcohol, drugs and tobacco is strictly prohibited while on tour. Each and every member of the party should try to see that his/ her conduct while on tour enhances the prestige and reputation of the institution.
10. The teachers in charge of the tour can cancel the trip at any time if found necessary and due to unavoidable reasons after intimation to the HOD and the Principal.
11. The tour party shall leave the college campus either by 6.30 pm or before 6.30 am on the scheduled day of departure.
12. The tour party shall reach the college by 7.00 am or by 8.00 pm on the scheduled day of arrival.
13. Any cyber related offences will be reported to the cyber cell.
14. Campus and the surroundings shall not be polluted by noise, crackers, explosives, garland or any conduct of similar nature.
15. Students are not permitted to enter the vehicle in the midway. The students who are not in the tour list are not permitted to enter the bus.
16. Students who are not in the nominal roll for that particular semester shall not be a part of the tour party.
17. In no case, strangers and persons not mentioned in the tour list shall be permitted to enter the bus.
18. Tour shall be strictly in accordance with the tour schedule submitted to tourism club and no route change will be permitted numbers permitted by the Principal.
19. All decisions regarding tour plan, tour operator, accommodation, food etc. will be taken by the teachers-in-charge. Vehicles with excessive sound and light arrangements will not be entertained.
20. Each student should give consent letter signed by their parent for participation in the tour.
21. A meeting of the teachers and students who take part in the tour has to be held with the principal before the scheduled departure.
22. **The Principal has the right to cancel or to make any modification in the tour programme at any time.**
23. The directions given by UGC, Government, and M.G University from time to time will have to be strictly adhered to.



18. ADMINISTRATIVE SUPPORTING WINGS- STATUTORY

18.1 Ethics Committee

In accordance with the Govt. Order 1102/05 dt. 24-06-05, an Ethics Committee has been constituted in this college in connection with the ban imposed on the use of mobile phones, performance of obscene cinematic dance and fashion shows etc. in the college. The members of this committee are:

1. **Dr. Biju Thomas** (Principal), Chairman
2. **Mr. Cherian Thomas** (PTA Vice-President)
3. **Dr. Jyothimol P.** (Convener)
4. **College Union Chairman** (Joint Convener)
5. **Mr. Alexander Oommen** (Management Representative)
6. **Dr. Viju Kurian** (NSS Representative)
7. **Mr. Shibu M. George** (NCC Representative)
8. **Mr. B. Gopakumar** (Municipal Vice Chairman)
9. **Dr. Annie Cherian** (Representative of Lady Teachers)

18.2 Student Grievance Redressal Committee

Grievance Redressal Committee at has been constituted with the objective of resolving the grievances of students. The students can submit their grievances in writing to the Principal or may submit their grievances in an electronic format through the Grievance Form made available at the College Website. The same could be accessed at <https://www.baselius.ac.in/grievance-form/>. The cell will meet as and when required and take suitable measures/ solutions for the grievances addressed to it. The committee comprises of following members:

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Jyothimol. P.** (Convener)
3. **Dr. Shaju M.J.**
4. **Dr. Manoj Narayanan K.S.**
5. (Special Student Invitee)

18.3 Anti Ragging Cell

In pursuance with the UGC Regulations on curbing the menace of Ragging in Higher Educations-2009, the College has set up an Anti-Ragging Committee. The team looks into any matters related to ragging that might happen within or outside college premises. The cell ensures that the freshers in campus move about without much hassles. The cell shall consider the recommendations of the Anti-Ragging Squad and take appropriate decisions.

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Jyothimol. P.**
3. **Dr. Shaju M.J.**
4. **Dr. Annie Cherian**



5. **Dr. Manoj Narayanan K.S.**
6. **Dr. Thomas Kuruvilla**
7. **Mr. Cherian Thomas** (PTA Representative)
8. **Sri. Alexander Oommen** (Management Representative)
9. **S.H.O., Kottayam East Police Station** (Mob.94979 87071)
10. (Municipal Councillor)

18.4 Anti Ragging Squad

The Anti Ragging Squad keeps an active vigil and patrolling and are empowered to inspect places of potential ragging.

1. **Dr. Sindu Jones** (Convener) 9446819214
2. **Mr. Shibu M George**
3. **Dr. Arabhi P.**
4. **Ms. Jinu Mathew**
5. **Mr. Lijo Sebastian**
6. **Ms. Anju John**
7. **Ms. Tissy Eruthickal**
8. **Ms. Ashly Thomas**
9. **Dr. Viju Kurian**

18.5 SC/ST Monitoring Cell

A committee for Scheduled Castes/Scheduled Tribes is formed to prevent the atrocities against the members of SC/ST with the following members:

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Sajish P.R.** (Nodal Officer)
3. **Ms. Tessymol Abraham**
4. **Sri. Reji John** (Office Superintendent)

18.6 Internal Complaints Committee (For Sexual Harassment)

The committee is constituted in accordance with the provisions of Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redress) Act 2013. Any woman, (employee/ student) of the college can approach the cell directly or through the Principal, if she has any grievance of harassment of the nature stipulated in the Act.

1. **Dr. Jyothimol. P.** (Presiding Officer) 9495690047
2. **Mr. Shibu M George** (NCC Officer)
3. **Ms. Ashly Thomas** (NSS Lady Officer)
4. **Sri. Reji John** (Office Superintendent)
5. **Dr. Mereen Punnan** (Clinical Psychologist)
6. **Sri. Biju K. Jacob** (LD Clerk)
7. **Parvathy Mohan** (Student Representative)
8. **Arathy Shaji** (Student Representative)
9. **Nevin Punnen Kuruvilla** (Student Representative)

18.7 Vimukti- Anti Narcotic Cell

As per the order of Govt. of Kerala GO(MS) No 205/2013/Nov, TVM dt 09/12/2013 an Anti-Narcotic cell was constituted at the college. The main objective of the club is to prevent alcohol/drug/substance abuse among the youngsters. The activities of anti-narcotic cell include organizing awareness



programmes with the aid of government organizations, arranging campaigns, conducting seminars, monitoring and reporting anti-social activities in the vicinity of the college. The cell guarantees a drug- free campus by prohibiting consumption or use of drugs and alcohol by students of the college, within or outside the college premises.

1. **Dr. Viju Kurian** (Nodal Officer) - 9496093829
2. **Ms. Elsa C. Maria Sebastian**
3. **Mr. Shibu M. George**
4. **Ms. Ashly Thomas**
5. **Mr. Manoj Ulahannan**
6. **Sherry Abraham** (Student representative)
7. **Anjitha A Nair** (Student representative)

18.8 Internal Committee for Physically Challenged Students/ Divyangjan/ Students with Special Needs

Baselius College endeavors to provide equal opportunities and access to all disadvantaged and differently abled students with respect to admission and their academic progression. We have constituted an internal committee for the students with Disabilities for the purpose of ensuring a disabled friendly campus for all differently abled students who would be admitted to the college. The Committee aims to address the requirements and to also make all resources accessible to the disabled students.

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Jyothimol P.**
3. **Dr. Shaju M.J.**
4. **Council Secretary**
5. **Sri. Reji John** (Office Superintendent)
6. **Mr. Cherian Thomas** (PTA Vice President)
7. **College Union Chairman**

18.9 Electoral Literacy Club

The Electoral Literacy Club is a platform to sensitize students on their electoral rights and familiarize them with the electoral process of registration and voting. It aims at strengthening the culture of electoral participation among young and future voters.

1. **Ms. Ashly Thomas** (Nodal Officer) - 9747108424
2. **Dr. Viju Kurian**
3. **Dr. Shaju M.J.**
4. **Mr. Shibu M. George**
5. **Dhanesh M** (Student representative)
6. **Athira Das** (Student representative)

18.10 Disaster Management Cell

Disaster is a sudden calamitous and unfortunate event that brings with it great damage, loss, destruction and devastation to human life as well as property and also hampers ongoing developmental activities in a particular area being affected. Since disasters are events that are unpredictable most of the time, it is important for the college community to manage disasters by



being prepared in advance. Hence, the disaster management cell has been set up to create awareness about disaster and its consequences, to prepare in advance to face such situations, to organize safety awareness programmes, to identify and manage hazards in the college, to mitigate the effects of disasters in the college.

1. **Dr. Biju Thomas** (Principal)
2. **Mr. Lijo Sebastian** (Coordinator)
3. **Dr. Jyothimol P.**
4. **Dr. Joy Markose** (Bursar)
5. **Mr. Shibu M. George** (NCC Officer)
6. **Ms. Ashly Thomas** (NSS Lady Officer)
7. **Bhagat S Nair** (Student Representative)

18.11 Gender Justice Forum

With reference to GO(Rt) no 924/2021/H.Edndtd 16/07/2021, this forum was constituted to make aware of gender equality and vices such as dowry and abuse of women both physically and mentally. The forum is constituted with the following members:

1. **Dr. Suma Bino Thomas** (Chairperson)
2. **Dr. Manjusha V Panicker** (Teacher Representative)
3. **Ms. Seena R Nair** (Librarian)
3. **Ms. Parvathy Mohan** (Student Representative)
4. **Ms. Arathy Shaji** (Student Representative)

18.12 College Students Union

The college has a democratically elected student union Student's Union, the objective of which shall be:

- a) To represent students and their concerns by providing good leadership
- b) To foster cordial relations among students, staff and management
- c) To promote healthy and responsible participation in extra-curricular activities.
- d) Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- e) To instill in students the duties and rights of responsible citizens of India and comprehend the nuances of governance
- f) To uphold, implement and work for the ideals of the College in a befitting manner.

The term of the union is from the date from which the union assumes office till the end of academic year. The Elections are held based on the directions of the Honorable Supreme Court in SLP No 24295/ 2004, the Honorable High Court of Kerala in WP (C) No 21377 of 2010 (V) filed by the Management/ Principal of this college and guidelines of Mahatma Gandhi University.

College Union Election :

1. **Ms. Jeejamol P.M.** (Returning Officer) 9447958924
2. **Dr. Anit M. Thomas** (Assistant Returning Officer)

College Union Staff Advisor : Dr. Manoj Narayanan K.S. 9447110212

College Union Treasurer : Ms. Shetal Elizabeth Thomas



19. OTHER STATUTORY BODIES AND COMMITTEES

19.1 Parent-Teacher Association

The PTA takes great interest in the development of the College. Class-wise PTA meetings are held twice every year and two representatives, from parents, a male and a female, are selected from each class to the General Council. The General Council elects the Vice President, Secretary and Executive committee members.

The details of the office bearers of the Association (2020- 2021) are given below:

1. **Dr. Biju Thomas, Principal** (President)
2. **Mr. Cherian Thomas** (Vice President)
3. **Dr. Jyothi Susan Abraham** (Secretary) 9496267020
4. **Kalamandalam Swapna Nair** (Joint Secretary) 7736490193
5. **Dr. Selvy Xavier** (Teacher Representative)
6. **Dr. Sarath P. Nath** (Teacher Representative)
7. **Mr. Muhammad Naushad** (Parent Representative) 8714405383
8. **Ms. Lissy Shaji** (Parent Representative) 9446757933

Main Projects of PTA for last 6 years

- 2013-14: Public announcement system
 2014-15: Toilets for girls near Chemistry department & installation of solar lights.
 2015-16: Incinerator for waste disposal
 2016-17: Drinking water and rain water harvesting facilities
 2017-18: Renovation of the stage of college auditorium
 2018-19: Furnishing of Women's Hall and installation of incinerators
 2019-20: Planting lawn grass on the college football ground
 2020-21: Campus beautification

19.2 NAAC Accreditation Institutional Level Committee

The **NAAC** assessment and accreditation are terms broadly used for understanding the "Quality Status" of an institution. The NAAC's accreditation process follows a holistic, systematic, and objective approach for institutional improvement. Moreover, the assessment process provides an opportunity for the institution to measure its effectiveness and efficiency, identify its strengths and weaknesses and take necessary steps for improvement.



Baselius has successfully completed three cycles of accreditation and after the last accreditation process, we were placed at CGPA of 3.11. The 4th Cycle- Accreditation process is going on a full swing. The peer team visit and accreditation which was slightly delayed on account of the pandemic is likely to be completed in the academic year 2021-22.

19.2.1 NAAC Steering Committee

A Steering Committee is formed to co-ordinate and supervise the compilation and analysis of data in connection with NAAC Accreditation.

This committee is responsible for organizing the information and data, and preparing a comprehensive SSR. During the onsite visit of the peer team, the convenor of the steering committee may also function as an institutional facilitator.

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Manoj Narayanan K.S.** (Convener) 9447110212
3. **Dr. Shaju M.J.**
4. **Dr. Jyothimol P.**
5. **Dr. Annie Cherian**
6. **Dr. Joy Markose**
7. **Mr. Reji John** (Office Superintendent)

19.2.2 NAAC Criterion Committee Conveners

NAAC has identified seven criteria that reflect the processes and values of the HEI on which the assessment is made. The questions under each of the key aspects focus in particular on the outcomes, the institutional provisions which contribute to these and their impact on student learning and development. The seven criteria has been allocated to various conveners who have a team of teachers to work on it on a continual basis.

Criterion 1-	Curricular Aspects	Ms. Elsa C. Maria Sebastian 9447570167
Criterion 2-	Teaching-Learning & Evaluation	Dr. Sindu Jones 9446819214
Criterion 3-	Research, Consultancy & Extension	Dr. Jyothi Susan Abraham 9496267020
Criterion 4-	Infrastructure and Learning Resources	Dr. Suma Bino Thomas 9446125353
Criterion 5-	Student Support & Progression	Ms. Jeejamol P.M. 9447958924



Criterion 6-	Governance, Leadership & Management	Dr. Thomas Kuruvilla 9847877290
Criterion 7-	Innovation & Best Practices	Dr. Jalaja J. Malayan 9961570352

19.3 U.G.C. Planning Board

The College may set up a Planning Board to approve the proposal for development of undergraduate and postgraduate education, after identifying its needs and deciding on its priorities. Planning Board headed by the Principal is responsible for preparing proposal and estimates, based on the needs of various departments, in consonance with UGC guidelines in the prescribed proforma, to oversee the utilization of funds and submitting audited accounts to UGC. Besides the Principal, Coordinator IQAC, and senior teachers, Librarian, the Bursar or a senior person from the Accounts Department and University representatives comprise Planning Board.

1. **Dr. Biju Thomas (Principal)**
2. **Dr. Manoj Narayanan K.S.** (Convener) 9447110212
3. **Dr. Jyothimol P.**
4. **Dr. Shaju M. J.**
5. **Dr. Suma Bino Thomas**
6. **Dr. Annie Cherian**
7. **Dr. Sindu Jones**
8. **Mr. Abu Joseph C.**
9. **Dr. Arabhi. P.**
10. **Mr. Shibu M George**
11. **Dr. Thomas Kuruvilla**
12. **Dr. Rejitha V.**
13. **Dr. Joy Markose** (Bursar)
14. **Sri. Reji John** (Office Superintendent)
15. **Smt. Seena R. Nair** (Librarian)
16. **Sri. Ashik M. Kamal** (Joint Registrar, M.G. University)

19.4 Rashtriya Uchcharat Shiksha Abhiyan (RUSA) Institutional Level Committees

RUSA is a Centrally Sponsored Scheme (CSS), which seeks to improve overall quality of existing State higher educational institutions by ensuring their conformity to prescribed norms and standards and adoption of



accreditation as a mandatory quality assurance framework. Funding is provided by the central ministry through the state governments, which in coordination with the central Project Appraisal Board will monitor the academic, administrative and financial advancements taken under the scheme.

RUSA has sanctioned a Two- Crore project proposal sent by the college for infrastructure development under three heads- New Construction, Renovation and Purchase. Currently the proposed projects under New Construction - construction of Library block and Administrative block is underway.

The College has been utilizing the government allocated funds in these development projects under the supervision of two well-formed two bodies at institutional level - the Board of Governors (BoG) and a Project Monitoring Committee.

19.4.1 RUSA - Board of Governors

The BoG is to take all policy decisions with regard to smooth, cost effective and timely implementation of the Institutional project. The BoG comprises of:

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Annie Cherian** (Coordinator) 9446125298
3. **Dr. M. E. Kuriakose** (Secretary, M.O.C. Colleges)
4. **Prof. Jacob Kurian Onattu** (Academician)
5. **Dr. Jyothimol P.**
6. **Dr. Manoj Narayanan K.S.**
7. **Sri. Reji John** (Junior Superintendent)
8. **Sri. Kuriakose N. I.** (Assistant Exe. Engr. KWA)
9. **Sri. Abraham Kurian** (Industry)
10. **Sri. Abraham P. Thomas**

19.4.2 RUSA - Project Monitoring Committee

The Project Monitoring Committee is constituted to fulfill the terms of references as per RUSA Documents within the College. A Project Monitoring Unit represented by academic officials, faculty, administrative officers and students will be responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Annie Cherian** (Coordinator) 9446125298



3. **Dr. Shaju M. J.**
4. **Dr. Sindu Jones**
5. **Sri. Abu Joseph C.**
6. **Smt. Elsa C. Maria Sebastian**
7. **Smt. Jeejamol P.M.**
8. **Sri. Sunni Varghese** (Senior Administrative Staff)
9. **Mr. Cherian Thomas** (PTA Vice President)
10. (Student Representative)

19.5 Research Advisory Committee

The Research Advisory Committee is constituted as per the direction of University Grants Commission (UGC).

The objectives of the Research Advisory Committee are:

- To evaluate research proposals and minor, Major projects
- To shortlist the candidates for funding proposals
- To evaluate and scrutinise the proposals for seminars & conferences submitted by the teachers of the College
- To create an ecosystem for research and innovation and promote research culture among students.
- To undertake any other responsibilities related to the assessment and evaluation of the research in the College.

The committee comprises of the following members:

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Suma Bino Thomas**(Convenor, Dept. of Chemistry)
3. **Dr. Jyothimol P** (English)
4. **Dr. Nibu B George** (Physics)
4. **Dr. P. N. Harikumar** (Professor, University of Kerala & Member Research Committee, KSHEC)
5. **External Expert for concerned subject**

19.6 Unnat Bharat Abhiyan (UBA)

UBA, a flagship program of MHRD, Govt. of India, was launched to promote development of rural areas in tune with Gandhian vision of self-sufficient 'villagerepublics' based on local resources. The mission of UBA is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. Baselius College too participates in UBA so as to bring about transformational change in villages.



Coordinator: Ms. Sany Mary Benjamin 9495324041

19.7 Social Entrepreneurship, Swachhta& Rural Engagement Cell (SES REC) of Mahatma Gandhi National Council of Rural Education (MGNCRE)

Baselius College is now a recognized SES REC Institution and has framed SES REC Action plan and constituted ten working groups for improving facilities in the Campus and Community/ Adopted Villages.

1. **Dr. Biju Thomas** (Convenor)
2. **Dr. M.V Krishnaraj** (Coordinator) Sanitation & Hygiene- Community
3. **Mr. Shibu M George** (Sanitation & Hygiene -Campus)
4. **Dr. Viju Kurian** (Waste Management- Campus)
5. **Ms. Ashly Thomas** (Waste management- Community)
6. **Ms. Tessymol Abraham** (Water Management – Campus)
7. **Ms. Parvathy Mohan** (Water Management- Community)
8. **Dr. Sajish P.R.** (Energy Management – Campus)
9. **Dr. Nibu A George** (Energy Management- Community)
10. **Ms. Uma Surendran** (Greenery- Campus)
11. **Dr. Arabhi P.** (Greenery- Community)

19.8 Rural Entrepreneurship Development Cell

1. **Dr. Biju Thomas** - Chairman
2. **Dr. Jyothi Susan Abraham** - Coordinator & Student Development Officer (Personality)
3. **Ms. Tessymol Abraham**- Student Development Officer (Placement & Internship)
4. **Mr. Lijo Sebastian**- Student Development Officer (Technology)
5. **Ms. Ancy Sam** - Student Development Officer (Entrepreneurship)
6. **Dr. Krishnaraj M.V.** - Student Development Officer (Rural Engagement)



20. STUDENT MENTORING PROGRAMMES

20.1 Tutorial System

Tutorial system is introduced in the College in accordance with the norms laid down by the UGC in this regard. This system helps to promote interpersonal relationship among the members of the Baselius family and ensures personal care, individual attention and learner analysis.

The entire student community is divided into groups and each group is entrusted with a teacher who personally looks after the students of his/her group. Separate periods are set apart in the time table for tutorial work.

Coordinator : Dr. Vidya Merlin Varghese 9847942934

20.2 Value Education

The institutional administration has perceived the need of value education and is determined to inculcate & noble values within the students.

Coordinator: Dr. Mity Thambi 9446234059

20.3 Additional Skill Development Program (ASAP)

ASAP is a programme initiated by Government of Kerala to develop and enhance the skill sets of students in our colleges and schools by imparting career-oriented training to them. The first-year degree students have the opportunity to join this programme. The programme is designed as an add-on to the regular course without affecting their classes. As a part of the programme students are trained in Communicative English skills and basics of Information Technology in addition to the job-oriented skill course which they choose.

Coordinator: Ms. Tissy Eruthickal 9496324241

20.4 Walk with A Scholar Programme (WWS)

WWS is a programme organized by the Govt. of Kerala for supporting/motivating students for achieving better life in future. Both external and internal mentoring sessions are included in this programme. Each internal mentor is responsible for giving 15 hours of mentoring to his/her six mentees. Students also have external mentoring sessions of 15 hours duration.

Coordinator: Dr. Sheeba Joseph 9495655004

20.5 Scholar Support Programme (SSP)

The Scholar Support Programme is a part of the 'New Initiatives in Higher Education' initiated by the Department of Higher Education, Govt. of Kerala. It aims at imparting personalized additional support to needy students in curricular areas of weakness through tutorials, study materials, additional lectures, question banks and interactive sessions, formation of quality circles in colleges for the programme, dissemination of classes through personal and web-based modes and more.

Coordinator: Ms. Anju John 9744871664



21. CO-CURRICULAR AND EXTRA CURRICULAR INITIATIVES

The college has to its credit various facilities, forums, organisations, centres, clubs and associations. They have been established to cover almost the entire spectrum of co-curricular activities of the College to enrich campus life and make it more rewarding to each and every member of the Baselius family.

21.1 National Cadet Corps (NCC)

National Cadet Corps, the biggest youth organisation is functioning under the Ministry of Defence, Govt. of India. It inculcates discipline and sense of unity and patriotism in youth and trains in defence preparedness. It also aims at the development of leadership, character and comradeship among the youth. The Central and State Govts. are giving a number of incentives including weightage for education, job reservation etc. for N.C.C. cadets. Our college has a company of 107 Cadets under 16 Kerala Bn. NCC and is commanded by Mr. Shibu M. George, Dept. of Political Science. The students who get enrolled can attain 'B' and 'C' certificates after a service of two and three years respectively.

Commanding Officer: Mr. Shibu M. George 9995719161

21.2 National Service Scheme (NSS)

NSS has been functioning in the realm of higher education with the motto "Not Me, But You" since 1969. The overall objective of NSS is personality development through social service. It is a cradle for leadership training and group dynamics. It also works to promote respect for labour, discipline, Gandhian principles, national integration and work culture.

Two NSS units are currently active in our college. Joining NSS is an assurance for success and personality development for every student. Due weightage is also given to NSS volunteers for future studies and job placements.

Officers:

1.	Dr. Viju Kurian	9496093829
2.	Ms. Ashly Thomas	9747108424

21.3 Red Ribbon Club

The Red Ribbon Club is functioning in this college in close association with our NSS units. Its main objective is to sensitize students regarding the need for voluntary blood donation. Side by side, it also helps create awareness regarding diseases such as HIV/AIDS, Hepatitis B etc. which are mainly spread through infected blood, casual and unprotected sexual contact etc.

Our Red Ribbon Club unit arranges mass blood donation programmes on selected dates, accepting blood from all willing students and staff. It also



arranges blood for medical emergencies reported from neighbouring hospitals. Every year, on World AIDS Day (December 1st), there will be special awareness programmes under the auspices of the RRC.

Teachers in Charge: 1. **Dr. Viju Kurian** 9496093829
2. **Ms. Ashly Thomas**

21.4 Mar Gregorios Orthodox Christian Students' Movement (MGOCSM)

MGOCSM caters to the spiritual needs of our students. Under the auspices of this august organisation, prayer meetings are conducted on all Fridays. One day programmes, camps, pilgrimage to Parumala on 2nd November every year, value education classes etc are arranged by MGOCSM.

Coordinator: Dr. Linju Ann Jacob 9447851061

21.5 Equal Opportunity Forum

The Equal Opportunity Cell is a space for celebrating and respecting the beauty of our differences. It ensures that all students in campus are treated as equal. "Inclusivity in Diversity" is the motto of this cell and it strives to move beyond deep-seated inequities and sensitize people to think beyond the constructs of colour, caste, creed, gender and more, that hinders our progress. It nurtures the quality of valuing the uniqueness of each and every individual. The objectives of the Cell are:

- To create an atmosphere of Equal Opportunity through awareness generation programmes.
- To provide auxiliary support towards skill development and enhancing the employability of students.
- To tailor development and sensitization programmes to meet the distinct needs of the students.

Coordinator: Dr. Shaju M.J. 9496158890

21.5 a) Women's Forum

This forum is open to all the women students of our college. It organizes discussions, seminars and awareness programmes, focusing mainly on women's issues and needs in tune with the times. Lectures and practical sessions are arranged on relevant topics by experts in the concerned fields.

Coordinator: Dr. Manjusha V. Panicker 9447496082

21.5 b) Men's Forum

In order to promote fruitful co-operation among the male members of the faculty and the student community of Baselius College, a Men's Forum has been introduced. This forum plans beneficial activities for men through seminars, discussions etc. in which issues and problems faced by men can be widely addressed.

Coordinator: Dr. Raju John 9446061096



21.6. Ek Bharath Shreshth Bharath (EBSB) Club

When the Government of India launched the 'Ek Bharat Shreshtha Bharat (EBSB)', the University Grants Commission sought to initiate 'Ek Bharat Shreshtha Bharat Club' (EBSB) in all Higher Educational institutions to promote cultural connect and enhance interaction between people hailing from different states. This initiative is to foster national integration. The partner state of our college is Himachal Pradesh.

Coordinator: Mr. Nibu B. Thomas 9947455182

21.7 Arts Club

The prime objective of the Arts Club of the college is to inspire and enable the students to actively learn and develop their talents and skills exposing artistic expression.

Objectives:

- Develop and demonstrate skills of the student community in effective speaking, writing, and performing on topics in the fine arts.
- To bring the latent talents of the students to limelight and provide them a platform to perform and hone their skills.
- To coordinate the Arts Festival and other common celebrations in campus.

Arts Club in charge: Dr. Thomas Kuruvilla 9847877290

Under the aegis of the Arts Club clubs catering to specific areas are formed so the students can join the clubs of their interest and better their skills, interact with peers having similar tastes, take their skills to the next level by participating in several individual and group intra and intercollegiate competitions.

21.7.1 Music Club : Dr. Resmi Annie Thomas (Convener) 9995107330

21.7.2 Choreography : Ms. Uma Surendran (Convener) 9995110584

21.7.3 Histrionics: Mr. Jithin John (Convener- Histrionics) 974403032

21.7.4 Fine Arts & Photography: Dr. Sheeja Kuriyakose (Convener) 9446370159

21.7.5 Literary Club: Dr. Sarath P. Nath (Convener) 9188233263

21.7.6 Quiz Club: Dr. Aparna Thankappan (Convener) 9747620918

21.7.7 Debate & Elocution: Ms. Anna George (Convener) 9446061734

Arts Festival:

The Arts Club also monitor the conduct of the Arts Festival. Whether it's through dance, music, or fine arts, creativity is all around the college students and this is often on display during campus arts festivals. Apart from the fun, frolic and platform that it offers to students to exhibit their talents, the arts festival is also an acid test of some students' managerial skills, team- spirit, coordination and camaraderie. The college Arts festival is conducted each year with unique names. In order to ensure the maximum participation from every student and to inculcate in them a spirit of competition, all the students



are grouped into four houses. Each group is headed by respective teachers and the competitions are conducted house wise. The teachers in charge of various houses are as follows:

Arts Festival House General Coordinators

1. Dr. Jalaja J. Malayan
2. Dr. Suma Bino Thomas
3. Ms. Elsa C. Maria Sebastian
4. Dr. Sindu Jones

Arts Festival House Masters

1. Ms. Neha P. R
2. Ms. Jaimy Sarah Jacob
3. Mr. Nibu B. Thomas
4. Dr. Sheeba Joseph

21.8 Tourism Club

The Tourism Club of our college is formed with an objective of creating awareness among the students about Tourism activities and to incorporate the student's strength and potential in the development of tourism in our State. The club conducts orientation classes on tourism and its possibilities. It also organizes discussions and quiz programmes

Convener- Ms. Parvathy Mohan 9744868866

21.9 Nature Club

This club was formed with the intention of sensitizing, creating awareness, motivating and educating students about environment conservation. They organize tree plantation programmes, awareness programmes such as Quiz, Essay, Poster competitions regarding various environmental issues. They has also arranged adventure/ nature camps in the past.

Convener: Dr. Priya Thambi T. 9447353853

21.10 Entrepreneurship Development (ED) Club

Department of Industries & Commerce, Government of Kerala formulated a scheme to set up Entrepreneurship Development Clubs in schools and colleges of the State to inculcate Entrepreneurial Culture amongst youth and equip them with the skills, techniques and confidence to act as torch-bearers of Enterprise for the new generation.

Objectives

- To inculcate entrepreneurial culture among students.
- To induct entrepreneurial spirit in the institution.
- To motivate the members into the industrial activity.
- To nurture the latent entrepreneurial talent.
- To sensitize industrial scenario of the state

Convener: Ms. Ancy Sam 8089455606



22. SPORTS AND GAMES

Ever since its inception, Baselius College has been able to secure a unique place on the athletic map of Kerala. The College had the good fortune to nurture and bring to the limelight many star performers in the field of football. The physical education department conducts and coordinates a number of programmes to ensure that the students participate with lot of vigour and enthusiasm. While academics play a significant role, sports-related activities are also important in shaping the personality and character of a student. With the same ideology, the Physical Education Department of the College emphasizes on sports and encourages its students to participate in various tournaments. Students not only stay fit and healthy by actively participating in sports, but they also learn effective ways to handle pressure in times of crisis.

22.1 Annual Athletic meet

The annual athletic is one of the most awaited events in the campus. The students participate with great zeal and excitement. Students are divided into various houses and are allocated team captains and sports faculty coordinators. On the sports day, flags are pitched in the college campus. All the students participate in different activities and teachers guide them in organizing various events. Every year a notable sports person is invited as the chief guest to preside over the function. March Past, Mass Drill Competitions are also held house-wise.

22.2 Baselius Trophy Tournament

Baselius Trophy All Kerala Inter Collegiate Basketball (Men and Women), Football (Men and Women) tournament is a prestigious event of our college and a very popular intercollegiate tournament in Kerala. Baselius Trophy tournament is one of the oldest intercollegiate tournament and teams from all over Kerala take part in the tournament.

Baselius Trophy Tournament Committee:

Dr. Thomas Kuruvilla (General Convener)

Mr. Abu Joseph C. (Secretary)

9495527369

22.3 Baselian Premier League (BPL)

Sport develops a sense of friendliness among the student community and develop their team spirit. In order to encourage this spirit, the college conducts an Inter-departmental Cricket Tournament, Baselian Premier League. It witnesses a massive participation from the students both on the ground and in the gallery.



22.4 Arjuna vs Drona

This is a friendly cricket match between teachers and students and is one of highlights of the campus. The teachers and students display their batting prowess, bowling skills and fielding agility. This keenly contested match enhances the bond between the teaching- learning community.

22.5 Fit India Movement

Bringing the focus on fitness amongst the youth, the University Grants Commission (UGC) recently shared a circular on their website, urging affiliated colleges and universities to participate in the 'Fit India Movement'. The Movement is aimed at encouraging people to give priority to sports and fitness in their day-to-day lives.

Mr. Abu Joseph C. (Nodal Officer)

23. PUBLICATIONS

23.1 Baselius Researcher (ISSN-0975-8658)

Baselius Researcher is a journal of interdisciplinary studies and research published by Baselius College Research Guidance Centre. It aims at promoting research activities in the various branches of Science, Arts and Humanities. It is hoped that this journal would serve the purpose of cultivating research publication culture on our campus.

Editors:

1. **Dr. Jalaja J. Malayan** (Editor-in-Charge) 9961570352
2. **Dr. Jyothimol. P.**
3. **Dr. Nibu A. George**
4. **Dr. Resmi Annie Thomas**

23.2 College Magazine & Baselian

The essential purpose of Baselius College Annual Magazine is to inform, engage, inspire and entertain a diverse readership - including alumni, faculty, staff, students, parents and other friends of the College. In the originality of its conception, in the excellence of its writing and visual presentation, in its healthy discourse and editorial balance, the annual magazine endeavours to reflect the values and the quality of the institution itself.

Yet another publication from the Baselian soil is the campus magazine 'Baselian'. It provides ample opportunities for the students to express their literary talents by contributing articles, stories, poems, one-act-plays, reviews, campus projection, campus analyses, department tit bits etc. Apart from this, it aims to provide a record of the College's activities and the achievements.

College Magazine & Baselian Staff Advisor:

Ms. Sany Mary Benjamin, Dept. of Zoology 9744575932



24. TASK FORCES

Patron Saint's Day General Convener

Dr. Shaju M.J 9496158890

University Examinations :

1. **Dr. Annie Cherian:** Exam Chief Superintendent
2. **Ms. Jeejamol P.M.**
3. **Dr. Manoj Narayanan K.S.**

U.G. & P.G. Admission Committee

1. **Ms. Jinu Mathew** (Nodal Officer) 9447701318
2. **Dr. Thara Thomas** (Joint Nodal Officer)
3. **Dr. Misha Hari**
4. **Ms. Ancy Sam**
5. **Mr. Lijo Sebastian**
6. **All HoDs**
7. **Superintendent**

Internal Examinations

1. **Dr. Rejitha V.** (Convener) 9495324041
2. **Ms. Jaimy Sarah Jacob**
3. **Ms. Christina Mariam Mathew**

Internal Assessment UG & PG

1. **Ms. Elsa C. Maria Sebastian** 9447570167
2. **Dr. Geetha Lakshmi K.**

Attendance Monitoring Committee

1. **Dr. Ambika D** (Teacher in charge) 9495105224
2. **Dr. Jyothimol P**
3. **Dr. Manoj Narayanan K.S**
4. **Dr. Annie Cherian**

Open Course Coordinator

Dr. Nibu A. George 9446469712

Discipline Committee

1. **Principal and All HOD's, Vice Principal**
2. **Dr. Joy Markose**
3. **NSS Programme Officers**
4. **NCC Officer**

Centre for Research - Coordinators

1. **Dr. Jyothimol. P** (English)
2. **Dr. Nibu A George** (Physics)
3. **Dr. Suma Bino Thomas** (Chemistry)

All India Survey on Higher Education, NIRF, KSHCEC and Swachh Bharath online entry

1. **Dr. Annie Cherian** (Coordinator) 9446125298
2. **Dr. Jintha Thomas** NIRF –
3. **Dr. Anisha Mary Mathew** -All India Survey on Higher Education
4. **Dr. Resmi Annie Thomas** - KSHCEC
5. **Ms. Tessymol Abraham** - Swachh Bharath & other online entries
6. **Dr. Anju Linda Varghese** - ARIAA

Higher Education Scholarship

Dr. M. V. Krishnaraj (Nodal Officer) 9995107714

**'Swayam' - Online learning Platform Co-ordinator**

Dr. Nibu A. George 9446469712

Documentation Committee

1. Dr. Jyothi Susan Abraham, (Documentation Officer) 9496267020
2. Ms. Shetal Elizabeth Thomas (Asst. Documentation Officer)
3. Dr. Sarath P. Nath
4. Dr. Sheeba Joseph
5. Dr. Rejitha V
6. Ms. Meera Elizabeth James
7. Dr. Sajish P. R
8. Dr. Sheeja Kuriyakose
9. Ms. Tessymol Abraham
10. Dr. Raju John
11. Dr. Aparna Thankappan
12. Ms. Vishnupriya G
13. Mr. Shibu M George
14. Dr. Viju Kurian
15. Ms. Anakha S Thamby (Student Representative)
16. Ms. Asnamol Shinu (Student representative)

AIACHE

Dr. Anju Linda Varghese 9846600644

Laurel's Day

Ms. Meera Elizabeth James 9400840248

P. G. Forum

Mr. Aby T. Alias 9446389749

Website & ICT Committee

1. Dr. Manoj Narayanan K.S. (Coordinator) 9447110212
2. Mr. Nibu B Thomas (In charge of Network Resource Centre & AMA software)
3. Dr. Viju Kurian (in charge of deQ-Accreditation software)
4. Dr. Sajish P.R. (in charge of LMS)
5. Dr. Kavitha Gopalakrishnan (in charge of website)
6. Mr. Lijo Sebastian (in charge of online banking)
7. Mr. Jibu K. Jacob

College Handbook

Dr. Kavitha Gopalakrishnan

Public Relations and Liaison with Press

Dr. Thomas Kuruvilla 9847877290

IPR Cell (Seminars, Conferences and IPR Related Activities)

1. Dr. Sindu Jones (Coordinator) 9446819214
2. Dr. Manoj Narayanan K.S
3. QAC Conveners of Department

Campus Beautification

1. Dr. Joy Markose (Bursar) 9447356001
2. Dr. Sajish P.R.
3. Ms. Uma Surendran

Innovation Cell

1. Ms. Anju John 9744871664

**25. QUICK CONTACT DETAILS OF COORDINATORS****25.1 Office Bearers, Task Forces & Coordinators of Co-Curricular and Extra Curricular Activities**

Sl. No	Coordinators or Conveners of Task Force/Co-curricular/ Extra-curricular Activity	Name	Contact
1.	Principal (Chief of all Statutory bodies)	Dr. Biju Thomas	9447214457
2.	Vice Principal	Dr. Jyothimol P	9495690047
3	IQAC	Dr. Manoj Narayanan K.S (HoD, Commerce)	9447110212
4	Secretary, Staff Council	Dr Selvy Xavier (Malayalam)	9495319425
5.	RUSA	Dr. Annie Cherian (HoD, Maths & Statistics)	9446125298
6.	Chief Superintendent- University Exams,	Dr. Annie Cherian (HoD, Maths & Statistics)	9446125298
7.	Internal Examinations	Dr. Rejitha V. (HoD in charge, Zoology)	9495324041
8	Internal Assessment UG & PG	Ms. Elsa C. Maria Sebastian (HoD in charge, English)	9447570167
9	Admission Nodal Officer	Ms. Jinu Mathew (Chemistry)	9447701318
10	Attendance Monitoring Committee	Dr. Ambika D (Physics)	9495105224
11	Open Course Coordinator	Dr. Nibu A George (Physics)	9446469712
12	Centre for Research	Dr Jyothimol P. (English)	9495690047
		Dr. Nibu A George (Physics)	9446469712
		Dr. Suma Bino Thomas (Chemistry)	9446125353
13	Returning Officer, College Union Election	Ms. Jeejamol PM (Economics)	9447958924



14	Staff Advisor, College Union	Dr. Manoj Narayanan K.S (HoD, Commerce)	9447110212
15	Treasurer, College Union	Ms. Shetal Elizabeth Thomas (Chemistry)	9744720426
16	NCC	Mr. Shibu M George (HoD incharge, Political Science)	9995719167
17	NSS	Dr. Viju Kurian (English)	9496093829
		Ms. Ashly Thomas (Economics)	9747108424
18	College Arts Club	Dr. Thomas Kuruvilla (HoD Malayalam)	9847877290
19	Music Club	Dr. Resmi Annie Thomas (Commerce)	9995107330
20	Dance Club	Ms. Uma Surendran (Zoology)	9995110584
21	Theatre & Histronics	Mr. Jithin John (English)	9744503032
22	Fine Arts & Photography	Ms. Sheeja Kuriyakose (Political Science)	9446370159
23	Literary Club	Dr. Sarath P. Nath (Sanskrit)	9188233263
24	Quiz	Dr. Aparna Thankappan (Physics)	9747620918
25	Debate & Elocution	Ms. Anna George (English)	9446061734
26	PTA Secretary	Dr. Jyothi Susan Abraham (English)	9496267020
27	MGOCSM	Dr. Linju Ann Jacob (Physics)	9447851061
28	Tutorial System	Dr. Vidya Merlin Varghese (English)	9847942934
29	Value Education	Dr. Mitty Thambi (Chemistry)	9446234059
30	ASAP	Ms. Tissy Eruthickal (Commerce)	9496324241
31	WWS	Dr. Sheeba Joseph. (Commerce)	9495655004



32	SSP	Ms. Anju John (English)	9744871664
33	College Magazine & Baselian	Ms. Sany Mary Benjamin	9744575932
34	Handbook & Calendar	Dr. Kavitha Gopalakrishnan (English)	9446765061
35	Higher Education Scholarship	Dr. M.V Krishnaraj (Botany)	9995107714
36	All India Survey on Higher Education, NIRF, KSHCEC Online Entry	Dr. Annie Cherian (HoD, Maths & Statistics)	9446125298
37	Unnat Bharat Abhiyan	Ms. Sany Mary Benjamin (Zoology)	9744575932
38	Anti-Ragging Squad	Dr. Sindu Jones (Physics)	9446919214
39	Vimukti-Anti- Narcotic Cell	Dr. Viju Kurian (English)	9496093829
40	Electoral Literacy Club	Ms. Ashly Thomas (Economics)	9747108424
41	Red Ribbon Club	Dr. Viju Kurian (English)	9496093829
42	Swayam- Online Learning Platform	Dr. Nibu A George (Physics)	9446469712
43	Equal Opportunity Club	Dr. Shaju M. J (HoD, Economics)	9496158890
44	Women's Forum	Dr. Manjusha V. Panicker (Malayalam)	9447496082
45	Men's Forum	Dr. Raju John (Economics)	9446061096
46	SC/ST Monitoring Cell, Nodal Officer	Dr. Sajish P. R (Botany)	9747553087
47	EBSB Club	Mr. Nibu B. Thomas (Electronics)	9947455182
48	Tourism Club	Ms. Parvathy Mohan	9744868866
49	Nature Club	Dr. Priya Thambi (Chemistry)	9447353853
50	ED Club	Ms. Ancy Sam (Commerce)	8089455606
51	Baselius Researcher, Editor in-charge	Dr. Jalaja J Malayan (Chemistry)	9961570352
52	Civil Service Coaching	Ms. Susanna Thomas (English)	9567921201
53	PG Forum	Mr. Aby T Alias (Commerce)	9446389749



54	AIACHE	Dr. Anju Linda Varghese (Chemistry)	9846600644
55	Career Guidance & Placement cell	Ms. Tessymol Abraham (Maths)	9495622403
56	Baselius Trophy	Mr. Abu Joseph C. (Physical Education)	945527369
57	Secretary, Alumni Association	Dr. Manjusha V. Panicker (Malayalam)	9447496082
58	Career Guidance & Placement Cell	Ms. Tessymol Abraham (Maths)	9495622403
59	Patron Saint's Day	Dr. Shaju M.J (Economics)	9496158890
60	Laurel's Day	Ms. Meera Elizabeth James (English)	9400840248
61	Documentation Committee	Dr. Jyothi Susan Abraham (English)	9496267020
62	Public Relations with Press	Dr. Thomas Kuruvilla (Malayalam)	9847877290
63	IPR Cell	Dr. Sindu Jones (HOD, Physics)	9446819214
64	Innovation Cell	Ms. Anju John (English)	9744871664
65	Website & ICT	Dr. Manoj Narayanan K. S (HOD Commerce)	9447110212
66	Arts Festival House General Coordinators	Dr. Jalaja J. Malayan (Chemistry)	9961570352
		Dr. Suma Bino Thomas (HOD, Chemistry)	9446125353
		Ms. Elsa C. Maria Sebastian (HOD in-charge English)	9447570167
		Dr. Sindu Jones (HOD, Physics)	9446819214
67	Arts Festival House Masters	Ms. Neha P.R. (Physics)	9400588271
		Ms. Jaimy Sarah Jacob (Maths)	9946586685
		Mr. Nibu B. Thomas (Electronics)	9947455182
		Dr. Sheeba Joseph (Commerce)	9495655004

**25.2 Subject Association Teachers In-charge**

Sl. No	Department	Name of the Teacher	Contact Number
1.	English	Dr. Vidya Merlin Varghese	9847942934
2.	Physics	Dr. Ambika D	9495105224
3	Chemistry	Ms. Christina Mariam Mathew	9447962250
4	Economics	Dr. Raju John	9446061096
5.	Commerce	Dr. Resmi Annie Thomas	9995107330
6.	Management	Dr. John K Babu	9947634836
7.	Malayalam	Dr. Sarath P Nath	9188233263
8.	Maths	Ms. Tessymol Abraham	9495622403
9.	Botany	Dr. Geethalakshmi K	9946896655
10.	Zoology	Dr. Anit M. Thomas	9446552081
11.	Political Science	Dr. Sheeja Kuriyakose	9446370159
12.	Commerce SF	Ms. Soju Scaria	8281588901

26. TEACHERS IN MAHATMA GANDHI UNIVERSITY BODIES

1.	Dr Biju Thomas,	Member, Syndicate
3.	Ms. Jeejamol P. M	PG BoS, Economics
4.	Dr. Annie Cherian	Member PG BoS, Statistics
5.	Dr. Manoj Narayanan K.S	Chairman UG BoS, Commerce
6.	Dr. Sindu Jones	Member UG BoS, Electronics
7.	Dr. Nibu A George	Member PG BoS Physics
8.	Dr. Manjusha V. Panicker	Member UG BoS Malayalam
9.	Mr. Shibu M George-	Chairperson UG BoS, Political Science
10.	Mr. Lijo Sebastian	Member UG BoS History
11.	Ms. Uma Surendran	Member UG BoS Biotechnology
12.	Dr. Anju Linda Varghese	Member PG BoS Chemistry



27. LIST OF RETIRED TEACHERS AND MEMBERS OF NON-TEACHING STAFF

Contact Details of Retired Staff Members

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6. Prof. P. M. Abraham (Late) - 0484-2760356
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13. Prof. Vincent George - 0481-2570454, 9961600781
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15. Prof. K.K. Baby - 0481-2504035, 9400285378
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20. Prof. Alphonsa Varkey - 9847736955
21. Prof. Rev. E. M. Philip (Late) - 0481-2431030, 9447457010
22. Prof. K.S. Ullas - 0485-2252251, 9446595251
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25. Prof. Jacob Kurian Onattu - 0481-2463030, 9447306490
26. Dr. Maya Kuriakose - 0481-2578860, 9895549264
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28. Prof. Joy Joseph - 9349503094

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6. Prof. T. C. Thomas - 0481-2542747, 9447946507
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21. Prof. Beena Kuriakose - 0481-2310740, 9400710740
22. Prof. Mary John - 04739-228497, 9539483731
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24. Prof. Rachel Ninan - 04734-227384
25. Prof. Anitha Koshy - 9400591661
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6. Prof. Elizabeth John - 0469- 2711805, 9447602351
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8. Prof. Omana Mathew - 0481-2340724, 9746118923
9. Prof. C.V. Skariakutty - 0481- 2312960, 9447111793

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3. Prof. M. C. Joseph - 9995204042
4. Prof. A. A. Markose (Late) - 0481-2582747
5. Prof. C. P. Janardhanan (Late) - 0482-9251304
6. Prof. P. J. John (Late) - 0481-2582086
7. Dr. Joy Markose - 9447356001
8. Dr. K. K. Kuriakose (Late) - 94447964995
9. Prof. K. M. George (Late) - 0481-2578524
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11. Prof. K V George - 9447090070
12. Dr. P. M James - 9447571264
13. Prof. Motty Thomas - 9847908007
14. Prof. Elsie Elizabeth K. - 9446560302
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8. Dr. Sherly Kurian - 9961274087

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4. Prof. P. Mathew
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6. Dr. M.S Samuel - 0481-2570759, 9447456938
7. Prof. Gilsanth M.M. (Late) - 0481-2572185
8. Prof. K. U. Annamma - 0481- 2572557, 9496902557
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- 10 Prof. M. Vijayalakshmi - 0471-2343102, 9446064102
- 11 Prof. Raju Varghese - 9447103804
- 12 Prof. Alexander V. George - 9446191735

BOTANY

1. Prof. Dr. A. P. Mani (Late) (Ist Principal)
2. Prof. Abraham Varghese - 0481- 2570613
3. Prof. John Joseph - 0481- 2578535, 9961478535
4. Prof. C.A.Thomas (Late)
5. Prof. Zachariah T Daniel - 0481 2572728, 9847899097
6. Prof. Kurian John P. - 0481 2516238, 2518238
7. Dr. E.C. Raju - 0481 2517456, 9947039830
8. Dr. Omana Philip - 812088730
9. Prof. Kurian Kunju M.K. - 0481 2700647, 9995670191
10. Prof. Rajan V. Thomas - 0481 2494102, 9447329980
11. Prof. Raju Thomas - 0481 2431121, 9447357262
12. Dr. M.E. Kuriakose - 9447101513

ZOOLOGY

1. Prof. C.M. Mathew - 9495175847
2. Prof. K. P. Joy - 9447287570
3. Prof. P. K. Alexander - 9447289020
4. Prof. Titus Varkey - 9847423416
5. Prof. Prasad Thomas - 9847503932



6. Prof. Jacob K Mathew - 9447146485
7. Prof. Thomas Varghese - 9995024322
8. Dr. Susan Paniker - 9447366927
9. Prof. Bina Jacob - 9447356211
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POLITICAL SCIENCE

1. Prof. O. M. Mathew - 0481-2397581, 9847031906
2. Prof. P .M. Antony (Late)
3. Prof. Zachariahs V Thalakulam (Late)
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7. Prof. Joshua George - 9744284441
8. Prof. K.J. Cherian (Late)

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2. Prof. P.K. Kurian - 0481 2575935, 9447174131
3. Prof. Baby Sudha G.

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1. Prof. P.U. Uthup (Late) - 0481-2381977
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3. Prof. T.K. Ammini - 0479-2360108
4. Dr. Cherian George (Late) - 0479-2452694
5. Dr. M.K. Kesavapillai - 04734-252005
6. Prof. S. Sreekumar (Late) - 0471-2732666
7. Dr. Elcy I.C. - 9446859285
8. Dr. Jancey Thomas - 9847080705

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1. Prof. A.I. Mary - 9447174131
2. Dr. P.V. Viswanathan Nampoothiri - 9349507932

SYRIAC.

1. Prof. N.V. Leela - 8129576607

PHYSICAL EDUCATION

1. G'boyTharyan (Late)
2. Prof. T.M. Mathew - 9495202643
3. Dr. K.V. Joy - 9446067256

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Sri. George P. Ipe	- 9447111325
Sri. P.U. Thomas	- 9567250649
Sri. P. C. Ittyavirrah	- 0481 2380291
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Sri. K.Y. Philipose	- 0468-2230786
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Sri. V. C. Thankachen	- 9633984644
Sri. Sabu K. John	- 9446373607
Sri. E. J. John	- 8281943153
Sri. C.T. Joseph	- 0481-2397696
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Smt. Leelamma Kurian	- 9400229765
Sri. Lalu C.M.	- 8606724184
Sri. Alex T.L.	- 9745289636
Sri. K. Abraham	- 9048358765
Sri. K.M. Chacko	- 9447143585
Smt. Annamma John	- 0481-2435540
Sri. K.T. Sachariah	- 9400709936
Sri. Sabu Joseph	- 9496385645
Sri. M. K. Kurian	- 9446542986
Smt. M. C. Achamma	- 9349921333
Sri. Babu Abraham	- 0481-2509964
Sri. M. J. Joseph	- 9995288291
Sri. P. A. Chacko	- 0481-2381538
Sri. K. N Balakrishnan	- 9747713715
Sri. K. M. Kuttappan	- 9495881050
Sri. M. M. Itty Ipe	- 0481-2381746
Sri. George C. Punnoose	- 9846996945
Smt. Annamma Kurian	- 7403526389
Sri. George Philip M.	- 8281126164
Sri. Subash Markose	- 9744050956
Sri. Thomas John	- 9446537286
Sri. Jose Thomas	- 9497617558
Sri. A.M. Varghese	- 9495129534
Smt. Lalikutty Oommen	- 9947463321
Sri. Raju Jacob	- 9446280459

Co-operative Society - Retired Staff

Smt. Beena Thomas	- 9447859573
Sri. Scariakutty K.K.	- 9495323528
Sri. Sajimon P.P.	- 9747493195
Sri. Jose P. Mathew	- 9447910543



28. SCHOLARSHIPS & ENDOWMENTS

28.1 SCHOLARSHIPS

- HIGHER EDUCATION SCHOLARSHIP** – available to the highest scorers at plus two level.
- POST METRIC SCHOLARSHIP** – availed by the students belonging to the minority, who have secured a minimum of 60% marks and whose annual family income does not exceed Rs. 6,50,000.
- CENTRAL SECTOR SCHOLARSHIP** – available to the students belonging to the minority who have secured a minimum of 60% marks and whose annual family income does not exceed Rs.6,50,000.
- C.H MOHAMMED KOYA SCHOLARSHIP**– available only to the Muslim girls who has secured a minimum of 60% marks in the qualifying examination.
- MUSLIM NADAR SCHOLARSHIP**– available only to girls, belonging either to Muslim or Nadar category with a minimum 60% marks in their qualifying examination.
- BLIND/ PH SCHOLARSHIP** – provided to blind or physically challenged students who has secured a minimum of 60% marks in the qualifying examination.
- CBSE SCHOLARSHIP**– provided by CBSE to single girl child. All students who were availing the same at the plus two level can continue to avail the same.
- INDIRA GANDHI ONE GIRL CHILD SCHOLARSHIP**– provided at the PG level to single girl child with 60% marks in the qualifying examination.
- SNEHAPOORVAM SCHOLARSHIP** – availed by students belonging to the BPL category with minimum 60% marks in the qualifying examination.
- FEE CONCESSION TO FORWARD COMMUNITY STUDENTS** – Students are eligible for the fee concession under the Kumara Pillai Commission Report in case the annual income of their parents does not exceed One Lakh Rupees.
- INSPIRE SCHOLARSHIP**– Students who happen to be among the top 1% in 12th standard at their respective Board Examinations and are pursuing courses in natural and basic sciences at B.Sc level can avail the same.

**28.2 ENDOWMENTS, PRIZES AND MEDALS TO STUDENTS**

Sl. No	Name of the Endowment	Instituted by	Awarded to
ENGLISH			
1	V. K. Philip Educational		Selected students from each year of the U.G. and the P.G. courses in English Literature on the basis of merit
2	K. U. Scaria Memorial	by Smt. Daisy Zacharia of the Department of English in memory of her father late Sri. K. U. Scaria	English Main students who score high marks in D1, D2, and D3 classes
3	Prof. Manju Mathews Memorial	by her family in memory of Smt. Manju who died in harness in 2006	the best outgoing students of B.A. English (Final) and M.A. English (Final) every year
4	Prof. Rajaram Menon Memorial	by his family in memory of the Founder-Head of the Dept of English	the Topper in English
PHYSICS			
5	Prof. C.K. Kuriakose Memorial	in memory of late Prof. C. K. Kuriakose the first Head of the Dept. of Physics of this college	the students who secure highest marks in the Final year University Examinations of B.Sc. Physics and M.Sc. Physics
6	Prof. V.V. Mathew		the best out-going M.Sc. Physics (Final) student
7	Prof. Susan John K. Memorial Quiz Competition	the combined initiative of B.Sc. Physics 1999-2002 batch and M.Sc. Physics 2002-2004 batch students is being awarded)	the team coming first in the All Kerala Prof. Susan John Memorial Physics Quiz Competition (the interest from Rs. 41000/-)



CHEMISTRY			
8	Sri. Joseph Chandy foundation Scholarship in Chemistry	by Joseph Chandy	five students of the Chemistry Dept-D1, D2, D3, M1, M2 classes on merit - cum - means basis
9	C. Paulose Memorial	in memory of the late Prof. C. Paulose of the Chemistry Department of this college	the selected student of the final year
10	Mr. K.C. Chacko Kuttanchirra Memorial	by Prof. K.C. Mariamma in memory of her father	the best outgoing P.G. Student in Chemistry
11	Smt & Sri. A.J. Chandapillai Memorial	by Prof. Sosamma Chandapillai in memory of her parents	the best out-going all-rounder in Chemistry
12	Vengal Endowment	by Dr. Annie Mathews in memory of her in laws Mr. Cherian Vengal & Mrs. Thankamma Cherian	the best outgoing all rounder in M.Sc. Chemistry every year
13	Mrs. Rebecca George Memorial	by Dr. Annie Mathews in memory of her mother Mrs. Rebecca George	the best outgoing all rounder in B.Sc. Chemistry every year
ECONOMICS			
14	Susamma Lukose Endowment	in memory of the late Susamma Lukose who was a student of the first B.A. Economics (1976-77)	the best outgoing student of the D3 Economic class
15	C.K. Jeevan Memorial	in memory of C. K. Jeevan who was a student of B.A. Economics (1976-79)	3 students of the B.A. Economics degree class on the basis of merit-cum- means
16	Kudakkaseril Devasiachen Memorial	Jimmy Kudakkaseril was a student of B.A. Economics	Economics main students who score high marks in D1, D2, D3, M1, M2 Classes



GENERAL			
35	Jain George Memorial	in memory of the late Jain George who was a student of the 2nd Pre-Degree batch (1986-87)	three Orthodox students of the first year Degree (Physics, Chemistry, Maths) class on the basis of merit-cum means
36	Prof. E. John Mathew Koodarathil	by Prof. John Mathew (Former principal - M.V. Pylee award for the best principal in Kerala in 2003)	the best outgoing student of the college
37	Prof. M.J. Thomas	by PTA in the name of Prof. M.J. Thomas	the outstanding members of the teaching staff generally to the retiring faculty.
38	Dr. A.P. Mani Memorial	in the name of the first Principal Dr.A.P. Mani	meritorious students
39	Oonunni Paul Memorial Endowment	by Mrs. Omana Paul & Children, in memory of Mr. Unnooni Paul Chartered accountant & former Auditor of Baselius College	the best two out going students- boy / girl- every year
40	Sri. P.C. Abraham, Padinjarekkara	by his son Sri. Sathish Abraham as per the will of Late. Sri. P.C. Abraham Padinjarekkara	best outgoing P.G. student of the college
41	Padinjarekara Itty Kurian Trust Fund		to selected students.
42	Social Service League Scholarship	by the Social Service League	1st year Degree/PG Students on the basis of merit - cum - means.
43	Dr. A.M. Unnikrishnan	by Dr. A. M. Unnikrishnan	a deserving student of the college on merit - cum - means basis
44	Prof. J.K. Onattu Endowment	by Prof. Jacob Kurian Onattu	the top scorers in University exams from among the students of each P.G. Department of this College



45	Jeeva Karunya Trust Scholarship	by Jeeva Karunya Trust	to the selected students of each departments on the basis of merit-cum-means
46	Prof J.K. Onattu Ever Rolling Trophy	by Prof. Jacob Kurian Onattu (Former Principal)	to the best performing Dept. based on annual academic audit
47	Prof. P. C. Alias Memorial Endowment	by family members of Late Prof. P.C. Alias (Former Principal)	<ol style="list-style-type: none"> for the student with best cultural performance for the student with best sports & games performance for two students from PG/UG with overall merit by college criteria for overall merit from PG/UG of students from Economics Department
ARTS			
48	Prof. P.C. Alias Endowment	by Prof. P.C. Alias, former Principal (out of the cash award he received from AIACHE for the best Principal)	for the best Cultural Performer
49	Prof. S. Sreekumar Memorial – Kalathilaka Kerala Prathibha	by Prof. R. Sukumaran Nair, in memory of his son late Prof. Sreekumar	the Kalapraihiba and Kalathilakom of the College Arts Festival
N.C.C.			
50	Best outgoing NCC Cadets Award	by Major K. Mathew	the best outgoing cadet of every year



29. EXAMINATIONS AND TEST PAPERS

1. Exemption from attendance at examinations and test papers is granted only by the Principal.
2. Request for such exemption must be made in person at least two days before the commencement of the examination and shall be forwarded through the teacher concerned/the class teacher.
3. In case of illness, the Principal may insist on the production of a Medical Certificate or arrange the applicant to be examined by a competent medical officer. The expenses of such examinations will have to be borne by the applicant himself.
4. Absence from examinations and test papers without leave will render the student concerned liable to serious punishment which may amount to the withholding of Term Certificate.
5. When a re-examination is offered, absence from such re-examination, for any reason whatsoever will be regarded as equivalent to failure. A suitable fee may be collected from students for whom a re-examination is offered.
6. Malpractice in test papers and examinations will subject the student to severe punishment which may amount to refusal of promotion to the next class or suspension/expulsion from the College.
7. Only non-programmable ordinary calculators can be used in the Examination Hall.
8. Defaulters of payment of fees are not exempted from examination and test papers

29.1 BASIC INFORMATION ON CSS/CBCS PROGRAMMES CSS - P.G. PROGRAMMES (From 2019 admission onwards)

- 'Semester' means a term consisting of a minimum of 90 working days, inclusive of examination days, inclusive of examinations, distributed over a minimum of 18 weeks of 5 working days each.
- I The evaluation of each course shall contain two parts:
 - (i) Internal or In-Semester Assessment (ISA)
 - (ii) External or End-Semester Assessment (ESA)
 The internal:external assessment ratio shall be 1:3 for P.G.
- I The Internal and External examinations shall be evaluated using Direct Grading system based on 6-point scale as given below.

Letter Grade	Performance	Grade point (G)	Grade Range
A+	Outstanding	5	4.50 to 5.00
A	Excellent	4	4.00 to 4.49
B	Very Good	3	3.00 to 3.99
C	Good	2	2.00 to 2.99
D	Average	1	0.01 to 1.99
E	Poor	0	0.00



- For PG, no separate minimum is required for internal evaluation for a pass, but a minimum C grade is required for a pass in an external evaluation. However, a minimum C grade is required for pass in a course..
- Internal evaluation is done by continuous assessments on the following components.
- Components of the internal evaluation and their weights are as below:

(i) Theory

Components	Weightage
Assignment	1
Seminar	2
Best Two Test papers	2 (one each)
Total	5

(ii) Practical

Components	Weightage
Written/Lab test	2
Lab. Involvement and record	1
Viva	2
Total	5

CBCS - UG Regulations w. e. f 2017 Admissions

- The duration of UG programmes shall be 6 semesters.
- There shall be two semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences.
- 'Semester means a term consisting a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- The evaluation of each paper in a semester shall contain two parts:
 - i) Internal or In-Semester Assessment (ISA)
 - ii) External or End-Semester Assessment (ESA).
- The internal to external assessment ratio shall be 1:4.

For courses without practical

- | | | |
|----------------------------------|---|----|
| a) Marks of external examination | : | 80 |
| b) Marks of internal evaluation | : | 20 |

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment/ Seminar/ Viva	5
Test Papers (2x5)	10
Total	20

- For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.



- a) Marks of external examination : 60
b) Marks of internal evaluation : 15

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment/ Seminar/ Viva	2
Test Papers(2x4)	8
Total	15

- For practical examinations total marks for external evaluation is 40 and for internal evaluation is 10.

Components of Internal Evaluation of Practical	Marks
Attendance	2
Test Papers(1x4)	4
Record	4
Total	10

- All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

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

- Note:-A separate minimum of 30% marks each for internal and external(for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of Grade D is required for all the individual papers. If a candidate secures F Grade for any of the paper offered in a semester/programme only F Grade will be awarded for that semester/programme until he/she improves this to D Grade or above within the permitted period.

Students are advised to go through the detailed guidelines of UG & PG CBCS/CSS Programmes which are available at the Department and also at www.mgu.ac.in



Rules regarding improvement and Re-appearance

A candidate shall be allowed to re-appear for any theory examination in order to improve the grades already obtained, subject to the following conditions

1. The candidates shall be permitted to take the improvement Examination only during the chance immediately after the first appearance and that shall be made along with the same semester of the immediate junior batch.
2. The improved grades (better of the two) obtained by the candidate for each course the candidate has appeared for shall be counted for all purposes.
3. If a candidate has obtained pass grades in internal evaluation but failed in theory or practical or both. The internal grades already obtained shall be in force and carried forward to the next examination.
4. No candidate shall be permitted to improve the grades for practical and internal evaluation.
5. Candidates are permitted to improve theory course (papers) alone. Grades of practical and internal evaluation shall be carried forward.
6. Failed candidates need to write the failed course (papers) alone and not all the courses of a semester whether it is theory or practical.
7. In case of students who have opted for private study in rare common course such as French, Syriac, German, Tamil etc. and opted for improvement, their internal grades shall be changed proportionately, in view of the better of the two grades.
8. To exempt the visually challenged and hearing-impaired candidates from appearing for the Oral Examination with effect from 2009-10 admission. Their grades shall be calculated proportionately to the grades of the theory course ie. written paper.
9. In the case of candidates who have not obtained pass grades for internals they have to re-do internals by appearing for Seminar. Such students should submit their assignments and attend class tests with their junior batch but the grades shall be calculated after considering their attendance in the concerned semester. No candidates are permitted to re-do internal grades unless he / she has obtained required minimum attendance in the concerned semester. Such candidates shall seek re admission to the Semester concerned.
10. The Practical Examinations will be usually conducted along with 2nd, 4th and 6th Semesters.

(Note : Students are advised to refer the university website to understand the changes/modifications made in the regulations from time to time.

29.2 EXAMINATION SCHEDULES

The Odd semester examinations are usually held during the months of October-November, and the Even semester examinations are held during the months of March-April. Owing to the current pandemic situation, the examination schedules and the proposed dates of conduct of examinations during the academic year 2020-21 have not yet been announced by the university. Examination calendar shall be updated at the college website as and when the University notifies. Model examinations planned and conducted by the College too shall be notified as per notifications from the University.

**29.3 UNIVERSITY EXAMINATION FEES**

The University brings in revisions in the rules and regulations regarding the registration, cancellation and reappearance of examinations as well as rates of the fee from time to time. The recently revised rates for various exams are given below:-

SL.No.	ITEM	FEE (Rs.)
	B.A/B.Sc./B.Com/BBA (Per Semester, Regular & Subsequent)	
1.	Application Fee	30/-
2.	Each Theory Paper	
	a. First appearance	50/-
	b. Supplementary	25/-
	c. Improvement	225/-
3.	Each Practical	
	a. First appearance	50/-
	b. Supplementary/Improvement:	
	I Subsidiary/complementary	200/-
	I Part III Main/Core	400/-
4.	Project/ Dissertation evaluation	75/-
5.	Viva Voce	105/-
6.	Mark List	50/-
7.	CV Camp Fee	100/-
	a. First appearance (per paper)	30/-
	b. Supplementary/ Improvement candidates (per paper)	225/-
8.	Final Semester Mark list	150/-
9.	Separate Mark lists of I to V Semesters (per marklist)	550/-
	M.A/M.Sc./M.Com (Per Semester- Regular & Subsequent)	
10.	First appearance	105/-
11.	Supplementary/ Improvement	160/-
12.	Practical	160/-
13.	Project/ Dissertation evaluation	265/-
14.	Viva Voce	105/-
15.	Mark List	105/-
16.	CV Camp Fee	
	a. First appearance (per paper)	40/-
	b. Supplementary/ Improvement candidates	200/-
	Other Certificates	
17.	Provisional Certificate – UG & PG (Set)	105/-
18.	Rank Certificate	200/-
19.	Duplicate Mark List	350/-
21.	Confidential Mark List (excluding transmission charges)	250/-
	Consolidated Mark List Fee	
22.	UG (plus 100 for each appearance)	750/-
23.	PG (plus 100 for each appearance)	600/-
	Revaluation/Scrutiny of Answer Scripts	
24.	Revaluation of each paper of University Examination UG & PG	500/-
25.	Scrutiny of answer script of an Examination	150/-



Students are advised to contact the College Office (Phone 2563918) or the Public Relations Officer of the Mahatma Gandhi University (Phone 2731020) for updated information before they apply for any university examination.

29.4 ELIGIBILITY FOR PROMOTION TO HIGHER CLASSES

1. Students who do not register their names for the University exams at the end of any semester/year during their course of study, will not be permitted to continue in the next semester/year.
2. Students who register their names for the first-year examination and who absent themselves will not be eligible for improvement. Such students can take the first- & second-year examinations simultaneously. It is not obligatory that they should take 2nd year examination. But in case they do not register their names for the 2nd year Examination, they will not be eligible for promotion to the 3rd year.
3. Students who have appeared for the first-year examination at the end of the first year of the course will be allowed to appear again for the first-year examination for improvement only along with second year examination. They will not be eligible for improvement of first year examination without registering for second year examination.
4. Students who write for improving the marks secured in the first-year examination will have to take the same paper as those taken by regular first year students.

30. MEDICAL INSPECTION

1. Every student shall undergo a medical inspection by a medical officer appointed by the college on such dates as may be notified from time to time. Failure to present oneself for Medical Inspection is a serious offence.
2. Whenever a medical certificate has to be produced by a student, such certificate should be from either a Govt. Doctor or from another, approved by the Principal.

31. COVID 19 CAMPUS RESPONSE

For the academic year 2020-21, staff, students and faculty in the college developed a plan for Baselian response to COVID-19, giving importance to health and safety, students' education and the Baselian experience. A culture of care and comfort underscores the core value that guides every member of the Baselian community. Realising the importance of caring for ourselves and for one another and reaching out to students, the teachers and students of Baselian community brought out beautiful performances that filled joy and pride in Baselian community. The Academic Departments constantly reach out to students and also arrange webinars, and invited e-lectures despite pandemic times, so that the students do not miss out on gaining exposure. Baselian plan will continue to evolve in response to emerging local, state and national public health guidance. At a time when Baselian students cannot be together on campus, the college is committed to providing equitable, inclusive and dynamic services in the form of interactive classes, club activities on virtual platforms, Covid sensitization programmes and more. A Covid Monitoring Cell was formed to prepare response plans. The Members of this cell are:

1. **Dr. Biju Thomas** (Principal)
2. **Dr. Jyothimol P.**
3. **Dr. Manjusha V Panicker** (Women Cell Coordinator)
4. **Dr. Viju Kurian** (NSS Representative)
5. **Mr. Reji John** (Office Superintendent)
6. **Mr. Cherian Thomas** (PTA Vice President)
7. **Mr. Ajith Kumar** (Health Inspector)
8. **Ms. Jaymol Joseph** (Ward Member)
9. **Mr. Akshay Praseed** (D3 Politics- Student Representative)

**36. College Almanac 2021-22**

June 2021

July 2021

1	Tuesday		1	Thursday	
2	Wednesday		2	Friday	
3	Thursday		3	Saturday	St. Thomas Day (LH)
4	Friday		4	Sunday	
5	Saturday		5	Monday	
6	Sunday		6	Tuesday	
7	Monday		7	Wednesday	
8	Tuesday		8	Thursday	
9	Wednesday		9	Friday	
10	Thursday		10	Saturday	Second Saturday
11	Friday		11	Sunday	
12	Saturday	Second Saturday	12	Monday	
13	Sunday		13	Tuesday	
14	Monday		14	Wednesday	
15	Tuesday		15	Thursday	
16	Wednesday		16	Friday	
17	Thursday		17	Saturday	
18	Friday		18	Sunday	
19	Saturday		19	Monday	
20	Sunday		20	Tuesday	Bakrid
21	Monday		21	Wednesday	
22	Tuesday		22	Thursday	
23	Wednesday		23	Friday	
24	Thursday		24	Saturday	
25	Friday		25	Sunday	
26	Saturday		26	Monday	
27	Sunday		27	Tuesday	
28	Monday		28	Wednesday	
29	Tuesday		29	Thursday	
30	Wednesday		30	Friday	
			31	Saturday	

**College Almanac 2021-22**

August 2021

September 2021

1	Sunday		1	Wednesday	
2	Monday		2	Thursday	
3	Tuesday		3	Friday	
4	Wednesday		4	Saturday	
5	Thursday		5	Sunday	
6	Friday		6	Monday	
7	Saturday	Second Saturday	7	Tuesday	
8	Sunday		8	Wednesday	
9	Monday		9	Thursday	
10	Tuesday		10	Friday	
11	Wednesday		11	Saturday	Second Saturday
12	Thursday		12	Sunday	
13	Friday		12	Monday	
14	Saturday		14	Tuesday	
15	Sunday	Independence Day (H)	15	Wednesday	
16	Monday		16	Thursday	
17	Tuesday		17	Friday	
18	Wednesday		18	Saturday	
19	Thursday	Muharam (H)	19	Sunday	
20	Friday	Uthradam (H)	20	Monday	
21	Saturday	Thiruvonam (H)	20	Monday	
22	Sunday	Avittom (H)	21	Tuesday	Sree Narayana Guru Samadhi (H)
23	Monday	Sree Narayana Guru Jayanthi	22	Wednesday	
24	Tuesday		23	Thursday	
25	Wednesday		24	Friday	
26	Thursday		25	Saturday	
27	Friday		26	Sunday	
28	Saturday	Ayyankali Jayanthi (H)	27	Monday	
29	Sunday		28	Tuesday	
30	Monday	Sreekrishna Jayanthi	29	Wednesday	
31	Tuesday		30	Thursday	

**College Almanac 2021-22**

October 2021

November 2021

1	Friday		1	Monday	
2	Saturday	Gandhi Jayanthi (H)	2	Tuesday	Parumala Perunnal (H)
3	Sunday		3	Wednesday	
4	Monday		4	Thursday	Deepavali (H)
5	Tuesday		5	Friday	
6	Wednesday		6	Saturday	Working Day
7	Thursday		7	Sunday	
8	Friday		8	Monday	
9	Saturday	Second Saturday	9	Tuesday	
10	Sunday		10	Wednesday	
11	Monday		11	Thursday	
12	Tuesday		12	Friday	
13	Wednesday		13	Saturday	Second Saturday
14	Thursday	Mahanavami (H)	14	Sunday	
15	Friday	Vijayadasami (H)	15	Monday	
16	Saturday		16	Tuesday	
17	Sunday		17	Wednesday	
18	Monday		18	Thursday	
19	Tuesday	Nabi Dinam (H)	19	Friday	
20	Wednesday		20	Saturday	
21	Thursday		21	Sunday	
22	Friday		22	Monday	
23	Saturday		23	Tuesday	
24	Sunday		24	Wednesday	
25	Monday		25	Thursday	
26	Tuesday		26	Friday	
27	Wednesday		27	Saturday	
28	Thursday		28	Sunday	
29	Friday		29	Monday	
30	Saturday		30	Tuesday	
31	Sunday				

**College Almanac 2021-22**

December 2021

January 2022

1	Wednesday		1	Saturday	
2	Thursday		2	Sunday	
3	Friday		3	Monday	Devalokam Perunnal (LH)
4	Saturday		4	Tuesday	
5	Sunday		5	Wednesday	
6	Monday		6	Thursday	
7	Tuesday		7	Friday	
8	Wednesday		8	Saturday	Second Saturday
9	Thursday		9	Sunday	
10	Friday		10	Monday	
11	Saturday	Second Saturday	11	Tuesday	
12	Sunday		12	Wednesday	
13	Monday		13	Thursday	
14	Tuesday		14	Friday	
15	Wednesday		15	Saturday	
16	Thursday		16	Sunday	
17	Friday		17	Monday	
18	Saturday		18	Tuesday	
19	Sunday		19	Wednesday	
20	Monday		20	Thursday	
21	Tuesday		21	Friday	
22	Wednesday		22	Saturday	
23	Thursday		23	Sunday	
24	Friday		24	Monday	
25	Saturday	Christmas	26	Tuesday	
26	Sunday		26	Wednesday	Republic Day
27	Monday		27	Thursday	
28	Tuesday		28	Friday	
29	Wednesday		29	Saturday	
30	Thursday		30	Sunday	
31	Friday		31	Monday	



TIME TABLE : 2021 - 2022

Roll No.....

Name: Class & Subject:

	8.30 - 9.30 am	9.30-10.30 am	10.30-11.30 am	11.30-12.30 am	12.30-1.30	1.30-2.30 pm	2.30-3.30 pm	3.30-4.30 pm
1 st DAY	Tutorial/ Preparation				R			Tutorial
2 nd DAY	-do-				E			-do-
3 rd DAY	-do-				C			-do-
4 th DAY	-do-				H			-do-
5 th DAY	-do-				S			-do-



ON LINE

COLLEGE OFFICE	: 0481-2563918
(With EPABX System to All Departments)	
Principal (Office: Personal)	: 0481-2565958
Principal Mobile	: 9447214457

M.G. UNIVERSITY

Website: www.mgu.ac.in

1.	M.G. University	0481-2731050
		0481-2731060
2.	Vice Chancellor	0481-2731001
		0481-2731003
3.	Pro-Vice Chancellor	0481-2731005
		0481-2598775
4.	Registrar	0481-2731007
5.	Controller of Exams	0481-2731000
6.	Exams Monitoring Cell	0481-2731011
7.	Public Relations Officer	0481-2731020
8.	Director, College Devt. Council	0481-2731013
9.	Programme Co-ordinator, NSS	0481-2731029
10.	Director of Collegiate Edn	0471-2305547
11.	Dy. Director of Collegiate Edn	0481-2563317

M.O.C. COLLEGES

Catholicate College, Pathanamthitta	0468-2222223
K.G. College, Pampady	0481-2505212
St. Mary's College, Sultan Bathery	04936-220246
M.D. College, Pazhanji	04885-276729
St. Cyril's College, Adoor	04734-210043