



ESTD 1964

NAAC 4<sup>th</sup>  
Cycle

*DVV Clarification*

**Baselius College**

Kottayam, Kerala – 686 001

Website: [www.baselius.ac.in](http://www.baselius.ac.in)

E-mail: [principal@baselius.ac.in](mailto:principal@baselius.ac.in)

**7.1.10**

**Code of Conduct**

**Displayed  
on Website**

**Ethics  
Committee**

**Ethics  
Programme**

**Awareness  
Sessions**



  
**Principal  
Baselius College  
Kottayam**

## 1. Code of Conduct as Displayed on the website of the institution

Governing Board	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-governing.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-governing.pdf</a>
Principal	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-Principal.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-Principal.pdf</a>
Head of the Department	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-HOD.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-HOD.pdf</a>
Teachers	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-TEACHERS.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-TEACHERS.pdf</a>
Bursar	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-BURSAR.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-BURSAR.pdf</a>
Office Superintendent	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-OSPDT.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-OSPDT.pdf</a>
Non Teaching Staff	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-NTS.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-NTS.pdf</a>
Librarian	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-LIBRARIAN.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-LIBRARIAN.pdf</a>
Students	<a href="https://baselius.ac.in/wp-content/uploads/2022/01/CoD-STUDENTS.pdf">https://baselius.ac.in/wp-content/uploads/2022/01/CoD-STUDENTS.pdf</a>



  
Principal  
Baselius College  
Kottayam

2. **Proceedings, Composition  
&  
Minutes of the Ethics Committee**



  
**Principal  
Baselius College  
Kottayam**

### 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.



  
**Principal**  
**Baselius College**  
**Kottayam**



**2016-2017**

**Ethics Committee members:**

1. Prof. Alexander V. George (Principal), Chairman
2. Rev. Fr. K.K. Thomas (PTA Vice-President)
3. Prof. N.V. Leela (Convener)
4. College Union Chairman (Joint Convener)
5. Prof. Cherian Thomas (Management Representative)
6. Prof. Thomas Kuruvilla (NSS Representative)
7. Lt. Dr. Biju Thomas (NCC Representative)
8. Smt. Jancy Jacob (Municipal Chairperson)
9. Dr. Annie Cherian (Representative of Lady Teachers)



**Principal**  
**Basilius College**  
**Kottayam**

2017-2018

Ethics Committee members

1. Dr. Jamey Thomas, Chairman
2. Sri George Varghese
3. NV Leela (Convener)
4. Chackoches P James, (Joint Convener)
5. Sri. Alexandraommen
6. Thomas Kuzuvilla
7. Lt. Dr. Biju Thomas
8. Dr. P R Sora
9. Dr. Annie Cherian



*[Signature]*

Principal  
Baselius College  
Kottayam

**2018-2019**

**Ethics Committee members:**

1. Dr. Jancey Thomas (Principal), Chairman
2. Ms. Ambika Kumari K G (PTA Vice-President)
3. Dr. Shyla Abraham (Convener)
4. College Union Chairman (Joint Convener)
5. Mr. Alexander Oommen (Management Representative)
6. Mr. Thomas Kuruvilla (NSS Representative)
7. Lt. Dr. Biju Thomas (NCC Representative)
8. Smt. Bindu Santhosh Kumar (Municipal Vice Chairperson)
9. Dr. Annie Cherian (Representative of Lady Teachers)



**Principal  
Baselius College  
Kottayam**



**2019-2020**

**Ethics Committee members:**

1. Dr. Biju Thomas (Principal), Chairman
2. Ms. Ambika Kumari K G (PTA Vice-President)
3. Dr. Jyothimol P. (Convener)
4. College Union Chairman (Joint Convener)
5. Mr. Alexander Oommen (Management Representative)
6. Ms. Sany Mary Benjamin (NSS Representative)
7. Mr. Shibu M. George (NCC Representative)
8. Smt. Bindu Santhosh Kumar (Municipal Vice Chairperson)
9. Dr. Annie Cherian (Representative of Lady Teachers)



**Principal**  
**Basilius College**  
**Kottayam**

**2020-21**

## **Members of ETHICS Committee**

### **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. **Prof. Mercyamma Francis** (PTA Vice-President)
3. **Dr. Jyothimol P.** (Convener)
4. **College Union Chairman** (Joint Convener)
5. **Mr. Alexander Oommen** (Management Representative)
6. **Mr. Viju Kurian** (NSS Representative)
7. **Mr. Shibu M. George** (NCC Representative)
8. **Mr. B. Gopakumar Kumar** (Municipal Vice Chairperson)
9. **Dr. Annie Cherian** (Representative of Lady Teachers)

### **18.2 Student Grievance Redressal Committee**






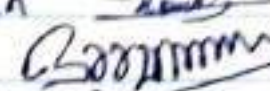

  
**Principal**  
**Basilius College**  
**Kottayam**

Meeting

Date: 11/6/2016

Venue: Principal's chamber

Members present:

1. Prof. ALEXANDER V GEORGE 
2. Prof. NV LEELA 
3. Prof. THOMAS KURUVILLA 
4. Lt. Dr. BISU THOMAS 
5. Dr. ANNIE CHERIAN 



  
Principal  
Basilius College  
Kottayam



Ethics Committee meeting was held on 11/6/2016 at 3pm in the principal's chamber. The principal Prof. Alexander V George presided over the meeting. The following decisions were taken:

1. To <sup>ensure the</sup> ~~enforce~~ the code of conduct
1. To ensure the enforcement of code of conduct in the college
2. To maintain overall discipline of the students.
3. To monitor the activity of various squads in the campus to ensure the smooth functioning of the college.
4. To conduct awareness programmes about code of conduct in the campus

The meeting came to ~~and~~ an end by 4:30 pm. The convenor Prof. NV Latha proposed Vote of Thanks.



  
Principal  
Baselius College  
Kottayam

Date: 7/6/2017

Venue: Principal's Chamber

Members Present

Dr. Jancey Thomas

NV Leela

Thomas Kuruvilla

Lt. Dr. Bijoy Thomas

Dr. Annie Cherian

Dr.  
Leela  
Thomas  
Kuruvilla  
Lt. Dr. Bijoy Thomas  
Dr. Annie Cherian



*[Signature]*

Principal  
Baselius College  
Kottayam



The meeting of ethics committee was held on 9/6/2017 at 2:00pm in the Principal's Chamber. NV Leela, convener welcomed everyone to the meeting and spoke of the need to monitor the code of conduct of college for ~~the~~ maintaining a good academic environment in the campus. Dr. Jaseey Thomas, Principal presided over the meeting. It was decided to conduct an orientation class to students to create an awareness about the code of conduct of the college and the need to strictly follow it. To organize a one year long antidrug awareness programme in association with NSS and Vimukthi. To monitor overall discipline in the campus to monitor the activity of various squads in the college. After fruit ful evaluations + discussions the meeting came to end by 2:30pm. Lt. Dr. Biju Thomas proposed Vote of Thanks.




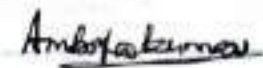


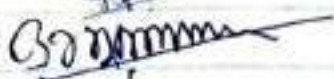

Principal  
Basilius College  
Kottayam

24  
8/6/2018 Meeting of the ethics committee

Date: 8/6/2018

Venue: Principal's chamber

Members Present

1. Dr. Jascey Thomas 
2. Ms. Ambika Kumari K.G.   
Ambika Kumari
3. Dr. Shyla Abraham 
4. Ms. Thomas Kuruvilla 
5. Lt. Dr. Biju Thomas 
6. Dr. Annie cherian 



  
Principal  
Baselius College  
Kottayam



The meeting of the service committee was held on 8/6/2019 at 2:00pm in the Principal's chamber. Dr. Jaseey Thomas, the Principal presided over the meeting. The following decisions were made:

- (i) To monitor overall discipline of the students with an extra vigilance during the commencement of first year classes.
- (ii) To organise asthmatic programmes in association with Vimukthi.
- (iii) To conduct professional ethics programmes for students and staff.
- (iv) To monitor the strict implementation of code of conduct in the campus.

The meeting came to an end by 4:00 pm. Dr. Shyla Abraham, Convener proposed the Vote of Thanks.




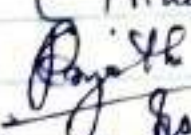
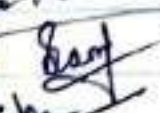


  
Principal  
Baselius College  
Kottayam

## Meeting of the Ethics Committee

Date: 5/3/2019

Venue Principal's Chamber

### Members Present

- 1) Dr. Bryan Thomas (Principal) 
- 2) Dr. Jyothirmol P 
- 3) Ms. Sany Mary Benjamin 
- 4) Mr. Shibu M. George 
- 5) Dr. Anne Cherian 



  
Principal  
Basilius College  
Kottayam



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Minutes of the meeting of the Ethics Committee  
held on 5/10/2019

The meeting began at 3 pm on 5/10/2019 at the Principal's chamber. The meeting was of the different stakeholders of the institution. The meeting reviewed the previous years activities and pondered on the moves of the current year resolutions. The meeting concentrated on the following aspects and discussed the issues as they are important at the beginning of an academic year.

1. Maintenance of discipline during the commencement of first year UA classes and keeping the campus ragging free.

In connection with this class teachers were given the charge of maintaining discipline during the intervals. Each Head of the Department has to supervise measures to ward off ragging. It was also decided to seek parental help and ~~counsel~~ <sup>counseling</sup> in case of a disturbing event.

2. Debate on Drug Abuse : Drugs and the abuse of it have been identified as a cause of the violence and unrest among youth. To ward off the menace from taking hold on the campus, the Committee decided to enhance the activities of NCC and NSS on the campus, thereby providing awareness and restriction for students.

The Committee Unanimously agreed on the importance of PTA and a common manifesting





Unity among students and maintaining healthy  
Cordial relationships.

4. The Committee debated on the <sup>need to</sup> conduct of the  
Union elections in a free and fair manner.

After discussing elaborately on the ethical  
disbursement of academic and administrative  
responsibilities, the meeting concluded at  
4.30 p.m.



*[Signature]*

Principal  
Baselius College  
Kottayam

# Meeting of the Ethics Committee

Date: 1/12/2020

## Members Present

Dr. Biju Thomas (Principal)

Dr. Jyothimol P (Convener)

Mr. Alexander Oommen

Dr. Viju Kurian

Mr. Shibu M George

Dr. Annie Cherian



*[Signature]*  
Principal  
Baselius College  
Kottayam



Minutes of the Ethics Committee held on 11/10/2020

The meeting of ethics committee was held on 11/10/2020 at 8 pm in the Principal's chamber. Dr. Biju Thomas, ~~pr~~ Principal presided over the meeting. The meeting reviewed the previous year activities and appreciated the fact that no misconduct was reported in the campus. In the sight of covid-19 pandemic, the meeting ~~reviewed~~ discussed the various challenges faced by its different stakeholders. In the new scenario of changing from offline to online, the meeting emphasized on creating awareness about online ethics <sup>decided</sup> among its stakeholders. The meeting <sup>decided</sup> to create an awareness about online ethics and to give guidelines about safe online behaviour and practices among students. It was decided to give direction to all Heads of the Departments to monitor the activities. It was also decided to enlighten the students on effective use of digital content. For holistic development of students it was decided to resume all the activities of NCC, NSS, Virasat Cell and arts club in virtual platforms. It was also decided that during the commencement year classes, the Principal will address them through the virtual platform to create an awareness about code of conduct and on online ethics. After fruitful discussions, meeting came to end by 4 pm.





### **3. Professional Ethics Programmes and Annual Awareness Programmes-**

#### **Brochures and Attendance**



  
Principal  
Baselius College  
Kottayam

01.30 pm – 3.30 pm  
Introductory Remarks  
Remarks by MOC Manager  
Honouring the retiring staff members  
Principal's Remarks  
Reply Speech  
Certificate Distribution  
Vote of Thanks  
National Anthem  
3.30 pm

Business Session  
Prof. Jacob K. Mathew  
Secretary, MOC Colleges  
K.S. Dr. Thomas Mari Adhinasan  
Dr. Matthew P. Joseph  
Catholicate College, Paluvamattai  
Dr. Shelly Kurian  
K.S. College, Puzhappadi  
Prof. Alexander V. George  
Principal, Basilius College  
Kottayam  
Prof. Anthe kathy  
HOD, Dept. of Chemistry  
Catholicate College, Paluvamattai  
Prof. K.D. Raju  
HOD, Dept. of Mathematics  
Catholicate College, Paluvamattai  
Dr. Jency Thomas  
General Secretary  
Tea & Departure



# 14<sup>th</sup> MOC TEACHERS' CONFERENCE 2017

- VENUE -

**BASELIUS COLLEGE**  
KOTTAYAM  
DATE : 29<sup>th</sup> Jan 2017  
Time : 8.30 am to 3.30 pm

Organised by  
IQAC Basilius College, Kottayam



**Principal**  
**Basilius College**  
**Kottayam**



## INVITATION

### ONE DAY ANNUAL ORIENTATION PROGRAMME FOR ACADEMICS OF MALANKARA ORTHODOX CHURCH COLLEGES

Organised By IQAC Catholicate College, Pathanamthitta in  
association with IQAC Baselius College, Kottayam  
and KG College, Pambady

ESTD : 1952

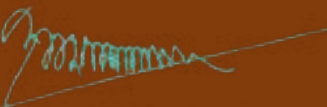
VENUE : CATHOLICATE COLLEGE  
PATHANAMTHITTA

DATE : 17<sup>th</sup> November 2018

TIME : 8.30 am – 3.30 pm

NAAC Re accredited  
A<sup>+</sup> Grade with CGPA 3.60  
ISI- FIST Identified  
ISO 9001-2008  
Certified College  
UNAI Member Institution



  
**Principal**  
**Baselius College**  
**Kottayam**

# 18<sup>th</sup> Malankara Orthodox Church Colleges One Day Academic Conference



Venue:

**Baselius College, Kottayam**

**Date: 30<sup>th</sup> Nov. 2019 | Time: 9:30 am - 3:30 pm**

Organized by  
**Corporate Management of MOC Colleges**

*Participating Colleges*



*[Signature]*

**Principal  
Baselius College  
Kottayam**



# 11<sup>th</sup> Annual Conference 2017-18

ADMINISTRATIVE STAFF  
**MOC COLLEGES**




Date: Saturday 9<sup>th</sup>  
December 2017

Venue: Baselius College  
Kottayam

**Organised by**  
**IQAC, Baselius college, Kottayam**



  
**Principal**  
**Baselius College**  
**Kottayam**



# Invitation



## One Day Annual Orientation Programme

for Administrative staff  
MOC Colleges

@ Kuriakose Gregorios College, Pampady

**On 10<sup>th</sup> November 2018**

By IQAC KG college Pampady in association with  
IQAC Basellius college, Kottayam and Catholicate college

Principal  
Basellius College  
Kottayam



## **Academic Year 2015-2016**

A programme for the teaching staff and non-teaching staff were conducted on 23/7/2015 at Dr.A. P Mani Media Centre at 4:00 pm. The programme was conducted to create awareness among the code of conduct in the college. The Principal addressed the gathering about the need of strict implementation of code of conduct in the college and the measures taken by the college for the sake of it. Teachers came up with suggestions for revising and regulating the code of conduct. After fruitful discussions, the meeting came to an end by 4:30 pm



  
Principal  
Baselius College  
Kottayam



Staff meeting held on 23-7-2015 Thursday

Venue: Dr A.P. Mani Medical Centre Time: 4.00 pm

1. Krishnaraj M.V
2. Vipin K. Parthasarathy
3. Sindu Jones
4. Linju Ann Jacob
5. Ambika
6. Mushe Hari
7. Aswathi R. Chandran
8. Suganil P.M
9. Ashly Thomas
10. Sany Benjamin
11. Uma Subendran
12. Liji KOSHY
13. ANNU MERIN JOSE
14. Priya S
15. Linnet Jesertha Sany
16. Mangusta Mary Roy
17. Sheeba Joseph
18. Tissy Euthickal
19. Ann Naisy Jacob
20. Janny Sarah Jacob
21. Anu J.A
22. Jeymol Abraham
23. Dr. Annie Phelan
24. Shylo Abraham
25. Dr Anisha Mary Mathew
26. Dr. Toji M. Phil
- ~~27. Dr. Toji M. Phil~~
- ~~28. Dr. Toji M. Phil~~
29. Nibu B Thomas
30. Jithin John
31. Vijn Kurian
32. Shibu M. George

Mr. [Signature]

Vipin

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Principal  
Basilius College  
Kottayam

- 33 Dr. Biju Thomas
- 34 Raju John
- 35 Vijesh Vijayan
- 36 Bejoy D. Abraham
- 37 Shaju M S
- 38 Manoj Narayanan KS
- 39 Fr. Thomson Roby
- 40 Nibu A George
- 41 Dr. data Marina Varghese
- 42 Susanna Thomas
- 43 Kavitha. Gopalakrishnan
- 44 Shymol T. Varghese
- 45 Rani M Susan
- 46 Leena R
- 47 Shetal Elizabeth Thomas
- 48 Suma Bino Thomas
- 49 Jyothi Susan Abraham
- 50 Dr. Jyothi Mol. P.
- 51 Jancy Thomas
- 52 N.V. Leela
- 53 Elsie Elizabeth K
- 54 Dr. Selvy Xavier
- 55 Dr. Sherry Kunian
- 56 Parvathy Mohan
- 57 Michel Elizabeth Jacob
- 58 Asha Thomas
- 59 Meera Elizabeth James
- 60 Reshmi John
- 61 Birsamol CK.

Dr  
 Rm  
 Vjesh  
 Bej  
 Shaju  
 Manoj  
 Fr. Thomson  
 Nibu  
 Dr. data  
 Susanna  
 Kavitha  
 Shymol  
 Rani  
 Leena  
 Shetal  
 Suma  
 Jyothi  
 Dr. Jyothi  
 Jancy  
 N.V.  
 Elsie  
 Dr. Selvy  
 Dr. Sherry  
 Parvathy  
 Michel  
 Asha  
 Meera  
 Reshmi  
 Birsamol



Principal  
 Basilius College  
 Kottayam



# Non Teaching Staff meeting

Date : 23.07.2015

Time : 4-00 pm

A.P. Mani Media Centre

1.	K.M. Chacko	<u>Kine</u>
2.	Thomas John	<u>John</u>
3.	Sean Ipe Jacob	<u>Sean</u>
4.	Sabu Joseph	<u>Sabu</u>
5.	Seena R Nair	<u>Seena</u>
6.	Thomas Mathew	<u>Thomas</u>
7.	George Philip A	<u>George</u>
8.	Sachin A	<u>Sachin</u>
9.	Shibu C.V	<u>Shibu</u>
10.	K.G. Balu	<u>Balu</u>
11.	Sabu K. Jeyaraj	<u>Sabu</u>
12.	Sabu M.V	<u>Sabu</u>
13.	Jibi Joseph	<u>Jibi</u>
14.	Shibu K. Punnoose	<u>Shibu</u>
15.	Bojja Kumbhakar	<u>Bojja</u>
16.	P.C. Benjamin	<u>P.C.</u>
17.	P.K. Kurian	<u>P.K.</u>
18.	Mathew T.M	<u>Mathew</u>
19.	Seery C George	<u>Seery</u>
20.	Babu Varghese	<u>Babu</u>
21.	PE. Johny Antony	<u>PE.</u>
22.	Jacob C. Vinan	<u>Jacob</u>
23.	Bojja Varghese	<u>Bojja</u>
24.	A.M. Varghese	<u>A.M.</u>



*[Signature]*

Principal  
Basilius College  
Kottayam



## **Academic Year 2016-2017**

A programme for the teaching staff and non-teaching staff for creating awareness on the code of conduct was organised on 16-08-2016 at 1:00 pm at Dr. A.P Mani Media Centre. The Principal addressed the gathering and spoke about the need for implementation and the revision of the code of conduct in the college. The Principal reminded everyone about the principles, values integrity and professional ethics that one has to uphold as members of the institution. After effective evaluations and discussions, the meeting came to an end by 2:00pm



  
Principal  
Basilius College  
Kottayam

# Meeting of Teaching Staff

Date : 16-8-16

Time : 1.00 pm

Venue : Ay A.P. Mami Media Centre

- |    |                                     |             |
|----|-------------------------------------|-------------|
| 1  | Prof Alexander U George (Principal) |             |
| 2  | Shaju M J                           | Shaju M J   |
| 3  | Thomas Kunnilla                     |             |
| 4  | Bejoy D. Abraham                    |             |
| 5  | Jithin John                         | Jithin John |
| 6  | Viju Kurian                         |             |
| 7  | H. Thomson Roby                     |             |
| 8  | Dr Teji M Philip                    |             |
| 9  | Vijesh Vijayan                      |             |
| 10 | Rajni John                          |             |
| 11 | Santhosh M                          |             |
| 12 | Nidu B Thomas                       |             |
| 13 | Dr. Sejish PR.                      |             |
| 14 | Linju Ann Jacob                     |             |
| 15 | Shyla Abraham                       |             |
| 16 | Ashly Thomas                        |             |
| 17 | Jeejand P.M                         |             |
| 18 | Thara Thomas                        |             |
| 19 | LWT KOSHY                           |             |
| 20 | Prinija Thambi T                    |             |
| 21 | Arabhi P                            |             |
| 22 | Irma Matthew                        |             |
| 23 | Suna Bino Thomas                    |             |
| 24 | Shetal Elizabeth Thomas             |             |
| 25 | Jyothimol P                         |             |
| 26 | Elisa Sebastian                     |             |
| 27 | Udya M. Varghese                    |             |



Principal  
Basilius College  
Kottayam

- 28 Meera Elizabeth James
- 29 Nandan Parvathy Pradeep
- 30 Dr. J Nalini
- 31 N.V. Leela
- 32 Dr. Lata Maria Varghese
- 33 Dr. Sehy Xavier
- 34 Dr. Niben A George
- 35 Shreba Joseph
- 36 Reshmi Anai Thomas
- 37 Jeymol Abraham
- 38 Anuradha J.A
- 39 Jany Sarah Jacob
- 40 Sany Mary Benjamin
- 41 Susan K Wilson
- 42 Uma Susundram
- 43 Sudea Jones
- 44 Shibu m George

*[Handwritten signatures and initials in blue ink, corresponding to the list items above.]*








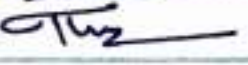






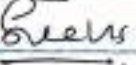




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Principal  
Basilius College  
Kottayam



Meeting of NTS at 1.50 pm

on 16/8/16 at Dr A P Mami media Centre

- |    |                  |   |
|----|------------------|---|
| 1  | Jacob C. Nithan  |     |
| 2  | Shiju Hymen      |     |
| 3  | K.G. Babu        |     |
| 4  | Bojja Kuriankase |     |
| 5  | Jibi Joseph      |     |
| 6  | P.C. Benjamin    |     |
| 7  | Ravi Sankar      |     |
| 8  | Thomas Mathew    |     |
| 9  | Muthien T.M      |    |
| 10 | George Philip M  |    |
| 11 | Subhash Marikose |   |
| 12 | Soan Ipe Jacob   |   |
| 13 | Annamma John     |   |
| 14 | Lalikutty Dommen |  |
| 15 | Seena R. Nair    |  |
| 16 | A.M. Varghese    |  |
| 17 | K.Y. Philipose   |  |



  
Principal  
Basilius College  
Kottayam

### **Academic year 2017-2018**

A meeting of the teaching staff and non-teaching staff was held at Dr. AP Mani Media Centre on 18-12-2017 at 3:30pm. The Principal made an assessment of the code of conduct of the institution during the last academic year. He spoke about the challenges in implementing the code of conduct in the college and the various measures taken by the college to implement it. Teachers actively participated in the discussion session and put forwarded their suggestions. The Principal assured that all suggestions would be taken into consideration. The meeting came to an end by 4:30pm.



  
**Principal**  
**Baselius College**  
**Kottayam**

# Meeting of Teaching Staff

Date : 18-12-2012

Time : 3.30 PM

Venue : A.P. Mani Media Centre

- |                               |                 |
|-------------------------------|-----------------|
| 1. Dr. James Thomas           | - J. James      |
| 2. Dr. Shaju M.J              | Shaju           |
| 3. VIJEEESH VIJAYAN           | Vijesh          |
| 4. SURESH P.K                 | Suresh          |
| 5. Dr. Eiju Thomas            | Eiju            |
| 6. Peter Joseph C.            | Peter           |
| 7. Dr. M.V. Krishnaraj        | M.V. Krishnaraj |
| 8. Jithin John                | Jithin          |
| 9. Viju Kurian                | Viju            |
| 10. ASITH KURIAN MANI         | Asith           |
| 11. SOBY GEORGE               | Soby            |
| 12. Nayana Divakaran          | Nayana          |
| 13. Bibily Baby               | Bibily          |
| 14. Dr. Anisha Mary Mathew    | Anisha          |
| 15. Nandu Paveelhy Radheep    | Nandu           |
| 16. Niranjana Marian George   | Niranjana       |
| 17. Lena Elizabeth Sam        | Lena            |
| 18. Anju John                 | Anju            |
| 19. Dr. Jyethimol. P          | Jyethimol       |
| 20. Elsie. J. Maria Sebastian | Elsie           |
| 21. Dr. J. Nalini             | Nalini          |
| 22. Sany Hary Bryan           | Sany            |
| 23. Sheeja Kurujakose         | Sheeja          |
| 24. Dr. Gulla Lakshmi         | Gulla           |
| 25. Dr. Selvy Xavier          | Selvy           |
| 26. Deepa S.L                 | Deepa           |
| 27. Dr. Anjali. B             | Anjali          |
| 28. Dr. Sindu Jones           | Sindu           |



Principal  
Basilius College  
Kottayam



29. Neha P.R
30. Meera Elizabeth James
31. SUSAN K. WILSON
32. Reshma. Varghese
33. Tharamol M.P
34. Manjusha Murali M
35. Reshmi John
36. Binimol C.K
37. Mishel Elizabeth Jacob
38. Pooja Lekshmy S
39. DEEPA ANNIE JOHN
40. REBA VARGHESE
41. Rakheemol Ac
42. Rani M. Susan.
43. Linmer Jaseendha souz S.
44. Sheeba Joseph.
45. Anjana M.V.
46. Asha T. A.
47. Resmi Annie Thomas
48. Annie Chenai
49. Janny Sarah Jacob
50. Anumol J A
51. Nithya Brigith Mathew
52. Ansooraya Krishnan
53. Anathy A
54. Shyla Abraham
55. Phija Thambi T
56. Sema Bino Thomas
57. Shetal Elizabeth Thomas
58. Dr. Nibu A George
59. Fr. Thomson Robert
60. VIJ

all in

Meera  
Susan  
Reshma V

Thara  
Manjusha

Reshmi

Binimol

Mishel  
Pooja

Deepa  
Annie

Reba

Rakheemol

Rani  
Linmer

Sheeba

Anjana

Asha

Resmi

Annie

Janny

Anumol

Nithya

Ansooraya

Anathy

Shyla

Phija

Sema

Shetal

Dr. Nibu

Fr. Thomson



Principal  
Basilius College  
Kottayam

## Meeting of Non-teaching Staff

Date : 18-12-19

Time : 3.30 PM

Venue : Dr. APJ Mari Media Centre

- |     |                  |            |
|-----|------------------|------------|
| 1.  | Seena R. Nair    | Brens      |
| 2.  | Annamakurian     | sz         |
| 3.  | Lalitha Goman    | Lal        |
| 4.  | Sabin K. Salm    | Sabin      |
| 5.  | JOSE THOMAS      | Jos        |
| 6.  | Joan Ipe Jacob   | Joan       |
| 7.  | Roy Chacko       | Roy        |
| 8.  | Sabin H. Punnose | Sabin      |
| 9.  | Mathai T.M       | Mathai T.M |
| 10. | George Philip M  | GP         |
| 11. | Thomas Mathew    | Thomas     |
| 12. | Julian Pithay    | Julian     |
| 13. | Jacob C. Nair    | Jacob      |
| 14. | P.K. Kureen      | P.K.       |
| 15. | P.C. Benjamin    | P.C.       |
| 16. | Bajr Kurekose    | Bajr       |



Principal  
Baselius College  
Kottayam



### **Academic year 2018-2019**

A meeting of the teaching staff and non-teaching staff was held at Dr. AP Mani Media Centre on 14-8-2018 at 3 pm. The Principal of the college spoke about the need of regulating and implementing the code of conduct in the campus. He talked about the need to strengthen the activities of various squads in the campus to assist the Principal to enforce the code of conduct in the campus. After effective evaluations and discussion, the meeting came to an end by 4:30 pm.



  
**Principal**  
**Basilius College**  
**Kottayam**



Meeting of Teaching Staff held on  
14/08/2018

Venue: Dr A.P. Mani Media Centre

Time: 3.00pm

1. Dr. Jancey Thomas (Principal)
2. Fr Dr Thomason Robi
3. Meera Elizabeth James
4. Vidya Merlin Varghese
5. Dr V Krishnaraj M
6. Nibu B Thomas
7. Vijn Kurian
8. Shaju M S
9. Shibu M. George
10. Fr. Gilby K Paul
11. Dr. Anet P. Thomas
12. Kiran Mathew
13. Arun Mathew
14. Githu. D. Giji
15. Clement Mathew Kuriahoose
16. Richu Mathew
17. Dr. Rejitha V.
18. Uma SURENDRAN
19. Dr. Suria Bino Thomas
20. Teenu Sebastian
21. VISHNUPRIYA-B
22. Lya Annie Jacob
23. Chithumal. O-A.
22. Tejammol - P-M
23. Jaimy Sarah Jacob
24. Jessymol Abraham
25. Julia J Thomas
26. Dr. Annie Cherian
27. Shetal Elizabeth



Principal  
Basilius College  
Kottayam

- 20 Sreejani S
- 21 Jina T. Varghese
- 22 Nisha S
- 23 Deepa Annie John
- 24 De Anisha Mary Mathew
- 25 Ina Plamen
- 26 Dr. Aparna Thakappan
- 27 Misha Hari
- 28 Dr. Mary Varghese
- 29 Dr. Susha Thomas
- 30 Shyla Abirahon
- 31 Sreevidya N L
- 32 ARATHY A
- 33 Shalima Lissy Shajan
- 34 Deepa F.L
- 35 Dr. Durga Thambi T
- 36 Anthe Lalchamole
- 37 CHRISTINA MARIAM MATHAN
- 38 Dr. Jantha Thomas
- 39 Anushka Sathya
- 40 Dr. Rosa Elizabeth Lou
- 41 Shreya Joseph
- 42 Ashly Thomas
- 43 Thara Thomas
- 44 Linnet Jascentha Lou
- 45 Arjana P Binu
- 46 Mishel Jacob
- 47 Asha T. A.
- 48 Rani M Susan
- 49 Stephy Dorra
- 50 Resny Elizabeth
- 51 Resmi Anne Thomas



[Handwritten signatures and initials corresponding to the list entries, including names like Sreejani, Jina, Nisha, Deepa, Anisha, Ina, Aparna, Misha, Mary, Susha, Shyla, Sreevidya, ARATHY, Shalima, Deepa, Durga, Anthe, CHRISTINA, Jantha, Anushka, Rosa, Shreya, Ashly, Thara, Linnet, Arjana, Mishel, Asha, Rani, Stephy, Resny, and Resmi.]

Principal  
 Basilius College  
 Kottayam



14/8/18.

Meeting of Non-Teaching Staff

Date: 14/08/2018

Time: 3.00 pm

Venue: Dr. A.P. Nani Media Centre

1. JOSE THOMAS
2. Shibu K. Jumaose
3. Thomas Mathew
4. Mrs. Varghese
5. K. G. Belen
6. Roy Chacko
7. Joshy J. Thomas
8. Sabu K. John
9. Michael T. T
10. Seena R. Nani

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[Signature]  
[Signature]



[Signature]  
 Principal  
 Basilius College  
 Kottayam



### **Academic year 2019-2020**

A meeting of all the teaching staff were conducted on 24-6-2019 at 3:00 pm Dr.A.P Mani Media Centre. The meeting was organized to impart awareness about the code of conduct applicable to students, teachers and supporting staff. The principal addressed the gathering and spoke about the challenges in implementing the code of conduct in the college and the various measures taken by the college to implement it. The Principal reminded everyone about the principles, values integrity and professional ethics that one has to uphold as a members of the institution. Teachers actively participated in the discussion session and put forwarded their suggestions. The Principal assured that all suggestions would be taken into consideration. The meeting came to an end by 4:30 pm.



  
Principal  
Baselius College  
Kottayam

# Meeting of Teaching Staff

Date : 24-6-19

Time : 3 pm

Venue : Dr. A P Mani Media Centre

1. Dr. Jancey Thomas (Principal)
2. Neha P R
3. Dr. Sindu Jones
4. Dr. Jyothimol P
5. Elsa C. Maria Sebastian
6. Jyothi Susan Abraham
7. Dr. Sheeja Kuriyakose
8. Lisa Achamma George
9. Lekshmi P kumar
10. Dr. Selvy Xavier
11. Lajtha K V
12. Anju John
13. Vidya Merlin Varghese
14. Dr. Rejitha V.
15. Susanna Thomas
16. Anna George
17. Dr. Jalaja J Malayas
18. Dr. Poiya Thambi
19. Dr. Jintha Thomas
20. Christina Mariam Mathew
21. Meera Elizabeth James
22. Dr. Dona Elizabeth Sam
23. Resmi Annie Thomas
24. Resny Elizabeth John
25. Memo Elizabeth Cherian
26. Anny Sam
27. Sany Mary Benjamin



*[Handwritten signatures and initials corresponding to the list members]*

*[Handwritten signature of the Principal]*  
Principal  
Basilius College  
Kottayam

- 28 Dr. Ratha Lalitha
- 29 Anju Linda Varghese
- 30 Dr. Suma Bino Thomas
- 31 Dr. Archana S. Nair
- 32 Ravi M. Arum
- 33 Asha T. A
- 34 Tony Cruthickal
- 35 Vishnu Priya B
- 36 Chinku Mol OA
- 37 Coby Philip
- 38 Achu Ega Kurian
- 39 DEEPA ANNIE JOHN
- 40 PRIYA S
- 41 Annie Cheekun
- 42 Julia T Thomas
- 43 Jaimy Sara Jacob
- 44 Dr. Anuathy A V
- 45 Josna Juliet A J.
- 46 Dr. Marjusha V. Panicker
- 47 Tejjanet P.M.
- 48 Ashly Thomas
- 49 Thara Thomas
- 50 Shetal Elizabeth Thomas
- 51 Dr. Siva Thomas
- 52 Abu Joseph C.
- 53 Thomas Kneen Tz
- 54 Vijesh Vijayan
- 55 Dr. Shajr M.J
- 56 Nibu B Thomas
- 57 Ajay Abraham
- 58 Richu Mathew
- 59 Clemens Mathew Kurakose

Cecill Paul  
 Anju  
 Dr.  
 Archana  
 Ravi  
 Asha  
 Tony  
 Vishnu  
 Chinku  
 Coby  
 Achu  
 Deeba  
 Priya  
 Annie  
 Julia  
 Jaimy  
 Dr. Anuathy  
 Josna  
 Marjusha  
 Tejjanet  
 Ashly  
 Thara  
 Shetal  
 Dr. Siva  
 Abu  
 Thomas  
 Vijesh  
 Shajr  
 Nibu  
 Ajay  
 Richu  
 Clemens



Principal  
 Baselius College  
 Kottayam



60. Dr. Krishnaraj [M]
61. Dr. Eapen Thomas
62. Grithu. K. Giji
63. Dr. Sarath P Nuth
64. Arun Madhew
65. Dr. Anil M. Thomas
66. Joy Joseph

Im

~~Eapen~~

~~Grithu~~

~~Sarath~~

~~Arun~~

~~Anil~~

JA



*[Signature]*

Principal  
Basilius College  
Kottayam



### **Academic year 2020-2021**

A meeting of the teaching and non-teaching staff were conducted on 14/07/2020 at 9:30 am in the zoom platform. The Principal of the college, Dr. Biju Thomas addressed the gathering. He spoke about the various challenges faced by the teaching and non-teaching staff in the pandemic time. He reminded everyone that though it's a difficult and challenging time it is essential to keep up the spirits and to stay positive. The Principal spoke about the principles, values integrity and professional ethics that one has to uphold as a members of the institution. He spoke about the various online tools and LMS platform available for teachers to aid their teaching in virtual platform. He reminded everyone to maintain proper online ethics and gave guidelines on safe online behaviour. He also prompted teachers to create awareness about safe online practices among students. Teachers actively participated in the discussion session and put forwarded their suggestions. After fruitful discussions and evaluations the meeting came to end by 11:00 am.



  
Principal  
Baselius College  
Kottayam



### **Academic year 2020-2021**

A meeting of the teaching staff was organized on 20/10/2020 at 2:30 pm in the zoom platform. The meeting was organized on connection with the commencement of 1 year classes. The Principal addressed the gathering and reminded everyone about the importance of code conduct and online ethics. He emphasized on creating awareness about online ethics among students especially among new comers. He asked teachers to give guidelines on safe online behaviour and various LMS platforms used in online education. After effective discussions the meeting came to an end by 3:30 pm.



  
Principal  
Baselius College  
Kottayam

## **4. Orientation Programmes for Students on Code of Conduct, Ethics and Values**



  
**Principal**  
**Basilius College**  
**Kottayam**

**Baselius College, Kottayam Commencement of First year Degree programmes, 22/10/20**

**Schedule of the Induction programme**

**Time: 9.30 a.m —12.p.m**

**Programme:**

Welcome: Class teacher

Principal's message (Video)

Induction: Vice Principal (time will be allotted)

Introduction: Teachers and Students

**Schedule**

Department of English : 9.40 a.m

Dept of Malayalam : 9.50 a.m

Dept of Economics : 10.00 a.m

Dept of Pol.Science: 10.10 a.m

Dept of Physics : 10.20 a.m

Dept of Chemistry : 10.30 a.m

Dept of Mathematics : 11.00 a.m

Dept of Botany : 11.10 a.m

Dept of Zoology : 11.20 a.m

Dept of Comm. BBA: 11.30 a.m

Dept of Voc B.Com: 11.45 a.m



  
DR. BIJU THOMAS  
PRINCIPAL  
BASELIUS COLLEGE  
KOTTAYAM



**Baselius College, Kottayam**

**Commencement of First year Degree programmes: Day 2**

**23/10/20, Friday**

**Introduction of NCC, NSS, Arts Club , MGOCSM**

**Time: 8.a.m-12.30 p.m**

Groups	10 --10.30	10.30.—11.00	11.05-11.15	11.50-12.00
Eng.&Mal.	NCC	NSS	Arts Club	MGOCSM
Eco. &Pol.	NSS	NCC	MGOCSM	Arts Club

	10.00-10.15	10.15-10.30	11.15 - 11.45	11.45 -12.15
Phy.& Chem	MGOCSM	ARTS CLUB	NSS	NCC
Bot. &Zoo.	ARTS CLUB	MGOCSM	NCC	NSS

**8 am to 9.30 am –Subject Introduction and Syllabus**

**9.30 a.m -10 a.m: Common Group Formation (Create and share the link for the combined classes prior to the group meeting time)( For the groups above )**

**For the following groups**

**8.00 to 8.30 am- Group Formation**

GROUPS	8.30 -9.00	9.00- 9.30	9.30-9.45	9.45 - 10
Comm.& BBA	NCC	NSS	MGOCSM	ARTS CLUB
Maths & S.F	NSS	NCC	ARTS CLUB	MGOCSM

**From 10—12.30 Subject Introduction in respective classes**



*[Signature]*  
**Principal  
Baselius College  
Kottayam**



  
**Principal  
Baselius College  
Kottayam**

# BASELIUS COLLEGE KOTTAYAM

## PG Class Commencement and Orientation Programme

PG Forum, Baselius College, organizes PG  
Orientation Programme on 17<sup>th</sup> June, 2019, Monday in  
A.P. Mani Media Centre at 10. 00 am.

**Resource Person:** Dr. Jyothimol P.  
Head of the Department of English  
Baselius College

Dr. Jancey Thomas  
Principal



  
Principal  
Baselius College  
Kottayam





*[Signature]*  
**Principal**  
**Baselius College**  
**Kottayam**

# **BASELIUS COLLEGE, KOTTAYAM**

## **VIDYARAMBHA SAMMELANAM**

**29<sup>th</sup> JUNE 2017 10.00 AM**

### **PROGRAMME**

Prayer song	:	Silpa, Simi, Sonu
Welcome Speech	:	<b>Dr. Jancey Thomas</b> (Principal, Baselius College)
Keynote Address	:	<b>Smt. Asha Alex</b> (Counsellor, Marthoma Residential School, Thiruvalla)
Song	:	MGOC SM Choir
Instructions to students	:	<b>Dr. Shyla Abraham</b> (Head, Department of Malayalam)
Vote of thanks	:	<b>Dr. Suma Bino Thomas</b> (Head, Department of Chemistry)



  
**Principal**  
**Baselius College**  
**Kottayam**

**DEPARTMENT OF CHEMISTRY**  
**BASELIUS COLLEGE, KOTTAYAM**  
**Report of Induction Programme conducted for 1<sup>st</sup> B.Sc. Chemistry Students**

The induction programme for 1<sup>st</sup> year B.Sc. Chemistry and Physics students were jointly conducted under the auspices of PTA on 2<sup>nd</sup> August 2019. The class was engaged by Mr. Roshan Roy, Director, TalentUs Academy, Kottayam. Class includes two technical sessions. A total of 80 students took part in the induction programme.

The class began with a small game which was supposed to help students to learn about 'Win Win Situation'. All students were divided into eight groups and were given several tasks to scale up their knowledge, skills and potentials. Apart from tasks and games, the class focuses on several exercises for increasing the memory power and positive thoughts. All students got an opportunity to talk in front of the audience and that helps to increase their self confidence and interactive skills. Brain storming sessions were also conducted to enhance the intellectual level of students. A short film was also shown to make students realize the hardships and major roles played by parents in life. The trainer made students aware about how to behave in society especially among parents and teachers.

This induction programme helped new students understand their responsibilities in the college. The trainer showed how a motivational speech could improve student's activity. This induction programme leads to benefits, such as team spirit, interactive skills and self confidence.



A handwritten signature in black ink, appearing to read "Dr. Suma Bino Thomas".

**Dr. Suma Bino Thomas**  
Head of the Department  
PG Department of Chemistry  
Basilius College, Kottayam-1.



A handwritten signature in green ink, appearing to read "Principal".

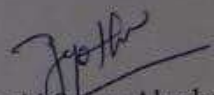
**Principal**  
**Basilius College**  
**Kottayam**



PG Department of English and Centre for Research  
Baselius College, Kottayam


### IBA Orientation

Orientation programme for IBA English students was held on 10/07/19, Wednesday at Mrs Mammen Mapillai Hall from 2 pm to 4.15 pm. Class Teacher, Kavitha Gopalakrishnan welcomed the guests. Dr. Jyothimol P, Head of the Department addressed the students. Prof. Rony George, Assistant Professor, Department of English, K. E College Mannam, was the chief Resource Person. Students gave their feed back after the session and Meera Elizebeth James, Assistant Class Teacher, proposed the Vote of Thanks.

  
Jyothi Susan Abraham

Convener



  
Principal  
Baselius College  
Kottayam

## Report on Orientation Class for D1B. Com and BBA Students

Resource Person: Fr. Jison Paul Vengassery

Date: 26/07/2019

The orientation program for D1 B.Com and BBA was conducted on 26-7-2019 at Mrs. Mammen mappilai education technology centre. The class was led by Rev. Fr. Jison Paul Vengassery. The orientation program was not a stereotyped one. Instead it was more like an interactive session which provided opportunity for the students to present their views. The topic mainly concentrated on the challenges faced by youth and various methods to overcome them. He interestingly presented various challenges like alcoholism, cybercrimes and related issues. He asked students to suggest their opinions on ways to overcome them. He also spoke about the various issues faced by students by the advent of modern technologies. Sharing experiences from his life, he caught the attention of all. The orientation helped the students to understand the way they should behave as a representative of today's youth. Students shared their positive review about the program.



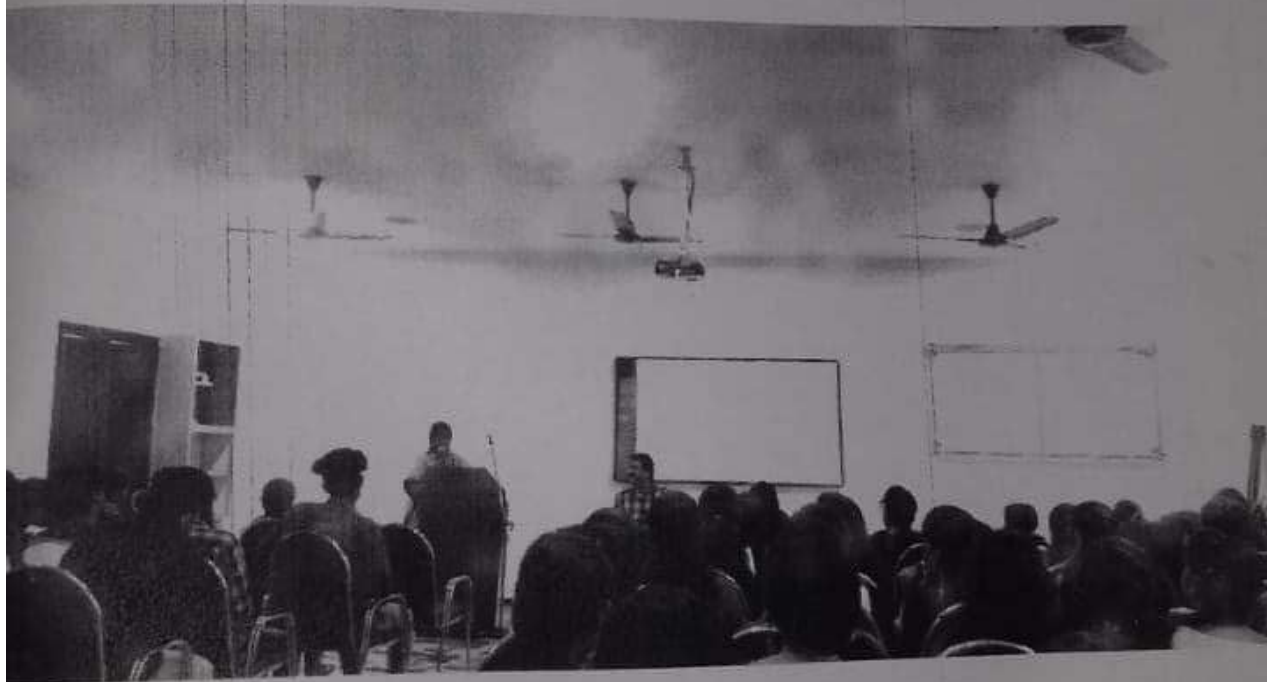
*Jison Paul Vengassery*  
Principal  
Baselius College  
Kottayam



*Dand*

## REPORT ON CAREER GUIDANCE AND ORIENTATION CLASS ORGANIZED BY THE DEPARTMENTS OF ZOOLOGY AND BOTANY

A career guidance and orientation class was organized by the Departments of Zoology and Botany for the D1 students on 13<sup>th</sup> January 2020 at 11 am at the Mrs. Maaman Mappila hall. The session was conducted by Mr. Kiran Kumar E., Director of Research World, Cochin. A total of 89 students attended the class. The session was mainly focused on giving the students an insight in to the various higher education areas they can choose and the opportunities that these areas provide. Students got a detailed idea of the selection procedures opted by various universities for the selection process. The resource person gave ideas about various self employment opportunities also.



*Principat*  
*Basellius College*  
*Kottayam*



# POST GRADUATE DEPARTMENT OF ECONOMICS ,BASELIUS COLLEGE KOTTAYAM

## ORIENTATION FOR D1 STUDENTS

An orientation programme for D1 Economics students was held on 13/08/2018. Dr.T.T.Michel former HOD of Department of Economics Devamatha College, kuruvilingad was the resource person on the day.Dr.Shaju M.J,HOD of Economics welcomed the gathering .Dr.Michel spoke on the practical application of Economics in day to day life.He reminded that hardwork is the key to success.As the representative of the class, Miss Alin Sera George delivered vote of Thanks.



  
Principal  
Basilius College  
Kottayam

## D1 English Orientation

Venue: Mrs. Mammen Mappila Hall

Date: 13/09/2018

Time: 10 AM – 1PM

Benefactors: All Students of First year BA English

The D1 English Orientation for the year 2018-19 was conducted by the Department of English in co-ordination with SLI institute, Kottayam and was held on 13/09/2018 at the Mrs. Mammen Mappila Hall, Baselius College, Kottayam from 10am – 1pm.

The orientation class was held with the theme of the recent flash floods and how people of Kerala responded to it. The session opened by presenting a heart-wrenching video of the disaster that hit kerala. The video gave the students an awareness of the intensity of heavy rains and the struggles of the people. Then the students were divided into groups after an interactive session which, according to the students was fun and interactive.

We were asked to complete a set of tasks which included origami, dance with Arun sir, selfie with Gandhiji, three group photos in different poses, dubsplash and slogan. Later Arun sir gave a motivation speech for a better future.

Prepared by Karthika R. (D1 English) and Viju Kurian (Co-ordinator, D1 English Orientation)

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Dr. *[Handwritten signature]*



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Principal  
Baselius College  
Kottayam

## REPORT OF ORIENTATION PROGRAM FOR D1 MATHS, 2018-19


An orientation program was held for the first year mathematics students on 15<sup>th</sup> October, 2018. The program started with Mrs Annie, Head of the department giving a warm welcoming to the speaker of the program Mr. Nidhin Krishna. Mr. Nidhin is a motivational speaker, a recruitment consultant and also an entrepreneur.

The program was held in two sections, morning & afternoon. Mr. Nidhin spoke about various aspects that are to be taken care of for a successful life such as developing confidence, appreciating others, interacting with others etc. Many activities were given to students to make them more confident & interactive and to develop in them the habit of appreciating others.

This was followed by a discussion on one's desires, dreams & passion. Students were told how important their dreams and desires are for developing their personality. He taught how to set goals & made everyone set a long term & short term goal.

Information about various programs after degree & the ways to get a job was clearly given made understood by the students. A training was given to the students about how to appear for an interview.

He asked the students to be hopeful of good things happening in future. It was well thought-out orientation for the students to discover themselves.

  
Teacher-in-charge of D1 Maths.  
(Annie Chacko)



Principal  
Basellus College  
Kottayam





## Report on "Systematic Approach to Life"

19 September 2018

The seminar conducted on 17 September 2018 from 10 A M – 1 P M was attended by all D1 students of Vocational B.Com and was held at the seminar hall. This seminar was headed by Mrs. Mary Mathews a retired professor of Basellius College. This session focused mainly on certain key elements that we needed to develop over the course of time namely – a positive attitude towards life, time utilization skills and good communication skills.

"Systematic Approach to Life" A topic which did seem monotonous to many at first, but her pleasing and charming way of speaking made all the students hooked on to her words until the very end.

She started off by drawing our attention to what we needed the most in our lives, ie, Hope. she pointed out various reasons as to why we need to never let go of this powerful feeling even while facing the most laborious challenges of life. "create an Art of forgetting the unpleasant" were her golden words that she said would help us overcome all our difficult times.

Furthermore, "The 5 Rings of Life" as she calls it, ie,

- \*What am I ?
- \*Who am I ?
- \*Where am I ?
- \*How am I ?
- \*When am I ?


These were the golden questions she said, one needed to ask to get to know on self better, in other words, to form an opinion about yourself and to analyze your behavior with the social environment.

Mrs. Mathew spoke on great lengths about IQ, EQ, SQ, HQ, PQ and why developing them is necessary as each one of them compliments our day-to-day actives. They are vital coping mechanisms on which people play less attention and that needed to stop.

As the session went on, the students were also given a short tea break from 11:25 A M – 11:35 AM during which refreshments were provided to all.

The after break session was directed namely on how we need to focus on what we have in life rather than what we don't. The session concluded with an interactive session of Q&A between the students and the speaker, which was followed by a brief summary of the seminar by a student and threw highlight on why these kind of classes were essential for the overall development of a child.



  
Principal  
Basellius College  
Kottayam

ദാരിയൻ്റെ ഉൻ പ്രാർത്ഥന നിരോധിച്ച്

ബസേലിയസ് കോളേജിലെ 2018-19 അദ്ധ്യയന വർഷത്തിൽ  
ഒന്നാം വർഷ മലയാള സാഹിത്യവിദ്യാർത്ഥികൾക്കുള്ള ദാരിയൻ്റെ ഉൻ  
ക്രിസ് 13/11/2018 ൽ ഐ.പി.മാണി മീഡിയ സെന്ററിൽ മലയാള  
വിഭാഗം മുൻ മേധാവി ഷാഹുദാസ് മേരി മാത്യു നയിച്ചു.

'ജീവിതം നമുക്കെന്തെ വിജയമായി വാ' എന്നതായി-  
ത്തന്നെ ചിന്താവിഷയം. നേടുന്ന വിദ്യാഭ്യാസത്തോടൊപ്പം ജീവിതത്തെ  
സ്നേഹിക്കാനും ജീവിക്കാനും നയിക്കാനും പഠിക്കാനും എന്ത്  
ടീച്ചർ ആയിരിക്കണം മറ്റൊരു ചിന്ത വാങ്ങുന്നവർക്കും  
നന്നാണെന്നും മനസ്സിലാക്കാനും ആക്കിയ ടീച്ചർ മനസ്സിലാക്കുന്നവർക്കും  
ജീവിതത്തിൽ വരുംപോയ അനുഭവങ്ങൾ മുൻനിർത്തി സൂക്ഷ്മ  
മനസ്സാക്കാനും സൂക്ഷ്മപരിശോധനയ്ക്കും ആവുന്നതും ഉപദേശം  
ക്രിസ് വിദ്യാർത്ഥികൾക്ക് വളരെ പ്രയോജനപ്പെടുത്തുന്നതും.

മലയാള വിഭാഗം മേധാവി ഡോ. മൈക്കിൾ  
നമുക്കും സ്വാഗതം അനുഗ്രഹിച്ചു.



  
Principal  
Basilius College  
Kottayam

## DEPARTMENT OF ZOOLOGY

### Report on Orientation Programme conducted for D1 students (04-10-2018)

The Department organized an Orientation programme for the D1 Zoology students with the financial assistance from Parent Teachers Association (PTA) on 04.10.2018. Three professional trainers, Sri. Sharaf Hamsa, Sri. Ram Mohan Jayaram and Sri. Abdul Salam from **Team BRATS** took the sessions in an interactive way. They deliberated different sessions with specific objectives and conducted ice-breaking session, challenge round, skit round etc. Students were found to be comfortable and they involved dynamically in the activities. The training helped to bring a team spirit and motivation among students coming from different backgrounds so that they can perform well in their studies and contribute greatly to their institution.



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## Report on the Orientation Session for

### D1 B.Com & B.B.A Students held

on 14<sup>th</sup> September 2017

Venue : A. P. Mani Media Centre

Time : 10 am- 4 pm


A full day orientation session, organized by the Department of Commerce and Management for the first year students, was held in the A.P.Mani Media Centre on September 14, 2017.

The Chief guest, Shri. Siju Thomas Alencheril, CEO of "Wings to Win", a non-governmental organization, and an internationally accredited Counselor having long years of experience in this field, was welcomed by Prof. Resmi Annie Thomas, class teacher of D1 B.Com. Dr. J. Nalini, Head of the Department of Commerce, presided over the meeting.

At the very outset itself, Shri. Siju Thomas asked the students to have a cheerful countenance and be active throughout the session. He disclosed his intention of transforming the class from smartness to greatness. As an ice breaking session, the students were made to greet one another in five different dialects.

The participating students were made to realize that the troubles and mishaps faced by adolescents of today are the results of their own thoughtless actions and that, qualities are more important than qualifications.



  
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For making the interactions more effective, the students were grouped into six and each group was assigned its own place. The members of the six teams were asked to draw up a personal Balance Sheet listing their strengths on the asset side and weaknesses on the liability side. Few students were also asked to disclose what they had written on their Balance sheets pointing out their positive sides.

Students were made to realize that it is not the physical personality that counts but the mental and intellectuals that matters. Above all, comes the spiritual personality.


After a short coffee break, several video presentations of well known personalities were shown to motivate the students and to drive the point that willingness to strive even against one's physical challenges is what takes a person to his glorious heights.

Students were encouraged to express their views and to bring out their creativity and imagination. As part of developing their confidence level, they were asked to give speeches. The forenoon session came to an end at 1.15 pm

After the lunch break, sharp at 2.15 pm, the afternoon session started. To drive away the drowsiness and to make the students active, a singing session was conducted which transformed the hall into a melodious and delightful bunch of students.

As the session neared a close, sir warned the students of the treacherous ways in which internet, social media etc draw the students towards untold miseries and how they can steer away from such dangers. A point driven is that, a good home and good family relations that help a person to stay away from such



  
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dangers. From the part of students, Ms. Simi Chacko of D1 Commerce gave a review of the programme and thanked Shri. Siju for his concern and careful handling of the sessions so as to transform the students from being smart to being great. The session came to an end at 4.15 pm with a vote of thanks proposed by Shri. Sumesh P.K.

The Department of Commerce & Management would like to place in record its gratitude to the College Principal Dr. Jancey Thomas and PTA for giving such an opportunity to arrange such a useful programme for the student community.



Dr.J.Nalini

H.O.D



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## Report of D, English Orientation.

An orientation class for D1 English students was conducted on 29 August 2017. Class was conducted by the representatives of SHI Institutions. Mr. Arun Mathew, Mr. Shasaf and Mr. Ram were the coordinators of this programme. The class was started after the prayer song at sharp 10.00 am. D1 English class teachers Mr. Viju Kurian welcomed them.

Firstly, the class was divided into four groups. Four leaders were selected from each group. Groups were named by the members. Several games were conducted among the groups and points were awarded. One team won and gifts was distributed. In between those games many of our students exhibited their talents. Messages were conveyed through these games.

Mr. Arun Mathew and Mr. Shasaf who were basilians shared their nostalgia with us. They moulded us to become kings and queens of Basellius College. The class was really interesting. Vote of thanks was proposed by Anju Miss. We are thankful to the organizers who arranged this wonderful orientation class.

forwards  
Dr. Jyothirmal P

On  
Viju Kurian  
Class Teacher  
D, English

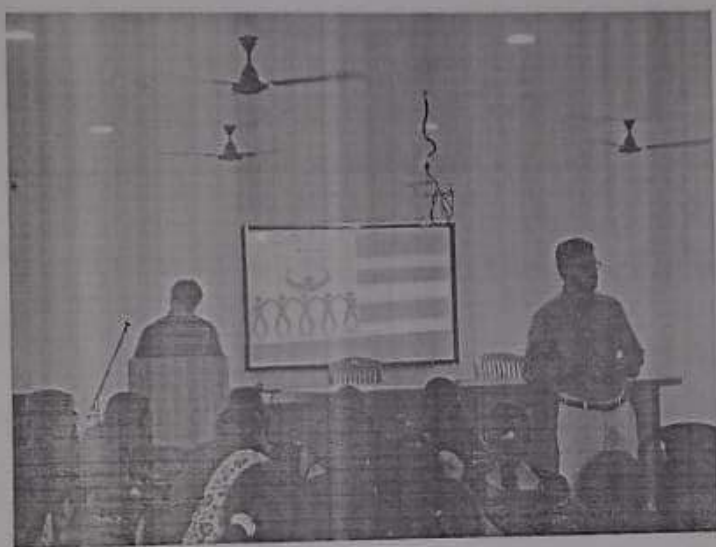


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## DEPARTMENT OF BOTANY

### D1 Orientation Report-2017

Every year Department of Botany organizes a general orientation programme for first year B.Sc. Students by competent personalities in the field with the financial assistance of PTA. This year Orientation is given to the first year students by Smart Leadership Academy, Kottayam on 30<sup>th</sup> August 2017. Mr. Ram Mohan and Mr. Arun Kumar took the orientation sessions with interesting group activities. They divided the students into groups and provided with various tasks which helped to break the ice between them. At the end of each task students were given a chance to evaluate them which helped them to develop self confidence, team spirit and leadership skills.



*Ar*  
Arabhi P.

ARABHI P. M.Sc., B.Ed.  
Assistant Professor and Head i/c  
Department of Botany  
Baselius College, Kottayam



*Principal*  
Principal  
Baselius College  
Kottayam



## Some Snaps from Orientation Programmes for Students



*Principals*  
**Principal**  
**Baselius College**  
**Kottayam**





*Principal*  
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Kottayam



*Dr. Biju Thomas*

Dr. BIJU THOMAS  
PRINCIPAL  
BASELIUS COLLEGE  
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# **BASELIUS COLLEGE KOTTAYAM**



## *Code of Conduct for the Stakeholders*



A handwritten signature in blue ink, appearing to read 'Dr. Biyu Thomas', written over a horizontal line.

Dr. BIJU THOMAS  
PRINCIPAL  
BASELIUS COLLEGE  
KOTTAYAM



## PREFACE

Baselius College is an institution that is committed to the pursuit of excellence in teaching, learning, and research and community engagement.

The Code of conduct is formulated to provide fair procedures relevant to all stakeholders of the College. This document indicates the standard procedures and practices of the College for all the students enrolled with the College. This Code promotes students' development through individual and collective responsibility.

All students College are expected to be well conversant with this Code, which can also be referred on the official website of the College.



  
Dr. BIJU THOMAS  
PRINCIPAL  
BASELIUS COLLEGE  
KOTTAYAM

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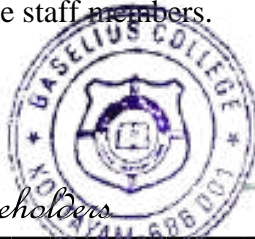
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# I Code of Conduct for Governing Board

Members of the governing board are expected to:

- To ensure that the institution functions according to its vision and mission and fulfils the objective of the establishment.
- To formulate basic policies for the administration and functioning of the institution.
- To ensure the presence of all the stakeholders in the functioning of the institution.
- To allocate funds and to supervise the proper management of finances.
- To ensure accountability in the educational performance of the organisation.
- To develop, share and live the ethos and values of the institution.
- To fulfil the responsibilities as a good employer, acting fairly and without prejudice.
- To work collectively for the benefit of the institution
- To adhere to the institutional policies and procedures as set out by the relevant governing documents and law.
- To develop effective working relationships with staff, parents, students and other relevant stakeholders from the community.
- To act in the best interests of the institution as a whole and not as a representative of any group.
- To undertake the timely maintenance and infrastructural development of the institution.
- To ensure commencement of new programmes and provide adequate facilities for the same.
- To ensure the academic autonomy of the institution in a fair and free manner.
- To ensure that necessary steps are undertaken timely for the placement and career advancement of the staff members.



  
Dr. BIJU THOMAS  
PRINCIPAL  
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## II Code and Conduct for Principal

The principal is expected to:

- Uphold the mission and vision of the college and take creative steps to materialise the vision and mission of the College from time to time.
- Be responsible for the day-to-day administration of the college.
- Supervise and monitor the administration of the academic programmes and general administration of the institution to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Convene college council frequently in his disbursement of duties and all major decisions must be taken in the college council.
- Ensure that frequent staff meetings are held for proper communication of ideas and decisions taken from time to time and to receive suggestions for improvement.
- Preside over all statutory committees of the college including PTA.
- Initiate development activities of the College and promote industry institute relationships and inculcate research development activities in the college.
- Ensure equal treatment and opportunities to all people in the campus by removing any kind of discriminatory practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
- Maintain proper discipline and a good academic atmosphere within the campus.
- Be guided by the rules and regulations as well as the norms laid down by UGC, State government, Mahatma Gandhi University, and the Governing Body of the college on all academic matters
- Set a supportive tone towards the students and all staff members and empower all staff members and students to reach their maximum potential.
- Promote co-curricular, extra-curricular and extension activities in the college.
- Carry himself with highest integrity and has to exhibit outstanding leader ship skills.
  - Give an official complaint to the consigned government authority without any delay in case of incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes.



*[Signature]*

Dr. BIJU THOMAS  
PRINCIPAL

### III Code of Conduct for Head of the Department

The Head of the Department is expected to:

- Assist the Principal in maintaining proper academic atmosphere and discipline in the College.
- Design the Vision and Mission of the Department in consultation with the faculty in the Department.
- Lead and manage the Department.
- Be in charge of the functioning of the Department in academic and administrative matters.
- Propose the annual plans/ master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal for submission to RUSA, DCE and other funding agencies.
- Prepare Department Time Table and allocate topics as per syllabus.
- Ensure that classes are engaged as per the time table.
- Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5<sup>th</sup> of every month to confirm continuity of e-grants.
- Initiate Submission of study tour proposal (if it is included in the University Syllabus) through Principal one month in advance, for onward submission to Director of Collegiate Education.
- Identify the eligible students for various 'New Initiative' programmes with the assistance of the Co-ordinator of the Programmes.
- Depute Teaching Staff/ Non-Teaching Staff (if permissible) for accompanying the study tour. One teacher must be a lady, if girl students are there.
- Supervise and provide the department level academic details of faculty necessary for career advancement.
- Hold departmental meeting at least once in a month and record the same in the minutes.
- Conduct Department / class-wise PTA meetings.



*[Signature]*  
Dr. BIJU THOMAS

- Recommend and forward the leave application of the teachers of the department to the principal
- Ensure that the Head of the Department is the custodian of all registers and maintain Department Stock Register for various stores in the Department.
- Maintain proper account for the receipts and payments of the dept. for the financial year and get it internally audited at the end of the financial year including assistance received from College PTA.
- Submit proposals for procuring books, e-journals, other equipment etc. for newly started courses (if any) in the Department.
- Identify internal and external mentors wherever necessary.
- Keep safe copies of all the documents submitted to the Principal
- Ensure that the staff submits their leave applications in advance and 'On Duty Certificate' soon after re-joining the duty.
- Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
- Ensure that the Attendance and CE marks of the students are published in the Department notice board and the complaints, if any, are to be resolved in time and then.
- Hand over the charge to the next senior in the department and intimate the matter to the Principal well in advance.



*[Signature]*  
 Dr. BIJU THOMAS  
 PRINCIPAL  
 BASELIUS COLLEGE  
 KOTTAYAM



## IV Code of Conduct for Teachers

As stipulated by the UGC, teachers are expected to

- Uphold the mission and vision of the college and work towards the overall development of the students.
- Be present in the campus at 9:30 am and remain in the campus till 4:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Assist the Principal in maintaining discipline in the campus.
- Maintain personal contact with students and monitor the attendance of students regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.
- Do research in the area of their interest and publish/present their original research findings in reputed journals / in conferences, seminars and symposium.
- Make use of the college library for academic improvement extensively and abide by the rules of the library.
- Abide by Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
- Refrain from defaming the institution through print, visual and social media.

### Teachers and their Responsibilities

*Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices. The*



*national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.*

Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continuous through study and research
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge
- v) Maintain active membership of professional organisation and strive to improve education and profession through them
- vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- viii) Cooperate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as assisting in appraising applications for admission advising and counselling students as well as assisting the conduct of University and college examinations including supervision, invigilation and evaluation.
- ix) Participate in extension, co-curricular and extracurricular activities including community service.

### **Teachers and Students**

Teachers should:

- i) Respect the right and dignity of the student in expressing his/her opinion
- ii) Deal justly and impartially with students regardless of their religion, caste, political sector and physical characteristics.
- iii) Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs.



*Code of Conduct for Stakeholders*

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- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v) Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace.
- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii) Pay attention to merit alone in assessment.
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- ix) Aid students to develop an understanding of our National heritage and National goals
- x) Refrain from inciting students against other students, colleagues or administration

### **Teachers and Colleagues**

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated
- ii) Speak respectfully of other teachers and render assistance to professional betterment
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour
- v) Give and expect due notice before a change of position is made
- vi) Refrain from availing themselves of leave except on unfavourable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and Non-Teaching staff**

Teachers should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- ii) Help in the function of joint staff councils covering both teachers and the non-teaching staff





## **Teachers and Guardians**

Teachers should:

- i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **Teachers and Society**

Teachers should:

- i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices;
- v) Refrain from taking part in subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **Teachers and Authorities**

Teachers should:

- i) Discharge their professional service according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own Institutional bodies and/or professional organizations for change of any such rules detrimental to the professional interest



- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii) Cooperate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand
- iv) Cooperate through the organizations in the formulation of policies of the other Institution and accept offices;
- v) Cooperate with the authorities for the betterment of the Institutions keeping in view the interest and in conformity with dignity of the profession
- vi) Should adhere to the conditions of the contract.



  
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## V Code of Conduct for Bursar/ Finance Officer

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution in enhancing the physical and material resources of the institution at par with the best and the latest.
- Grant the finances necessary for the smooth conduct of the institution.
- Take initiative and give monetary sanction for career development induction and orientation of the faculty from time to time.
- Encourage and advance facilities for faculty participation in seminars and orientations from time to time.
- Take initiatives for infrastructure maintenance and updation of facilities.
- Maintain an annual audited balance sheet of income and expenditure.
- Discuss institutional infrastructural developmental activities with the principal and the management.
- Liaison between the principal and the management.
- Take initiatives for appointments in case of shortage of staff members.
- Provide advance salary to staff if necessary.
- Maintain financial transparency in the office.
- Take a progressive stance towards the developmental plans of the institution.



  
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## VI Code of Conduct for the Office Superintendent

The Office Superintendent is expected to:

- Uphold the mission and vision of the college and work towards the overall development of the institution
- Supervise the general administration of the office and the particular issues arising there in and coordinate it effectively.
- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in his work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Refrain from defaming the institution through print, visual and social media.
- Ensure the uninterrupted functioning of the office and timely completion of administrative work with regard to career advancement of both teaching and non-teaching staff members, disbursement of salary, verification of certificates of students during enrolment, involvement in student admission, maintenance and issue of certificates, collection of fees on time, disbursement of scholarships, maintenance of service records and official documents, communication with UGC, state govt., university and other offices from time to time and maintenance of records of grants received therein.



  
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## VII Code of Conduct for Non-Teaching Staff

Non-Teaching staff members are expected to:

- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in their work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Maintain the image of the institute through standards of dress, general courtesy, etc.
- Respect the rights and opinions of others.
- Follow all norms and job details assigned by the Management, Principal & other Superior officers from time to time with full dedication.
- Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Refrain from defaming the institution through print, visual and social media.



  
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## VIII Code of Conduct for Librarian

The librarian is expected to

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Be present in the campus at 8:30 am and remain in the campus till 5:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Maintain personal contact with students and maintain the attendance of students in the library regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes and organise seminars to enhance knowledge in various subjects.
- Maintain relevant registers in proper order and update them from time to time.
- Take measures to make use of the college library for academic improvement of the institution.
- Abide by the Code or Professional Ethics for librarians framed by UGC, University, State and College statutory bodies from time to time.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of staff faculty members in library.
- Refrain from defaming the institution through print, visual and social media.

Librarian should ensure that

- The library facilities are available to the students without interruption from 8.30a m to 5.30pm.
- The reference books are available in the reference section.

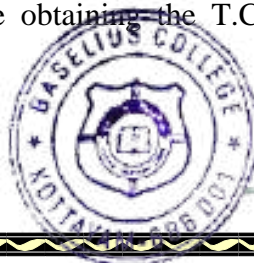




- Reminders are issued to the students of returning the books on time.
- Perfect silence is maintained in the library.
- The books are replaced in their respective section each day.
- There is provision to register a complaint if any.
- There are sufficient materials on current affairs.
- There is sufficient light in the library.
- Internet and photocopying services are available.
- There is sufficient computers for accessing E learning resources.
- Measures are taken to promote resources like N List and communicate to the faculty members and students from time to time.
- The library is kept neat, clean and student friendly.

### **RULES & REGULATIONS OF THE LIBRARY**

- ➔ Time: 8.30 am to 5.30 pm on all working days.
- ➔ Only writing materials can be taken inside the reading room and library.
- ➔ Three Readers' tickets to PG students and 2 Readers' tickets to UG students will be issued 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 books 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 with 24 hrs notice.
- ➔ SILENCE shall be strictly observed in all sections of the library.
- ➔ 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.



## IX Code of Conduct for Students

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.

### Conduct and Discipline of Students

**Students are expected 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.
- Attend classes regularly and punctually and refrain from any action that may disturb the smooth working of the college.
- **Wear his / her identity card daily.**
- 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.
- 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.
- Maintain respectful demeanor towards the opposite sex.
- Refrain from smoking, using alcohol and drugs in the college premises. Students shall not enter the campus intoxicated or indulge in any type of nefarious activities.
- 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.



- Rise when a teacher enters the classroom and remain standing till they are directed to sit or till the teacher takes his seat.
- Reach the class before the class commences. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
- Remain in the classrooms during their free hours and are not expected to loiter on the veranda or on the premises of the college. During such time, they are to be in the Library/ Reading room.
- KEEP LEFT in a line while moving from one class to another, especially through stairs, leaving sufficient room for those coming in the opposite direction
- **Handle college property with care** and do everything in their 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. 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.
- Keep away from addressing any gathering in the college premises without the special permission of the Principal Except in the meeting of the various college Associations.
- Keep away from being members of any political organization and from taking part in any agitations. 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 Principal, Management, MG university regulations and the verdicts of 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.
- Keep away from using megaphones, loudspeakers etc 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 the written permission of the Principal.
- Keep away from inviting and encouraging outsiders to enter the campus.
- Keep away from bringing and using mobile phones in the class room.
- Refrain from entering into other classes without express permission of the Principal.





- Refrain from staying back on the campus without the permission of the Principal.
- Refrain from participating 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.
- Refrain from participating in Demonstration / campaigning / procession of any type at any time within the campus and it is strictly prohibited.
- Refrain from rioting/agitating against another group of students or against members of staff / Principal /Management for any reason and it is strictly prohibited.
- Bring their grievances 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.
- Remember that re-admission to any programme is not a matter of right. Applications for re-admission will be recommended only on genuine grounds and shall be forwarded by the HOD of the concerned department with a 'Good' Conduct Certificate.
- Refrain from 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) the imprisonment up to 2 years and b) a fine up to Rs 10000/- and c) dismissal from the college. The University too would be requested to take the matter seriously and execute primitive measures in such cases
- Remember that the authority of the Principal extends beyond the campus also.
- Remember that any further rules and regulations framed by the Management and the Principal from time to time shall also be binding on all.
- aim at conducting themselves well also in all matters not specified in the foregoing rules, respecting the rights of others so as to establish and maintain the good traditions and reputation of the institution
- **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.



# **BASELIUS COLLEGE KOTTAYAM**

**CODE OF CONDUCT  
HAND BOOK**

# **BASELIUS COLLEGE KOTTAYAM**



ESTD 1964

**CODE OF CONDUCT  
FOR STAKEHOLDERS**



## PREFACE

Baselius College is an institution that is committed to the pursuit of excellence in teaching, learning, and research and community engagement.

The Code of conduct is formulated to provide fair procedures relevant to all stakeholders of the College. This document indicates the standard procedures and practices of the College for all the students enrolled with the College. This Code promotes students' development through individual and collective responsibility.

All students College are expected to be well conversant with this Code, which can also be referred on the official website of the College.

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## **I Code of Conduct for Governing Board**

### **Members of the governing board are expected to:**

- To ensure that the institution functions according to its vision and mission and fulfils the objective of the establishment.
- To formulate basic policies for the administration and functioning of the institution.
- To ensure the presence of all the stakeholders in the functioning of the institution.
- To allocate funds and to supervise the proper management of finances.
- To ensure accountability in the educational performance of the organisation.
- To develop, share and live the ethos and values of the institution.
- To fulfill the responsibilities as a good employer, acting fairly and without prejudice.
- To work collectively for the benefit of the institution
- To adhere to the institutional policies and procedures as set out by the relevant governing documents and law.
- To develop effective working relationships with staff, parents, students and other relevant stakeholders from the community.
- To act in the best interests of the institution as a whole and not as a representative of any group.
- To undertake the timely maintenance and infrastructural development of the institution.
- To ensure commencement of new programmes and provide adequate facilities for the same.
- To ensure the academic autonomy of the institution in a fair and free manner.



## II Code and Conduct for Principal

The principal is expected to:

- Uphold the mission and vision of the college and take creative steps to materialise the vision and mission of the College from time to time.
- Be responsible for the day-to-day administration of the college.
- Supervise and monitor the administration of the academic programmes and general administration of the institution to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Convene college council frequently in his disbursement of duties and all major decisions must be taken in the college council.
- Ensure that frequent staff meetings are held for proper communication of ideas and decisions taken from time to time and to receive suggestions for improvement.
- Preside over all statutory committees of the college including PTA.
- Initiate development activities of the College and promote industry institute relationships and inculcate research development activities in the college.
- Ensure equal treatment and opportunities to all people in the campus by removing any kind of discriminatory practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
- **Maintain proper discipline and a good academic atmosphere within the campus.**
- Be guided by the rules and regulations as well as the norms laid down by UGC, State government, Mahatma Gandhi University, and the Governing Body of the college on all academic matters
- Set a supportive tone towards the students and all staff members and empower all staff members and students to reach their maximum potential.

### Code of Conduct for Stakeholders

- Promote co-curricular, extra-curricular and extension activities in the college.
- Carry himself with highest integrity and has to exhibit outstanding leadership skills.
- Give an official complaint to the consigned government authority without any delay in case of incidents of sexual harassment, sexual abuse and violence.

### III Code of Conduct for Head of the Department

The Head of the Department is expected to:

- Assist the Principal in maintaining proper academic atmosphere and discipline in the College.
- Design the Vision and Mission of the Department in consultation with the faculty in the Department.
- Lead and manage the Department.
- Be in charge of the functioning of the Department in academic and administrative matters.
- Propose the annual plans/ master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal for submission to RUSA, DCE and other funding agencies.

• **Prepare Department Time Table and allocate topics as per syllabus.**

- Ensure that classes are engaged as per the time table.
- Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5<sup>th</sup> of every month to confirm continuity of e-grants.
- Initiate Submission of study tour proposal (if it is included in the University Syllabus) through Principal one month in advance, for onward submission to Director of Collegiate Education.
- Identify the eligible students for various 'New Initiative' programmes with the assistance of the Co-ordinator of the Programmes.
- Depute Teaching Staff/ Non-Teaching Staff (if permissible) for accompanying the study tour. One teacher must be a lady, if girl students are there.



### **Code of Conduct for Stakeholders**

Supervise and provide the department level academic details of faculty necessary for career advancement.

- Hold departmental meeting at least once in a month and record the same in the minutes.
- Conduct Department / class-wise PTA meetings.
- Recommend and forward the leave application of the teachers of the department to the principal
- Ensure that the Head of the Department is the custodian of all registers and maintain Department Stock Register for various stores in the Department.
- Maintain proper account for the receipts and payments of the dept. for the financial year and get it internally audited at the end of the financial year including assistance received from College PTA.
- Submit proposals for procuring books, e-journals, other equipment etc. for newly started courses (if any) in the Department.
- Identify internal and external mentors wherever necessary.
- **Keep safe copies of all the documents submitted to the Principal**
- Ensure that the staff submits their leave applications in advance and 'On Duty Certificate' soon after re-joining the duty.
- Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
- Ensure that the Attendance and CE marks of the students are published in the Department notice board and the complaints, if any, are to be resolved in time and then.
- Hand over the charge to the next senior in the department and intimate the matter to the Principal well in advance.

## IV Code of Conduct for Teachers

As stipulated by the UGC, teachers are expected to:

- Uphold the mission and vision of the college and work towards the overall development of the students.
- Be present in the campus at 9:30 am and remain in the campus till 4:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Assist the Principal in maintaining discipline in the campus.
- Maintain personal contact with students and monitor the attendance of students regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.
- Do research in the area of their interest and publish/present their original research findings in reputed journals / in conferences, seminars and symposium.
- Make use of the college library for academic improvement extensively and abide by the rules of the library.
- Abide by Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
- Refrain from defaming the institution through print, visual and social media.

## Teachers and their Responsibilities

*Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.*

### Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continuous through study and research
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- v) Maintain active membership of professional organisation and strive to improve education and profession through them
- vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- vii) Cooperate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as assisting in appraising applications for admission advising and counselling students as well as assisting the conduct of University and college examinations including supervision, invigilation and evaluation.
- viii) Participate in extension, co-curricular and extracurricular activities including community service.



## Teachers and Students

Teachers should:

- i) Respect the right and dignity of the student in expressing his/her opinion
- ii) Deal justly and impartially with students regardless of their religion, caste, political sector and physical characteristics.
- iii) Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs.
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v) Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace.
- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii) Pay attention to merit alone in assessment.
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- ix) Aid students to develop an understanding of our National heritage and National goals
- x) Refrain from inciting students against other students, colleagues or administration.

## Teachers and Colleagues

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated
- ii) Speak respectfully of other teachers and render assistance to professional betterment
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

## Code of Conduct for Stakeholders

- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- v) Give and expect due notice before a change of position is made
- vi) Refrain from availing themselves of leave except on unfavourable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### Teachers and Non-Teaching staff

#### Teachers should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- ii) Help in the function of joint staff councils covering both teachers and the non-teaching staff

### Teachers and Guardians

#### Teachers should:

- i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### Teachers and Society

#### Teachers should:

- i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

### Code of Conduct for Stakeholders

- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices;
- v) Refrain from taking part in subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### Teachers and Authorities

Teachers should:

- i) Discharge their professional service according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own Institutional bodies and/or professional organizations for change of any such rules detrimental to the professional interest.
- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii) Cooperate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv) Cooperate through the organizations in the formulation of policies of the other Institution and accept offices;
- v) Cooperate with the authorities for the betterment of the Institutions keeping in view the interest and in conformity with dignity of the profession.
- vi) Should adhere to the conditions of the contract.



## V Code of Conduct for Bursar/ Finance Officer

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution in enhancing the physical and material resources of the institution at par with the best and the latest.
- Grant the finances necessary for the smooth conduct of the institution.
- Take initiative and give monetary sanction for career development induction and orientation of the faculty from time to time.
- Encourage and advance facilities for faculty participation in seminars and orientations from time to time.
- Take initiatives for infrastructure maintenance and updation of facilities.
- Maintain an annual audited balance sheet of income and expenditure.
- Discuss institutional infrastructural developmental activities with the principal and the management.
- Liaison between the principal and the management.
- Take initiatives for appointments in case of shortage of staff members.
- Provide advance salary to staff if necessary.
- Maintain financial transparency in the office.
- Take a progressive stance towards the developmental plans of the institution.

## VI Code of Conduct for the Office Superintendent

The Office Superintendent is expected to:

- Uphold the mission and vision of the college and work towards the overall development of the institution
- Supervise the general administration of the office and the particular issues arising there in and coordinate it effectively.
- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in his work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Refrain from defaming the institution through print, visual and social media.

Ensure the uninterrupted functioning of the office and timely completion of administrative work with regard to career advancement of both teaching and non-teaching staff members, disbursement of salary, verification of certificates of students during enrolment, involvement in student admission, maintenance and issue of certificates, collection of fees on time, disbursement of scholarships, maintenance of service records and official documents, communication with UGC, state govt., university and other offices from time to time and maintenance of records of grants received therein.

## VII Code of Conduct for Non-Teaching Staff

Non-Teaching staff members are expected to:

- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in their work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Maintain the image of the institute through standards of dress, general courtesy, etc.
- Respect the rights and opinions of others.
- Follow all norms and job details assigned by the Management, Principal & other Superior officers from time to time with full dedication.
- Refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- Refrain from defaming the institution through print, visual and social media.



## VIII Code of Conduct for Librarian

The librarian is expected to :

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Be present in the campus at 8:30 am and remain in the campus till 5:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Maintain personal contact with students and maintain the attendance of students in the library regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes and organise seminars to enhance knowledge in various subjects.
- Maintain relevant registers in proper order and update them from time to time.
- Take measures to make use of the college library for academic improvement of the institution.
- Abide by the Code or Professional Ethics for librarians framed by UGC, University, State and College statutory bodies from time to time.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of staff faculty members in library.

- Refrain from defaming the institution through print, visual and social media.

**Librarian should ensure that :**

- The library facilities are available to the students without interruption from 8.30a m to 5.30pm.
- The reference books are available in the reference section.
- Reminders are issued to the students of returning the books on time.
- Perfect silence is maintained in the library.
- The books are replaced in their respective section each day.
- There is provision to register a complaint if any.
- There are sufficient materials on current affairs.
- There is sufficient light in the library.
- Internet and photocopying services are available.
- There is sufficient computers for accessing E learning resources.
- Measures are taken to promote resources like N List and communicate to the faculty members and students from time to time.
- The library is kept neat, clean and student friendly.

**RULES & REGULATIONS OF THE LIBRARY**

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- **Wear his / her identity card daily.**
- 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.
- Wear modest clothing such as salwar – kamiz, churidar kurta etc. with shawls, long skirts or sarrees. 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.

## Code of Conduct for Stakeholders

- Maintain respectful demeanor towards the opposite sex.
- Refrain from smoking, using alcohol and drugs in the college premises. Students shall not enter the campus intoxicated or indulge in any type of nefarious activities.
- 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.
- Rise when a teacher enters the classroom and remain standing till they are directed to sit or till the teacher takes his seat.
- Reach the class before the class commences. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
- Remain in the classrooms during their free hours and are not expected to loiter on the veranda or on the premises of the college. During such time, they are to be in the Library/ Reading room.
- KEEP LEFT in a line while moving from one class to another, especially through stairs, leaving sufficient room for those coming in the opposite direction
- **Handle college property with care** and do everything in their 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. 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.
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- Keep away from being members of any political organization and from taking part in any agitations. 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 Principal, Management, MG university regulations and the verdicts of Hon'ble Courts.



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- Keep away from using megaphones, loudspeakers etc 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 the written permission of the Principal.
- Keep away from inviting and encouraging outsiders to enter the campus.
- Keep away from bringing and using mobile phones in the class room.
- Refrain from entering into other classes without express permission of the Principal.
- Refrain from staying back on the campus without the permission of the Principal.
- Refrain from participating 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.
- Refrain from participating in Demonstration / campaigning / procession of any type at any time within the campus and it is strictly prohibited.
- Refrain from rioting/agitating against another group of students or against members of staff / Principal /Management for any reason and it is strictly prohibited.
- Bring their grievances 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.
- Remember that re-admission to any programme is not a matter of right. Applications for re-admission will be recommended only on genuine grounds and shall be forwarded by the HOD of the concerned department with a 'Good' Conduct Certificate.



### Code of Conduct for Stakeholders

- Refrain from 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) the imprisonment up to 2 years and b) a fine up to Rs 10000/- and c) dismissal from the college. The University too would be requested to take the matter seriously and execute primitive measures in such cases.
- Remember that the authority of the Principal extends beyond the campus also.
- Remember that any further rules and regulations framed by the Management and the Principal from time to time shall also be binding on all.
- aim at conducting themselves well also in all matters not specified in the foregoing rules, respecting the rights of others so as to establish and maintain the good traditions and reputation of the institution
- **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.







**BASELIUS COLLEGE, KOTTAYAM**

**SCHEDULE I- Statement Showing Fixed Assets and Depreciation as on 31.03.2017**

Sl No	Particulars	WDV as on 01.04.2016	Additions	Deduc	Total	Rate	Depreciation	WDV as on 31.03.2017
1	Building	61,74,700.71	-		61,74,700.71	5.00	3,08,735.00	58,65,965.71
2	Auditorium	14,35,038.43	-		14,35,038.43	5.00	71,752.00	13,63,286.43
3	Ramp Construction	1,69,484.05	-		1,69,484.05	5.00	8,474.00	1,61,010.05
4	Instrumentation Block	1,02,56,467.63	-		1,02,56,467.63	5.00	5,12,823.00	97,43,644.63
5	Compound Wall	8,03,480.71	-		8,03,480.71	5.00	40,174.00	7,63,306.71
6	Stadium	1,63,857.32	-		1,63,857.32	5.00	8,193.00	1,55,664.32
7	Scooter Stand	37,126.60	44,816.00		81,942.60	5.00	4,097.00	77,845.60
8	Road Construction	1,61,291.50	-		1,61,291.50	5.00	8,065.00	1,53,226.50
9	Entrance Gate	57,811.72	-		57,811.72	5.00	2,891.00	54,920.72
10	Well	59,953.00	-		59,953.00	5.00	2,998.00	56,955
11	Pump House	21,822.31	-		21,822.31	5.00	1,091.00	20,731.31
12	Women's Hostel	27,94,948.50	-		27,94,948.50	5.00	1,39,747.00	26,55,201.50
13	Sports Complex	29,093.00	-		29,093.00	5.00	1,455.00	27,638.00
14	Basket Ball Court	95,168.65	-		95,168.65	5.00	4,758.00	90,410.65
15	DTP Centre	1,48,544.00	-		1,48,544.00	5.00	7,427.00	1,41,117.00
16	New Computer Centre	75,757.00	-		75,757.00	5.00	3,788.00	71,969.00
17	Roof Works	8,13,153.00	-		8,13,153.00	5.00	40,658.00	7,72,495.00
18	New Bathroom -Ladies	2,22,102.00	-		2,22,102.00	5.00	11,105.00	2,10,997.00
19	Furniture & Fittings	22,22,591.21	56,600.00		22,79,191.21	10.00	2,25,919.00	20,53,272.21
20	Library Furniture	6,615.80	-		6,615.80	10.00	662.00	5,953.80
21	Instrumentation Block	1,97,124.40	-		1,97,124.40	10.00	19,712.00	1,77,412
22	Canteen Utensils	20,180.94	-		20,180.94	10.00	2,018.00	18,162.94
23	Water Supply & Fitting	10,868.95	-		10,868.95	15.00	1,630.00	9,238.95
24	Laboratory Equipment	1,46,548.70	-		1,46,548.70	15.00	21,982.00	1,24,566.70
25	Electric Organ	462.73	-		462.73	15.00	69.00	393.73
26	Electrical fittings	7,04,533.11	1,02,585.00		8,07,118.11	15.00	1,19,325.00	6,87,793.11
27	EPABX	19,579.03	-		19,579.03	15.00	2,937.00	16,642.03
28	Intercom	66,556.00	-		66,556.00	15.00	9,983.00	56,573.00
29	CCTV Camera	3,82,352.00	68,000.00		4,50,352.00	15.00	67,553.00	3,82,799.00
30	Type Writer	8,158.59	-		8,158.59	15.00	1,224.00	6,934.59
31	Fax Machine	445.83	-		445.83	15.00	67.00	378.83
32	Mobile Phone Hand set	501.20	-		501.20	15.00	75.00	426.20
33	Water Cooler & Purifier	4,563.85	-		4,563.85	15.00	685.00	3,878.85





34	Water Level Controller	644.94	-	644.94	15.00	97.00	547.94
35	Public Address System	431.69	-	431.69	15.00	65.00	366.69
36	Electric Motor	791.71	-	791.71	15.00	119.00	672.71
37	Transformer	3,53,758.07	-	3,53,758.07	15.00	53,064.00	3,00,694.07
38	Fire Extinguisher	19,002.40	-	19,002.40	15.00	2,850.00	16,152.40
39	Solar Street Light	95,293.00	-	95,293.00	15.00	14,294.00	80,999.00
40	Computer & Accessories	38,549.98	34,750.00	73,299.98	60.00	40,590.00	32,709.98
41	Water Tank	-	4,53,172.00	4,53,172.00	5.00	21,517.00	4,31,655.00
42	Permanent Shed	7,41,779.00	1,14,869.00	8,56,648.00	5.00	42,832.00	8,13,816.00
43	Sports Pavilion	80,555.00	1,44,503.00	2,25,058.00	5.00	11,253.00	2,13,805.00
	<b>Media Centre</b>	-	-	-	-	-	-
44	Sound System	22,070.00	-	22,070.00	15.00	3,311.00	18,759.00
	<b>BBA course</b>	-	-	-	-	-	-
45	Furniture & Fittings	1,09,350.00	-	1,09,350.00	10.00	10,935.00	98,415
	<b>Education Technology</b>	-	-	-	-	-	-
46	Sound System	23,509.00	-	23,509.00	15.00	3,526.00	19,983.00
	<b>Works in Progress</b>	-	-	-	-	-	-
47	Golden Jubilee Building	2,42,811.00	1,08,79,967.00	1,11,22,778.00	-	-	1,11,22,778.00
48	New women's Hall	-	77,915.00	77,915.00	-	-	77,915.00
49	Sports Hostel	41,255.00	1,14,265.00	1,55,520.00	-	-	1,55,520.00
	<b>Total:</b>	<b>2,90,80,683.26</b>	<b>1,20,91,442.00</b>	<b>4,11,72,125.26</b>		<b>18,56,525.00</b>	<b>3,93,15,600.26</b>

#### SCHEDULE ' II'- Deposits

Electricity Deposit	72,220.00
Telephone Deposit	18,500.00
Sports Hostel Security Deposit	50,000.00
O.C.E.S.S Society	2,020.00
Gas Deposit	5,650.00
	<b>₹ 1,48,390.00</b>

#### SCHEDULE III- Endowment Fund Deposit

M C Jacob & A A Markose	BSCS FD 2032	5,000.00
Joseph Chandy	KDCB 8115	1,22,500.00
V K Philip	BSCS FD 2134	5,818.00
V K Philip	BSCS FD 1708	8,909.00
V K Philip	BSCS FD 2128	4,247.00
P C Alias	BSCS FD 2245	10,000.00
C K Kuriakose Memorial	BSCS FD 2441	10,000.00
Principal & HOD of Botany	BSCS FD 2243	1,750.00
Fr C Koshy	BSCS FD 2240	1,400.00
Jain George Memorial	BSCS FD 1560	5,000.00
C K Jeeven Memorial	BSCS FD 265	25,000.00

