



NSS COLLEGE, NEMMARA

PALAKKAD, KERALA, 678 508

Re-Accredited by the NAAC with 'A' grade

Affiliated to the University of Calicut



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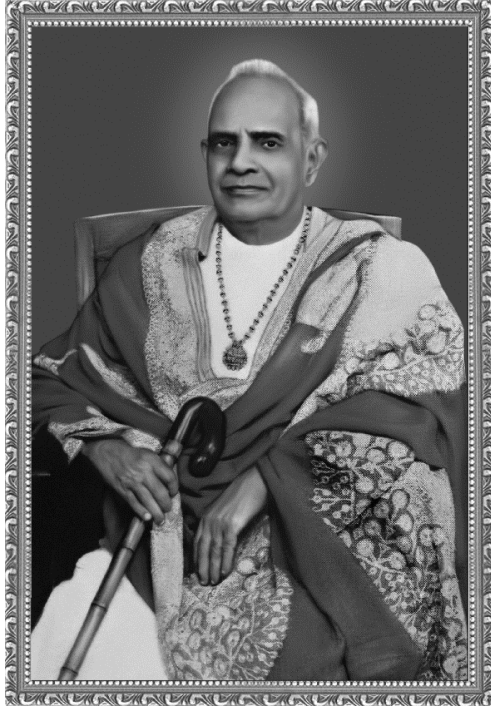
HANDBOOK

&

CALENDAR

2022 – 2023

""എവിടെ പ്രവർത്തനങ്ങളിൽ ആത്മാർത്ഥതയും
പ്രവൃത്തികളിൽ ആത്മവിശ്വാസവുമുണ്ടോ
അവിടെ വിജയവുമുണ്ട്.
അല്ലാത്തതിടത്ത് എല്ലാം പരാജയമടയും.
അതാണെന്റെ ഭഗവദ്ഗീത"



Shri. MANNATHU PADMANABHAN (1878 - 1970) recipient of Padmabhushan award is idolized as Bharatha Kesari. A freedom fighter, social reformer and a visionary par excellence Shri. Mannathu Padmanabhan is the founder of Nair Service Society. A foremost educationalist, he worked tirelessly for the welfare and upliftment of Kerala society. In His own unique way, with his persistence, tireless efforts and far-sightedness the NSS opened an array of educational institutions, hospitals and other socially beneficial institutions all over the state for people from all sectors. His inspiration and guidance will always be with us.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
X. S. S. College
Nemmara, Dist. Palakkad, affiliated to University of Calicut, Kerala as
Accredited
with CGPA of 3.07 on seven point scale
at A grade
valid up to September 11, 2022*

Date : September 12, 2017



D. Singh
Director

BC(S)/27/AA/A/232

Prayer

എവിടെ നിർഭയമാകുന്നു മാനസം
എവിടെ നിൽക്കുന്നു ശീർഷം സമുന്നതം
എവിടെ വിജ്ഞാനം പൂർണ്ണ സ്വതന്ത്രമാ
യവികലമായ് വിരാജിപ്പു നിത്യവും
മുക്തിതന്റൊഴൊ സ്വർഗ്ഗരാജ്യത്തിലേ
ക്കെന്റൊനൊടൊന്നുണരണേ ദൈവമേ

എവിടീടുങ്ങിയ തുണ്ടുകളാകുന്നീ
ലവനീ, രാഷ്ട്രമതിലിന് നിരകളാല്
എവിടെ സത്യത്തിനാഴത്തില് നിന്നുതാ
നുറവെടുക്കുന്നു വാക്കുകളൊക്കെയും
മുക്തിതന്റൊഴൊ സ്വർഗ്ഗരാജ്യത്തിലേ
ക്കെന്റൊ നൊടൊന്നുണരണേ ദൈവമേ

എവിടെ നിസ്സന്ദമുദ്യമം കൈകളെ
പ്പരമലക്ഷ്യത്തിന് നേർക്കുനീട്ടുന്നുവോ
എവിടെ യുക്തിതന് നീരൊഴുക്കാചാര
പ്പഴമതന് മണൽകാട്ടില് ലയിപ്പീല
എവിടെയന്തരംഗത്തെ നയിപ്പു നീ
സതതം വ്യാപിക്കും ചിന്തകർമ്മങ്ങളില്
മുക്തിതന്റൊഴൊ സ്വർഗ്ഗരാജ്യത്തിലേ
ക്കെന്റൊനൊടൊന്നുണരണേ ദൈവമേ

PERSONAL MEMORANDUM

2022-2023

Name:.....

Class:.....Main:.....

Admission Number..... Class Number:.....

Date of Birth.....Blood Group.....

Name of Guardian:.....

Home Address:.....

.....

Tel.No.

Name of Group Tutor.....

In Case of Emergency, please inform

Name.....

Phone.....Mobile.....

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VISION

*Enfranchisement through heuristic interaction.
Excellence in higher education with equity and equality.
Empowerment through uncompromising quality education.*

MISSION

*Towards excellence through hard work and commitment.
To provide quality education for all with minimum financial burden.
To train the students in social services, environmental problems and
the need for developing empathy towards fellow being thus promoting
love, affection, compassion to make them good citizens.*

CORE VALUES

- *We exist as an institution, for the students are the backbone of our academic life...*
- *We live with civility, honesty and integrity...
Creativity, inquiry and scholarship are our culture....*
- *We embrace diversity and inclusion for democratising education.... We relentlessly pursue excellence....*
- *We teach...we learn...we interact...we nurture... We grow citizens for tomorrow...*
- *We believe in the spirit of truth and honesty...*

**MANAGEMENT
NAIR SERVICE SOCIETY**

President:

Dr.M.Sasikumar

General Secretary:

Sri. G. Sukumaran Nair

Secretary, NSS Colleges' Central Committee:

Prof. M. R. Unni

Principal-in-Charge

Dr. T. Sreekumar

HISTORY AND TRADITION

Rich in tradition yet oriented towards future.....

*N.S.S College, Nemmara is an aided college permanently affiliated to the University of Calicut and managed by Nair Service Society. The foundation stone for the college was laid by **Late Sri. Mannath Padmanabhan in 1966**. The college started functioning in 1967 with four pre-degree (separated later in 1990s under Higher Secondary Education) batches, comprising 80 students each. The college was upgraded in 1971-72 with the commencement of four UG courses. The college now caters to the demands of students with 12 undergraduate courses and 3 postgraduate courses. It is recognised by the University Grants Commission under the 2(f) and 12(B) Schemes. Now in the Golden Jubilee year of inception, institution has gone a long way towards the uplift of the local economically and educationally backward classes of society. It was upgraded to a Senior College in the year 1971-72. The introduction of the Post Graduate course in Commerce in the year 1984 upgraded the institution to a First Grade College. The new courses - M.Sc. Chemistry and B.A. Malayalam were started in the years 2013-14 and 2014-15 respectively. The College was Re-accredited by NAAC with 'A' grade.*

The Educational Agency, the Corporate Management of NAIR SERVICE SOCIETY

The Nair Service Society, a synonym for selfless service and social commitment was founded by Bharatha Kesari Mannathu Padmanabhan on 31st October 1914. It came into being at a crucial stage in the history of the Nair community which was facing a crisis brought about by disunity and blind adherence to outdated customs, beliefs and practices. Even though they had a glorious past, the ignorance accumulated over centuries, reinforced by inadequate education, proved disastrous for the

community. Their predilection for celebrations and a penchant for ceremonial occasions fuelled by a strong affinity towards profligacy and extravaganza, contributed to their decline and downfall. Gradual loss of land holdings and unemployment due to lack of modern education completed the process of disintegration. It was at this juncture that Mannathu Padmanabhan took the initiative to unite the members of the Nair community and build up a great organization.

The rest is history. He inspired them and gave them a dream, a dream of liberation from poverty, misery and ignorance. In his own unique way, with his persistence, tireless efforts, vision and farsightedness, the NSS opened an array of educational institutions, hospitals and other socially beneficial institutions all over the state. With an amazing network of units at the village (Karayoga) and taluk levels (Taluk Unions), the NSS has evolved into a well-knit and coherent organization that has never swerved from the noble ideals and high principles of the Founder. The NSS runs more than a hundred of schools, Fifteen Arts and Science Colleges, Three Training Colleges, an Engineering college, a Homeo Medical college, several nursing colleges, Polytechnic college, TTC Schools, Working Women's Hostels and Technical institutions.

OUR CHARIOTEERS

	From	To
Sri. C. K. Moosath	20.05.1967	30.09.1968
Sri. M. Ulkandanunni Nair	01.10.1968	08.06.1969
Sri. G. Sukumaran Nair	09.06.1969	19.08.1969
Sri. R. D. A. Nair.	20.08.1969	31.05.1970
Sri. G. Sukumaran Nair	01.06.1970	10.08.1971
Sri. K. Gopalakrishnan Nair	11.08.1971	06.12.1972
Sri. K. GopinathaKurup	07.12.1972	31.05.1973
Smt. M. D. Padmavathy	29.08.1973	02.06.1974
Sri. P. KesavaKurup	03.06.1974	17.06.1979
Sri. A. Gopinathan Nair	18.06.1979	16.06.1982
Smt. Rugmani Amma	17.06.1982	25.03.1983
Sri. A. Gopinathan Nair	26.03.1983	01.03.1986
Sri. K. Gopalakrishnan Pillai	02.03.1986	21.09.1987
Sri. K. R. Narayanan Nair	22.09.1987	25.02.1988
Sri. P. R. C. Pillai	26.02.1988	05.09.1988
Sri. P. Harikumar Nair	06.09.1988	24.06.1989
Sri. P. M. Rama Kurup	06.07.1989	09.05.1990
Sri. C. P. Janardhanan Pillai	10.05.1990	15.07.1990
Dr. K. Leela	16.07.1990	31.05.1999
Sri. D. Mohanan Nair	01.06.1999	31.05.2000
Sri. B. Viswanathan Nair	02.06.2000	11.05.2001
Dr. N. C. Santhakumari	14.05.2001	24.08.2001
Sri. G. Prakash.	25.08.2001	31.03.2003
Dr. R. Ramachandran	01.04.2003	01.04.2004
Sri. C. Chandran	02.04.2004	31.03.2007
Dr. M. P. Rajan	01.04.2007	31.05.2008
Sri. N. Mohan	01.06.2008	18.09.2008
Dr. P. Vijayakumar	19.09.2008	21.04.2009
Smt. Padmavathy K	22.04.2009	14.07.2009
Dr. K. P. Saraswathy Amma	15.07.2009	31.03.2011

Dr. C. J. Mohana Kumar	01.04.2011	09.08.2011
Sri. B. Sreekumaran Nair	10.08.2011	04.06.2012
Dr. P. R. Geetha	11.06.2012	31.03.2013
Dr. N. Ajithkumar	01.04.2013	31.03.2014
Prof. P. Jagadees Kumar	01.04.2014	17.06.2014
Dr Sandhya Gopinath	18.06.2014	01.06.2015
Dr. V. K. Sudhakaran	02.06.2015	31.05.2016
Dr. Ajith Prasad K C	02.06.2016	10.11.2016
Dr. G. Pramod	14.11.2016	16.05.2018
Dr. E. B. Suresh Kumar	17.05.2018	31.07.2018
Dr. S.Venugopal	02.08.2018	30.06.2020
Dr. Jyothilekshmi. P	01.07.2020	19.08.2022
Dr.T. Sreekumar	20.08.2022	Till date.....

COURSES OFFERED

The College offers the following courses/programmes under the University of Calicut.

UNDER GRADUATE PROGRAMMES

BA/B.Sc/B Com/BBA Courses of First Degree Programme under Choice Based Credit and Semester System
(Six Semesters)

Sl.No.	Core Subjects	Sanctioned intake	Marginal increase	Total
<i>FDP BA Degree</i>				
1.	English	24	5	29
2.	Malayalam	24	5	29
3.	History	40	8	48
4.	Economics	40	8	48
<i>FDP BSc Degree</i>				
1.	Mathematics	40	8	48
2.	Physics	20	4	24
3.	Chemistry	24	5	29
4.	Botany	24	5	29
5.	Zoology	24	5	29
6.	Instrumentation	24	5	29
<i>FDP B Com/BBA Degree</i>				
1.	Commerce	60	0	60
2.	BBA	30	0	30

POST GRADUATE PROGRAMMES (FOUR SEMESTERS)

Sl.No.	Core Subjects	Sanctioned intake	Marginal increase	Total
1	M.Com(Finance)	15	0	15
2	M.Sc Mathematics	15	0	15
3	M.Sc Chemistry	12	3	15

OFFICE OF THE PRINCIPAL

Dr. T. Sreekumar M.Com, MBA, MPhil, PhD.

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DEPARTMENT OF ENGLISH

1	Smt. Sreeja.G. <i>MA, MHRM, B. Ed, NET</i>	Asst. Prof.	8129402075 sreemenon21@gmail.com
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8	Sri. Jibindas. P.A. <i>M.C.J.</i>	Guest Lecturer (Journalism)	8907211591 jibin.jerry @gmail.com

DEPARTMENT OF MALAYALAM

1	Dr. Geethakumary K. <i>MA, B. Ed, MPhil, Ph.D, NET</i>	Asso. Prof	9447530710, geethakumaryk@gmail.com
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DEPARTMENT OF SANSKRIT

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DEPARTMENT OF ECONOMICS

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DEPARTMENT OF HISTORY

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DEPARTMENT OF POLITICAL SCIENCE

1	Sri. Ranjith Kumar A. <i>MA, M.Phil, NET</i>	Asst. Prof	9745200774 ranjithalathur@gmail.com
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DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

1	Dr. T. Sreekumar <i>M. Com, MBA, M.Phil, Ph.D</i>	Asso. Prof	9495658646 tsreekumar2004@gmail.com
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7	Sri. Umar Farook A. <i>M.Sc. NET</i>	Guest Lecturer	8883466705 abdhumar87@gmail.com
8	Dr. Haripriya M. <i>M. Sc,M.Phil., Ph.D</i>	Guest Lecturer	8089514847 nairharipriyam@gmail.com

DEPARTMENT OF BOTANY

1	Dr. ZereenaViji <i>M.Sc, M. Phil, B. Ed, NET, Ph.D</i>	Asst. Prof	9447277885, 04912571885, zereenabot@gmail.com
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4	Smt. Swathi M. <i>M. Sc NET</i>	Guest Lecturer	9207030891

DEPARTMENT OF ZOOLOGY

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2	Dr. Sreedevi N Kutty <i>M.Sc, NET(JRF), PhD</i>	Asst. Prof	9446230129 sreedevisd@gmail.com
3	Sariga P.K. <i>M.Sc, MPhil, NET</i>	Guest Lecturer	9037794587 sariga.pk629@gmail.com
3	Smt. Sunila S. <i>M.Sc, NET</i>	Guest Lecturer	9526947708 sunilasulaiman@gmail.com

DEPARTMENT OF PHYSICAL EDUCATION

1	Dr. Sunil Kumar S <i>MPed, M.Phil, Ph.D</i>	Asst. Prof	9961684268 sunilkumar9249@gmail.com
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ADMINISTRATIVE STAFF

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Vacant	Clerk	4
Vacant	Computer Assistant	1
Vacant	UGC Librarian	1
Vacant	Lab/Library assistant	12 Nos.
Vacant	Office Attendant	6 Nos.

ADHOC

Smt. Mrudhula M	Librarian-in-charge (Adhoc)	9951314176
Smt. Bhagyalakshmi .K.P.	Clerk (Adhoc)	9400643857
Smt. Priyanka M.C.	Clerk (Adhoc)	9995434213
Smt. Savitha. P	Clerk (Adhoc)	7558989620

Smt. Pooja. R	Lab Assistant (Adhoc)	9565002485
Smt.Sreepriya	Lab Assistant (Adhoc)	7593075624
Smt.Sujitha	Lab Assistant (Adhoc)	9072734818
Smt. Mini P.	Office Attendant (Adhoc)	9605796241
Smt. Vidhya N Menon	Office Attendant (Adhoc)	9562191949
Smt. Lekshmi	Sweeper	9562370461
Smt. Latha M	Sweeper	9526762747
Sri. Sai Bharath	College Co-Op.Store in-charge	7356631074
Sri. Selvaraj	Day Security	9497467838
Sri. Balakrishanan Nair	Night Security	8943867172

COURSES OFFERED & SUBJECT DETAILS

Degree Courses (B.A & B.Sc.)

Part I - English

Part II-Additional language (Malayalam/Hindi/Sanskrit)

Part III - Core Course.

Sl. No.	Core Course	Complementary Courses
1	B.A. English	Social and Cultural History of Britain, Journalism
2	B.A. Malayalam	Sanskrit and Kerala Padanam
3	B.A. History	Economics and Political Science
4	B.A. Economics	History & Political Science
5	B.Sc. Mathematics	Statistics & Mathematical Economics
6	B.Sc. Instrumentation	Computer Science & Applied Physics
7	B.Sc. Physics	Mathematics & Chemistry
8	B.Sc. Chemistry	Mathematics & Physics
9	B.Sc. Botany	Chemistry & Zoology
10	B.Sc. Zoology	Chemistry & Botany

Degree Courses (B.Com/BBA)

Part I - English

Part II - Modern language (Malayalam/Hindi/Sanskrit)

Part III – Finance Tax (Optional)

Post Graduate Degree Courses:

1. M.Sc Mathematics
2. M.Sc Chemistry
3. M.Com (Finance)

A few words about CBCSS:

The University of Calicut has commenced the Choice Based Credit and Semester System (CBCSS) in affiliated Colleges in Under Graduate level comprising six Semesters from the academic year 2010-2011. From the academic year 2012-2013 onwards, the admission to the first degree programme under Choice Based Credit and Semester System (CBCSS) in the Arts and Science Colleges affiliated to the University of Calicut and Centers of the University were made on the basis of Online Centralized Allotment. The Online allotment process provides the candidates opportunity to obtain admission to any of the colleges of the University / centers and to any of the programmes of his/her choice on the basis of merit.

As per the University rules each student shall register for the courses in prescribed registration form in consultation with the faculty advisor within two weeks from the commencement of each semester. The normal duration of a first degree programme is three years consisting of six Semesters. The duration of each Semester shall be five months inclusive of the days of examination. There shall be at least 90 working days in a Semester and a minimum of 450 Hours of instruction in a Semester. There shall be uniform calendar prepared by the University for the Conduct of the academic programme.

For details visit the University Website: www.uoc.ac.in

FIRST DEGREE PROGRAMME (FDP) SYSTEM AND STRUCTURE

The normal duration of the first degree programme shall be three years consisting of six semesters. No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

KEY TERMINOLOGY

Semester

Semester means either of the two periods into which a year is divided at a College or University. It depicts a term consisting of 90 working days spanning over a minimum period of 18 weeks.

Course

Course means a portion of an academic discipline which is taught and the students are evaluated by the faculty concerned during a semester. A course of 4 credits will meet a minimum of 4 hours per week and treated as full course. A semi course of one credit will meet at least one hour per week in a semester.

Language Course

Students who join FDP in B.A/B.Sc have to study six courses in English and four courses in additional languages. The additional languages offered are Malayalam, Hindi and Tamil. Those who join FDP in B.com have to study four courses in English and two courses in additional languages.

Foundation Course

Students who join FDP in B.A/B.Sc have to study one course under language and another course under core. For B.Com students, both the foundation courses are to be offered by the core subject

Core Course

Core Course means compulsory course in a main subject of study related to the First Degree Programme (FDP). Students who join FDP in B.A/B.Sc have to study 12-15 core courses and to submit one dissertation/project report. For B.com Programme a student has to study 16 core courses and submit one dissertation/project report.

Complementary Courses

Complementary Course means a course in a subject other than the one offered at the core level and is complementary to the main subject. Students who join FDP in B.A/B.Sc have to

study 8-10 complementary courses but those who join FDP in B.Com have to study 4 complementary courses.

Open/Elective Courses

Open/elective Course means a course which can be selected by a student according to his/her choice of interest. It is an optional course; a specialized academic discipline hovering around the frontiers of the core subject. Students who join FDP in B.A/B.Sc have to study a course of minimum 4 credits but those who join FDP in B.Com have to study 6 courses to a minimum of 20 credits.

Audit Course

Audit Course is a non-compulsory course for which the students can register but they cannot earn credits (Zero Credit Course).The audit course is not compulsory for completing the Degree Programme.

Repeat Course

Repeat Course is a course for which the students can register if he/she fails to secure the required minimum marks. Students who fail to secure the minimum required aggregate attendance during a semester shall be given one chance to repeat the semester along with the subsequent batch of students after obtaining re admission, and they will have to repeat the CE for all Courses. (See regulations relating to the FDP in affiliated colleges, 2013, Calicut University)

Credit

Credit of a course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to for the Course. Each credit hour is roughly equivalent to one hour of class time per week in a semester.

Faculty Advisor

Faculty Advisor means a teacher appointed by the Department Council/HOD who will advise the student on all academic matters. The teacher will be from the Department of the Major Subject.

APPLICATION PROCEDURE

How to Apply

Any candidate who wishes to join First Degree Programme under the University of Calicut *visit the University Website: <http://admissions.uoc.ac.in>*).

Quota Classification

• Community /Management Quota

For getting admission in community/management quota, candidates must submit separate applications in addition to the online registration. Application Forms can be had from the college office during working hours by remitting prescribed fee. At present, all applications seeking admission in Management Quota are processed at N.S.S Head Quarters, Changanacherry.

• Sports Quota

At least two seat is reserved for candidates who have proficiency in sports in each subject of the First Degree Programme. In addition to this, two seats, over and above the sanctioned strength shall be created for allotment exclusively for sports candidates in FDP in each arts and commerce subject. In Post graduate level, one seat is reserved per 20 students. In case if it is less than 20 students in a particular subject, it can be clubbed with other subjects.

POST ALLOTMENT PROCEDURES

Reporting at the College

Any candidate who wishes to join First Degree Programme in the college will have to report before the Principal on the dates and time notified for the purpose of admission by the University. They will have to turn up for interview with the following Documents:

1. Print out of completed online application generated by the student.
2. Allotment Memo (Latest).
3. Original mark list of the qualifying examinations.

4. Fee receipts (in original) towards affiliation fee and special fee.
5. Certificate to prove Date of Birth. (SSLC)
6. T.C from the institution last attended.
7. Course and Conduct Certificate.
8. Original Community Certificate/BPL certificate.
9. Income Certificate in the case of SEBC/OEC candidates.
10. Original Certificates to prove claim for grace marks, if any (NSS, NCC etc.)
11. Eligibility Certificate from the Calicut University in case of candidates who have passed the qualifying examination other than HSE/VHSE conducted by Government of Kerala or the examination conducted by the CBSE.
12. Any other certificate of relevance for the testimony of claims made in the application form.

The candidates should take sufficient photocopies of original certificates and get attested and keep with them for future usage, before handover.

ADMISSION & WITHDRAWAL RULES

Candidates seeking admission must produce all relevant documents in original at the time of admission. They will have to remit Fee, Special Fee, Caution Deposit and such other fees prescribed by the university and the Government from time to time. A candidate who obtains admission by manipulation or fabrication of records or based on wrong parameters shall be summarily dismissed and shall forfeit whatever fees he/she may have paid. The candidate along with the parent is required to appear for an interview before the Principal. Students belonging to SC/ST/OEC and KPCR should produce a Community and Income certificate in order to claim fee concession.

A student who wishes to discontinue the course can submit application for Transfer Certificate and Conduct Certificate in prescribed format. The application forms for this purpose can be had from the office. Normally he/she will get these certificates without much delay.

Remittance of Fees

The students are required to remit the Tuition Fee as single installment in the beginning of each academic year. Tuition Fee and Special Fee from students will be collected within a period of seven consecutive working days, beginning from the date of reopening of the college. SC, ST and OEC students are exempted from the remittance of caution deposit. If any student fails to pay the fees on the due date he/she is liable to pay a fine of Rs.5/- after the 10th day of the due date. If the fee and fine due are not remitted within 15 days of the due date, the name of the defaulter will be published on the notice board. The last chance to clear an installment of fee shall be the date previous to the due date of the succeeding installment. A defaulter shall not attend the second term without remitting the fee for the first installment. A defaulter who does not clear all dues by March shall not be promoted to a higher class or presented for the University Examination.

- ◆ Fee will be accepted at the college office cash counter only up to 2 pm on all working days. Receipts with the college seal shall be issued on all payments which should be produced for verification on demand. Students are advised to verify the receipts of remittance before leaving the cash counter. They are also requested to tender exact change to the cashier.
- ◆ Absence with or without leave application in no way is an excuse for nonpayment of fees.
- ◆ The aforesaid rules are subject to revisions *according to government orders from time to time. (See appendix I for Fee Schedule).*

Refund of Caution Deposit

After the completion of the course, caution deposit shall be refunded on receipt of application in the prescribed form from the student. All claims for refund shall be preferred on or before 31st March of the academic year in which the course is completed. The last date fixed for the refund of the Caution Deposit shall be notified annually in important Malayalam dailies. If a student does not request for refund within two months of the notification, the whole amount shall be forfeited permanently and remitted to the Government revenue. Caution Deposit will be payable only on production of the fee receipts and the Identity card.

(See the format for Application for the refund of caution deposit in Appendix III)

Rules regarding Attendance and Leave

All students are expected to be present in the College on all working days and attend the classes and other activities in full. Only if a student is regular in the class he/she may be able to follow the subjects of study with continuity and can perform at his/her best in his/her academic endeavour. ***In order to register for the University examinations and for promotion to higher semester, the student must have a minimum of 75% attendance.***

- ◆ Attendance will be taken at the beginning of each class hour.
- ◆ Students who enter the class without permission of the teacher in the class will attract disciplinary action on account of proved misconduct. They are also prohibited from leaving the class room without permission during teaching.
- ◆ Late coming is not allowed; In case of unavoidable circumstances late comers can request the teacher in the class to permit them to sit in the class only after providing satisfactory explanation for being late.
- ◆ **Absence during a period (class hour) shall be treated as**

absence from a session either forenoon or afternoon and if a student is absent for two periods, say one period in the forenoon and one in the afternoon he will not be given any attendance for the day even if he attends the remaining class hours.

- ◆ Leave on account of illness shall be supported by Medical Certificate.
- ◆ Absence of a student without leave application for more than 15 consecutive days, excluding holidays shall entail removal of his/her name from the rolls and admission registry.
- ◆ Those students who refrain from test papers/End Semester Internal Evaluation shall give explanation in writing to the Faculty Advisor when asked to do so.
- ◆ During the first week of every month, attendance report till the end of the previous month will be published by the Faculty Advisor. Those who have shortage of attendance can become regular and make up for the attendance. Grievances, if any, on the part of the student may be submitted to the Principal in writing. In the matters of attendance and leave sanctioning the Principal's decision is legally binding and enforceable.
- ◆ When the attendance is less than 75%, the student can apply for condonation of attendance, provided he/she is has a minimum of 65% attendance. The shortage of attendance can be condoned only twice during the entire course subject to the rules and procedures prescribed by the university from time to time.

In case of an illness or due to unavoidable reasons when leave is required, permission from the competent authority should be obtained. Application for leave should be prepared using the prescribed application forms available at the departments. The leave application form needs to be recommended by the

parent/guardian/local guardian whose signature is available in the college records. Principal is the sanctioning authority for all applications for leave by students. Application for ordinary leave recommended by the faculty advisor should be submitted to the concerned HOD who is competent to sanction leave up to a maximum of 3 days at a time. For periods of leave beyond 3 days, the Principal will be the sole sanctioning authority. When the period of absence is more than 3 days the students has to apply for leave on medical grounds. A medical certificate from a doctor not below the rank of a civil surgeon should invariably accompany the application for leave on medical grounds. All relevant records of illness and medical leave sanctioned should be kept in safe custody by the students and must be produced before the Principal as and when required. Benefits of attendance for a maximum of 10 days in a semester shall be granted to students, who participate/attend University Union activities, meetings of the University Bodies and Extra Curricular Activities, on production of participation/attendance certificate by the University Authorities/Principals as the case may be. But in such cases, condonation will be considered for award of marks for CE.

Split up of class room participation

Range of CRP	Out of 4 (maximum internal mark is 20)	Out of 3 (maximum internal mark is 15)
$50\% \leq \text{CRP} < 75\%$	1	1
$75\% \leq \text{CRP} < 85\%$	2	2
85% and above	4	3

Application for any leave will not be considered under any circumstances, if submitted after two days from the date of return from leave.

(See the format for Application for Leave in Appendix-II)

When leave is sanctioned to a student, the leave form should be shown to the respective faculty members and should be notified in the attendance registers. These days of leave (subject to a maximum of 10% of the number of classes taken by the faculty) will be considered for awarding C, E marks also. Once the semester ends, final attendance (including leave already sanctioned) will be published and forwarded to the University. Only those who have a minimum of 75% attendance or eligibility for condonation of attendance will be eligible to register for the examinations. Others will have to repeat the semester by obtaining permission from the University as well as college authorities and paying the required tuition fee as per the rules existing at that time.

The application for condonation of shortage of attendance should be accompanied by documents in support of days of leave already sanctioned to him during the semester. For this, it is essential that leave applications are to be submitted in time, get it sanctioned and kept safely by the students. If leave is not applied in time, condonation application forms will not be recommended by the Principal.

RULES OF GENERAL DISCIPLINE, CONDUCT AND BEHAVIOUR

“Ability may get you to the top, but it takes character to keep you there.”

— John Wooden

Education and knowledge without a positive Character do not guarantee a better future. Character building is the main aim of education and the College lays great emphasis on good character and decent behavior from every student.

CODE OF CONDUCT IN THE CAMPUS

1. The students of the college are expected to conduct themselves in accordance with the best standards in manners and behaviour.
2. Students should wear the prescribed uniform on all working days except Wednesdays and Saturdays and identity tag of the college.
3. In order to maintain order and discipline, students are required to make as little noise as possible when then move from one class to another.
4. When a teacher enters a class the students should rise and remain standing until he/she sits or asks them to resume their seats.
5. When a class is in progress students shall not enter or leave the class without the permission of the teacher.
6. Students are not allowed to loiter on the verandas or corridors of the college talking or laughing around during class hours. Students who have no class during any particular hour shall remain in the classroom/reading room.
7. Students shall handle all college properties with care. They are not allowed to disfigure the building, compound walls, desks or benches with any writings or engraving or posters.
8. No notice or appeal of any kind shall be circulated among the students or pasted on the notice board or anywhere within the college premises. Students are not allowed to organize or conduct meeting in college or collect money for any purpose without the prior permission of the Principal.
9. Smoking, chewing and taking drugs are strictly prohibited within the college premises. Students are also not expected to tuck up their dhoties in the college campus.
10. Students are prohibited from making mass representations in a body but they may make representation individually to Principal.

11. Students are not allowed to take part in any political agitation directed against the authority of Government or Management or in any movement or agitation of any kind which may result in ill-feeling between different sections of the community or which tends to excite feeling of disloyalty or disaffection.
12. Irregular attendance, insubordination to teachers, habitual negligence to class, obscenity in word or deed or any act of misconduct or indiscipline are sufficient reason to be recorded in the punishment Register or for suspension or expulsion of student from the college.
13. A student whose name has gone into the punishment Register of the college may not receive a certificate of good conduct and character from the principal.
14. Students should take note of the announcement and other notifications put on the Notice Board and failure to do so will not be an excuse for acts of commission or omission.
15. Using mobile hand set camera within the classroom is strictly prohibited (Kerala Govt. Order No. 23856/K3/2009).
16. No student shall get involved in any political activity by him or abet the said activity to be carried on by fellow students inside the campus in any manner whatever and any such activity is hereby banned inside the campus.
17. No student of college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, office hall or other places inside the campus and such activities shall be treated as misconduct.
18. No student shall shout slogans inside the classroom, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the normal functioning of the institution. These activities shall be treated as misconduct.
19. Ragging is prohibited. Any student involved in ragging/persuades other for ragging or advocates ragging/either

inside or outside an educational institution shall be subject to a punishment of not more than 2 years imprisonment, in addition to a penalty not over Rs.10,000/-

COLLEGE LEVEL EXAMINATIONS

In addition to the class test papers, terminal and model examinations are held in accordance with the notified schedule. Abstaining from examinations is viewed seriously as the marks obtained in these examinations are admeasured while calculating internal marks. *(See annexure I for parameters of end semester internal evaluation).*

WORKING HOURS	
Classes	9.45 am to 3.30 pm Monday to Friday (Lunch Break-12.45 pm to 1.30 pm) <i>(Special classes for any Saturday will be announced separately)</i>
College Office	9.00 am to 5.00 pm (Monday to Saturday, except on Second Saturday)
Cash Counter	9.30 am to 3.00 pm
Library	10.00 am to 3.00 pm
College Store	10.30 am to 3.30 pm
Canteen	8.30 am to 4.00 pm

RULES GOVERNING POLITICS, RAGGING, SEXUAL HARASSMENT etc.

➤ **Prohibition of Political Activity**

All types of student political activities are strictly prohibited in the college campus as per the order of Honourable High Court of Kerala. To give effect to this the management has decided to ban forth with all political activities in the campus. No student shall get involved in any political activity by him or/her or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is banned in the campus. Taking part in any political activity inside the campus for the purpose of doing any activities

as defined by law shall constitute serious indiscipline. Every member of such gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against those who violate these provisions. It shall constitute gross indiscipline to all for an appeal to strike based on policies and ideologies that may be preached by the Political Parties to their student organizations. The participants in the strike shall be dealt with by the disciplinary authority and they shall be imposed with appropriate punishment as mentioned in these rules. No student shall stage or indulge in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office hall or other places inside the campus and such activities shall be treated as misconduct. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution. Students shall not organize or attend meetings other than official ones in the College Campus. Students are prohibited from organizing and attending meeting in the College, distributing/circulating unauthorized notices or appeal of any kind or collecting money for any purpose without the written permission of the Principal. Nobody except the Principal is allowed to paste notices/stick bills on the College Notice Board. Any violation in this regard will attract disciplinary action under the provisions of contempt of Court.

➤ **Prohibition of Ragging**

Ragging is prohibited inside and outside the institution as per the UGC Anti-Ragging Regulations. According to Section 2(B) of the Act, ragging is meant to be any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him/her. It can be any harassment like insulting, teasing, bullying or manhandling. It can also be forcing upon him/her to do something which he/she voluntarily won't dare to do normally.

➤ **Ragging is a Crime**

Ragging is a punishable offence. Any student involved in ragging/persuades other for ragging or advocates ragging either inside or outside an educational institution shall be subjected to a punishment of not more than 2 years imprisonment in addition to a penalty of Rs.10000/-. A student who is punished for ragging is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of 3 years from the date of issue of his dismissal order.

➤ **Complaint against Ragging**

If a student/parent/guardian or any staff of the College forwards a written complaint to the Principal, he/she has to make an urgent enquiry into the matter within seven days of the receipt of such complaint. If the allegation is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings. If a written complaint is received by the Principal, he/she has to make a detailed enquiry and if it is found baseless, the complainant must be informed of in writing.

➤ **Sexual Harassment**

Kerala has high female literacy rate, high enrollment and low dropouts from schools, low infant mortality rate, high sex ratio, and higher age at marriage, long life expectancy and low fertility for women. At the same time, violence against women has also been increasing. We have been witnessing violence of different types within the family, in public places, in work situations, while using public transportation and so on. It would appear as though women are no safer anywhere and they have to be always alert against harassment. The following statistics show the extent of violence against women as per registered cases in Kerala.

Definition of Sexual Harassment

The Supreme Court judgment provides a definition of sexual harassment. According to this, sexual harassment includes

any unwelcome sexually determined behaviour whether directly or by implication as:

- a. Physical contact and advances,
- b. A demand or request for sexual favours,
- c. Sexually coloured remarks,
- d. Showing pornography,
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

‘Sexual Harassment’ may include, but is not, limited to the following:

- Promises of preferential treatment or threats relating to work and student status.
- Displaying, showing or communicating pornography, obscene letters, posters, cartoons, photographs, contraceptives.
- Physical or verbal harassment or abuse.
- Disparaging sexual remarks and gestures even in a jocular tone.
- Unwelcome touching.
- Harassment through telephone calls or E-mail, uninvited following, blackmailing in or outside the campus.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s academic evaluation, work status etc. This policy will be applicable to all allegations of sexual harassment, by a student against an employee or a co-student or employee against a third party, to have taken place within the campus. This definition will form part of the policy developed by the *University of Kerala*.

Sexual Harassment-Legal Implications

A student guilty of sexual harassment, shall be liable for any of the following penalties:

- Warning, reprimand or censure.
- Suspension from the college for a period up to one month.
- Debarment from appearing for the final examination for a period up to 3 years.
- Rustication from the college.

In addition to these penalties, the student concerned may also be fined up to Rs.500/ - depending on the financial capacity of the guardian of the student, which amount will be used by the University for achieving the aims and objectives of this policy. In addition to all these penalties the student can also be required to give a written apology to the victim and upon his failure to do so, his punishment will be enhanced. Fine may be imposed on frivolous complaints.

Organizing Study Tours, Excursions & Picnics

The institution stands supportive to the idea of organizing study tours, excursions and picnics, once in the final Semester of a graduation course. The college has also framed certain guidelines which are to be strictly adhered to while organizing such entertaining activities.

1. Students are not permitted to organize study tours, excursions and picnics without the knowledge and consent of the Principal and the Head of the departments.
2. Study Tours are organized by the respective departments and sanctioned orders from the Principal is mandatory.
3. Only final year students are permitted to go on tours and excursions.
4. Written consent in the prescribed form should be obtained from the guardians, by all the students going on tour/ excursion.

FACILITIES IN THE CAMPUS

LIBRARY & READING ROOM, INFLIBNET & COMPUTER LAB

➤ **Library and Reading Room**

The college has a centralized library and a spacious reading room under the charge of a librarian. The books have been catalogued and classified subject wise. There are separate sections of various departments. The library also has reference books. In order to facilitate borrowing of books, computer Assisted Catalogue Facility is also provided. The library, the computer Laboratory and the various departments are linked through networking.

➤ **Regulations regarding the Reference Library**

Books of reference are valuable and rare books form the Reference section of the Library. These books are not lent out to students, but the students may be permitted to make use of these volumes in the reading room.

Regulations regarding the General Library

1. The General Library will be kept open from 10:00 am to 3:00 pm on all working days
2. Students of the PG classes are permitted to borrow five books at a time, Final year degree students can borrow two books, and first and second year students are allowed only one book at a time.
3. Students should produce Library card to borrow a book. The card is to be deposited with the librarian on borrowing a book and will be given back when the book is returned.
4. Books borrowed by the students shall not be retained for

more than 14 days from the date of issue. If the due date falls on a holiday, the book must be returned on the next working day. Books borrowed before the commencement of vacation must be returned not later than the third working day after the reopening of the college.

5. Any book may be recalled at any time even if the period of loan has not expired.
6. Failure to return the book on the due date entails a fine of Rs.1/- per day of delay for each book.
7. Failure to pay the Library fine due to the failure to return the book within the due by a student entails loss of privilege to borrow more books from the library till the overdue books are returned and dues cleared.
8. The Librarian shall send the Principal every month a list of the students who have incurred library fine during the month together with a statement of books overdue from the students for necessary action.
9. The marking of books with ink or pencil, spoiling or damaging, underlining of passages, writing of remarks etc. on the leaves of books or on illustrations, tearing of pages, pictures etc. are punishable.
10. If any book is lost, damaged or mutilated, the borrower would be required to replace the book with fine or pay such compensation as may be fixed by the Principal.
11. If a book belonging to a set or series is lost/damaged and a new volume is not available, the borrower shall be required to replace the whole set or series. The defaced and damaged book set or series will be given to the borrower after its replacement.

12. Before leaving the counter borrowers shall examine the books taken by them and point out any mutilation or defect in any books to the librarian and have these defects etc. noted in the book and initialled by him/her. Otherwise the borrower will be held responsible for any damage or mutilation observed.
13. It shall be the duty of the librarian and his/her staff to examine the books returned by the borrowers and take immediate action in all cases of mutilation or damage.
14. The transfer or sub-lending of books is strictly prohibited.

Reading Room

1. The newspapers and periodicals, lying on the table shall not be removed from the reading room or from the place allotted for it.
2. Loud reading or talking in the reading room is strictly forbidden.
3. Any loss or damage will have to be paid by the person responsible for it.
4. Umbrellas, handbags and or other personal belongings including must be left outside before entering the room.
5. Students should leave the reading room five minutes before the closing time.

INFLIBNET

The college has subscription of e-journals and e-books of N-List provided by INFLIBNET. The students and teachers can access e-articles and e-books through their individual account.

ADMINISTRATIVE BODIES

1. COLLEGE COUNCIL

The prominent and statutory body, which acts as an advisory body to the Principal, has been well established in the college. It consists of the Principal, all the Heads of Departments, office Superintendent. A secretary is elected from among these members for a term of one year. It normally meets at least once a month. The vacancies to the post of teacher representatives are filled periodically, either through consensus or by election. As proposed, the Principal heads the council and an elected teacher holds the post of Secretary of the Council.

1. Dr. T. Sreekumar (*Principal-in-Charge*)
2. Dr. Geethakumary K. (*Secretary*)
3. ALL DEPARTMENT HEADS
4. Dr. Anitha P. (*Elected Member*)
5. Dr. Rajesh R (*Elected Member*)
6. Sri. K. Manikandan (*Superintendent*)

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

With quality enhancement being one of the primary functions of the college, the IQAC is fully operational. Submission of reports (AQAR) to the NAAC, enhancing the academic atmosphere of the college, conduct of merit awards etc, are done by this body. Presently Dr. Sreedevi N Kutty (*Dept. of Zoology*) acts as the coordinator of IQAC. This body envisages and works towards the improvement of human and material resources of this institution.

<i>Chairperson</i>	Dr. T. Sreekumar (<i>Principal-in-Charge</i>)
<i>Representative of Management</i>	Prof. M. R. Unni (<i>The Secretary, N.S.S. Colleges' Central Committee, Changanacherry</i>)
<i>Co-ordinator, IQAC</i>	Dr. Sreedevi N Kutty (<i>Dept. of Zoology</i>)
<i>Faculty Members</i>	

1. Dr. Anitha P. (*History Dept.*)

2. Dr. Lekshmi R. Chandran (*Head, Zoology Dept.*)
3. Dr. Rajesh R. (*Physics Dept.*)
4. Sri. Vijesh Venugopal (Commerce Dept.)
5. Sri. Sanal Kumar S. (Instrumentation Dept.)
6. Dr. Priya S. (Chemistry Dept.)
7. Dr. Chaithanya U. (Commerce Dept.)

Administrative Officer Sri. K. Manikandan (*Superintendent*)

Local Society Member Sri. Sheshadrinathan. C

3. PARENT TEACHER ASSOCIATION (PTA)

An association of parents and teachers has been organised on 19/08/1979 with a view to improve the discipline, progress and the successful functioning of the college and to bring in complete liaison with teachers and the taught and the parents and guardians. All guardians and teachers will be members of the Association. The Principal of the college is the President and Dr. Ambili V. K (*Head, Dept. of chemistry*) is the *PTA Secretary*.

Each Department convenes class-wise parent-teacher meetings twice a year to exchange views on students' performances, their weaknesses and strengths. Such meetings improve the general performance of the Departments and the college. The PTA is very active in the college. It attempts to earnestly resolve the short-comings of the institution. The PTA executive periodically meets to assess its function, and proposes the developmental activities to be carried out in the campus. Annual general body meetings are held in March every year, and the executive body is also elected as per the rules.

Cash awards are given to the students who pass the final year B.A./B.Sc./ B.Com./BBA and P.G. examination from the college securing the highest marks in each of the main subjects of study, who excel in Sports and Arts by the PTA.

1. Dr. T. Sreekumar (*Principal-in-Charge*) President
2. Dr. Ambili V. K. Secretary
3. Dr. Haripadmam P.C.
4. Smt. Suvarnalekshmi V

5. Smt. Remya P
6. Sri. Syamadas P.
7. Sri. Karunakaran.
8. Sri. Suresh Kumar K
9. Smt. Vasanthakumari

4. GRIEVANCE AND REDRESSAL CELL

1. Dr. T. Sreekumar Chairman
2. Dr. Rekha. P.S.
3. Sri. Suresh Babu P.
4. Sri. Madhavadas M.
5. Sri. Vijesh Venugopal
6. Staff Advisor Syamadas P
7. Smt. Omana Member of Panchayath
8. College Union Representatives

5. UGC COMMITTEE

This committee meets periodically to discuss the utilization of funds from the UGC. It looks into fund allocation, disbursement, and also keeps an eye on utilisation bills etc.

1. Dr. T. Sreekumar (*Principal-in-Charge*)
2. Dr. Ambili V.K. (*Chemistry Dept*) *CO-ORDINATOR*
3. Dr. Rajesh R. (*Physics Dept*)
4. Smt. Shyamala M. (*Commerce Dept*)
5. Dr. Geethakumary. K. (*Malayalam Dept*)
6. Sri. Madhavadas M. (*Mathematics Dept*)

6. COLLEGE DEVELOPMENT COMMITTEE

1. Dr. Sreekumar T. (Principal-in-Charge)
2. Sri. Sanal Kumar S. (Instrumentation Dept.)
3. Dr. Sunil Kumar S. (Physical Education Dept.)
4. Dr. Priya.S. (Chemistry Dept.)
5. Sri. Jayanarayanan K.P. (Herberian Keeper)
6. Sri. Rajeesh P. (Economics Dept.)
7. Dr Anoop S. Nair (Chemistry Department)

7. STUDENTS' AFFAIRS COMMITTEE

Everything regarding the welfare of students comes under the umbrella of this committee. The co-ordination of various programmes in college and the smooth functioning of the same comes under the purview of this committee.

1. Smt. THULASI K.A (*HoD, History Dept.*) (*Convener*)
2. All HOD's *Members*
3. Student Representatives *Members*

8. COMMITTEE ON INTERNAL COMPLAINTS

1. Smt. Jayalakshmi A (Co-ordinator)
2. Smt. Thulasi K.A.
3. Smt. Aiswarya M.
4. Sri. Manikandan K.
5. Smt. Bijumol. S

9. DISCIPLINE COMMITTEE

The discipline committee of the college ensures good conduct by the students within the campus. A committee headed by the Principal looks after all affairs relating to the disciplinary breaches of students and appropriate action is taken with the approval of the College Council. All Heads of departments are the ex-officio members of this committee.

1. Smt. Syamala M. *Co-ordinator*
2. Sri. Suresh Babu. P
3. Dr. Ambili V.K.
4. Dr. Priya S.
5. Smt. Aiswarya. M.
6. Dr. Sunil Kumar S.
7. Smt. Thulasi K.A.
8. Dr. Zereena Viji
9. Sri. Jayanarayanan
10. Smt. Suvarnalekshmi. V.

10. WOMEN CELL

1. Dr. Lekshmi. R. Chandran *Co-ordinator*
2. Smt. Thulasi K.A.
3. Smt. Jothilakshmi. E
4. Smt. Aiswarya. M
5. Dr. Suja. P.
6. Smt. Maya N. Menon
7. Dr. Haripadmam P.C.
8. Smt. Ramya. P
9. Dr. Geetha G. Nair

11. GENDER CLUB

1. Smt. Sreeja G. *Co-ordinator*

12. ANTI - RAGGING CELL

An Anti - Ragging Cell operates in the college for the benefit of students. The body is actively involved in curtailing the social evils of ragging. The Anti-Ragging Committee is chaired by our Principal Dr. T. Sreekumar and Anti-Ragging Squad is headed by Sri. Sanal Kumar S.

ANTI - RAGGING COMMITTEE

1. Dr. T. Sreekumar (*Chairman*) – Principal-in-Charge
2. Sri. Sanal Kumar S. *Co-ordinator*
3. Smt. Thulasi. K.A.
4. Smt. Sreeja G.
5. Smt. Suvarnalakshmi. V
6. Dr. Sreedevi N Kutty
7. Dr. Rekha P.S.
8. Smt. Santhipriya. G
9. Dr. Geetha G. Nair
10. Smt. Ranjini Ramachandran K

13. ANTI - NARCOTICS CELL

The Anti-Narcotics Cell of the college has been established for curbing drug trafficking and use of illegal substances inside the campus. An effective vigilant committee has been constituted

to execute the functions of the cell and also to impart an awareness campaign against use of drugs in the campus.

1. Smt. Thulasi K.A. Co-ordinator
2. Dr. Sreedevi N. Kutty
3. Smt. Deepthi I
4. Dr. Anoop S. Nair
5. Sri. Ranjith Kumar A.
6. Smt. Salini V.

14. ACADEMIC AND RESEARCH COMMITTEE

The committee aims at supporting the researchers with providing information and forwarding the proposals to the supporting agencies. The committee also proposes and conduct various academic initiatives in the institution in association with IQAC

1. Dr. Geetha G. Nair Co-ordinator
2. Dr. Anoop S. Nair
3. Dr. Asha Bharathan
4. Dr. Murukesh. S
5. Dr. Suja P.
6. Dr. Sangeetha Varma
7. Dr. Sreedevi N Kutty
8. Dr. Haripadmam P.C.

15. TUTORIAL & INTERNAL EXAM COMMITTEE

1. Dr. Zereena Viji Co-ordinator
2. Aiswarya M
3. Smt. Jesitha J
4. Smt. Sreekumar P.G.
5. Smt. Deepthi I
6. Sri. Rajeesh P
7. Smt. Remya P
8. Smt. Syamala M.
9. Smt. Santhi Priya. S.

16. PURCHASE COMMITTEE

In order to make all transactions transparent and credible, all the purchases made on the campus are supervised by a committee. The guidelines laid down for this committee aids it in a judicious use of its power.

1. Smt. Jayalakshmy. A. Co-ordinator
2. All Science HOD's
3. Dr. Geethakumary. K
4. Sri. Sanalkumar S.
5. Sri. Ajikumar P.S.

17. LIBRARY COMMITTEE

This group of teachers and one student representative works towards the betterment and enhancement of the library and it resources. It ensures that adequate materials to accommodate the changes in the syllabus are provided to the students and faculty.

1. Sri. Sreekumar P.G. Co-ordinator
2. Dr. Sangeetha Varma
3. Smt. Suvarnalakshmi. V
4. Smt. Maya N. Menon
5. Dr. Murukesh. S
6. Smt. Ramya. P
7. Dr. Lekshmi R Chandran
8. Smt. Jesitha. J

18. CANTEEN COMMITTEE

The college canteen provides healthy and fresh food at reasonable rates to both staff and students. This committee looks into the smooth functioning of the canteen and also addresses any issues that the beneficiaries may have with it. It ensures total quality control.

1. Smt. Deepthi I. Co-ordinator
2. Dr. Priya S

3. Dr. Asha Bharathan
4. Dr. Murukesh S.
5. Smt. Suvarnalakshmi. V
6. Smt. Jesitha. J
7. Dr. Chaithanya. U
8. Dr. Sunil Kumar S
9. Sri. Ajikumar P.S.

19. DIGITAL & WEBSITE COMMITTEE

1. Dr. Rajesh R. Co-ordinator
2. Sri. Madhavadas. M.
3. Sri. Rajeesh P.
4. Sri. Sreekumar P.G.
5. Smt. Maya N. Menon
6. Dr. Anoop S. Nair

20. RUSA COMMITTEE

1. Dr. Sunil Kumar S. Co-ordinator
2. Dr. Lekshmi R. Chandran (Nodal Officer)
3. Smt. Jayalakshmi. A. (Nodal Officer)
4. Sri. Ranjith Kumar A. (Nodal Officer)
5. Dr. Geethakumary. K.
6. Sri. Rajeesh. P.
7. Sri. Sreekumar P.G.

21. CAREER GUIDANCE AND PLACEMENT CELL

This cell plays an immense role in providing in-depth knowledge and hones the skills of students. It helps in channelizing their abilities and gives them the opportunity to make a wise career choice.

1. Sri. Vijesh Venugopal Co-ordinator
2. Dr. Rajesh R.
3. Dr. Zereena Viji
4. Smt. Remya. P

27. COLLEGE CO-OPERATIVE SOCIETY

A College Co-operative society works in the college. All staffs and students of the college are members of the society. Various text book and note book and note books and other stationary items are provided to the members at concessional rate in the college co-operative store

1. Smt. Salini. V. Secretary
2. Smt. Ranjini Ramachandran K.
3. Sri. Ajikumar P.S.

STUDENT ID CARD

1. Sri. Sanal Kumar S. Co-ordinator

SCHOLARSHIP

1. Sri. Sreekumar P.G. Nodal Officer
2. Smt. Suvarnalekshmi. V.
3. Smt. Ranjini Ramachandran. K.

PG FORUM

1. Dr. Priya S. Co-ordinator
2. Dr. Asha Bharathan
3. Dr. Chaithanya U
4. Smt. Ranjini Ramachandran K.
5. Smt. Ramya P
6. Smt. Jothilekshmi E
7. Sri. Vijesh Venugopal
8. Dr. Geetha G. Nair

RED RIBBON CLUB & BLOOD DONORS FORUM AND

1. Dr. Ambili V.K. Co-ordinator
2. Smt. Santhi Priya G
3. Sri. Sanalkumar S.
4. Sri. Rajeesh P

5. Dr. Anoop S. Nair
6. Sri. Ranjith Kumar A
7. Smt. Salini V

HUMAN RIGHTS AWARENESS FORUM

The Human Rights Awareness Forum is to promote respect and observance of human rights of marginalized groups through legal and legislative advocacy, research and documentation, legal and human rights awareness, capacity building and partnerships. It is headed by Sri. Renjith Kumar A

1. Sri. Renjith Kumar A. Co-ordinator
2. Dr. Anitha P
3. Smt. Santhipriya G
4. Dr. Chaithanya U
5. Smt. Deepthi I
6. Sri. Rajeesh P
7. Smt. Jothilekshmi E
8. Dr. Ambili V. K.
9. Sri. Madhavadas M

FILM CLUB

1. Smt. Suvarnalakshmi V Co-ordinator
2. Dr. Asha Bharathan
3. Dr. Suja P
4. Smt. Maya N. Menon
5. Dr. Haripadmam P. C.
6. Sri. Sreekumar P.G.
7. Smt. Jesitha J
8. Dr. Mururkesh. S

BHOOMITHRA SENA

1. Dr. Rekha P.S. Co-ordinator

DEPARTMENT CLUBS

For developing the literal and linguistic skill of students, Department of Malayalam has formed NADAM Malayalam Club. Club aims the unity of students to promote human value oriented education through literal and cultural activities. Various activities like seminars, workshop, cultural programmes and literally competitions are conducted through the club. Club also publishes a literary magazine each year to promote the writing skill and imagination power of the students.

NADAM CLUB

1. Dr. Geethakumary K. Co-ordinator
2. Dr. Suja P
3. Dr. Murukesh S

SAMSKRITHI CLUB

The Samskrithi club was formed on 16/11/2011 under the initiative of the Dept. of Sanskrit, HOD Smt. Suja. P. The main aims of this club are:- Building up interaction and unity among Sanskrit students. Organize various co-curricular activities for students. In culture leadership and presentation skill in students. To carry out various extension activities of the department. Samskrithi club organized and inaugurated a hand written magazine among the students in each year club inauguration and magazine publication are celebrated in this function. In this function cultural activities like Ashtapati, Chandamelam, Bharathanatyam, Thiruvathirakali, Ganalapanam also will be conducted for students awareness with demonstration. The department has organized a library club for encouraging linguistic skill of student. In this club arranged various classes like Akshara Slokam, Bhagavata parayanam, Ramayana parayanam, Vedic awareness and Yoga Classes. Our mission is the “Development of culture through language”. Language creates, empowers transforms and unites. A better human relationship can attain through language.

1. Dr. Suja P Co-ordinator
2. Dr. Geethakumary K.

3. Dr. Murukesh. S

ENTERPRENEURSHIP DEVELOPMENT CLUB

1. Smt. Jothilekshmi E Co-ordinator
2. Members : All faculties of Commerce Department

YOGA & CULTURE CLUB

1. Smt. Thulasi K.A. Co-ordinator

LITERARY CLUB

1. Smt. Sreeja G. Co-ordinator
2. Dr. Murukesh S
3. Dr. Suja P.
4. Dr. Sangeetha Varma
5. Smt. Salini V.
6. Smt. Syamala M
7. Sri. Madhavadas M
8. Smt. Ranjini Ramachandran. K

MUSIC CLUB

The music club serves as a platform for musicians of all genres and skill levels to showcase their talent at various events held at NSS College Nemmara. The Music Club is a place where students come to jam, learn and make music of different flavours. The club conducts a variety of activities throughout the year.

1. Smt. Aiswarya M. Co-ordinator
2. Sri. Sanal Kumar S.
3. Dr. Priya S.
4. Dr. Asha Bharathan
5. Dr. Suja P.
6. Dr. Sangeetha Varma
7. Dr. Haripadmam P. C.
8. Smt. Deepthi V.
9. Sri. Vijesh Venugopal

HEALTH CLUB

1. Dr. Sunilkumar S. Co-ordinator
2. Dr. Ambili V. K.
3. Smt. Suvarnalekshmi V
4. Dr. Haripadmam P.C.
5. Dr. Zereena Viji
6. Dr. Chaithanya U
7. Dr. Rekha P.S.
8. Smt. Syamala M.
9. Smt. Maya N. Menon

BIODIVERSITY CLUB

To conduct awareness programmes for the student community concerned with the conservation of biodiversity and data collection for People's Biodiversity Register.

1. Dr. Zereena Viji Co-ordinator
2. Dr. Rekha P.S.

FLORA CLUB

1. Dr. Zereena Viji Co-ordinator
2. Dr. Rekha P.S.

BIRDS CLUB

1. Dr. Sreedevi N. Kutty Co-ordinator
2. Dr. Lekshmi R. Chandran

NATURE CLUB

Nature Club of NSS College is an extra-curricular club which envisions increasing eco-consciousness and promotes environmental sustainability in young minds. The objectives of the club are to help young people experience the wonder and wilderness of nature, to create awareness about environment and issues of conservation, to initiate conservation action and conservation education activities, to promote environment friendly lifestyles.

1. Dr. Lekshmi R. Chandran Co-ordinator
2. Dr. Sreedevi N. Kutty
3. Dr. Rekha P. S.

COURSE CO-ORDINATORS

OPEN COURSE

1. Smt. Ranjini Ramachandran K. Co-ordinator

AUDIT COURSE

1. Smt. Jothilekshmi. E Co-ordinator

CSS COORDINATOR

1. Smt. Chaithanya U. Co-ordinator

INFORMATION OFFICER

The college has an officer who responds to any enquiry based on the R.T.I. Act. It is the responsibility of this teacher to provide the required information within the stipulated time.

- ◆ PUBLIC INFORMATION OFFICER – Smt. Syamala M.
- ◆ ASSISTANT INFORMATION OFFICER - *****

UNIVERSITY EXAMINATIONS

Senior Assistant Superintendent: Sri. Sreekumar P.G.

Senior Assistant Superintendent: Sri. Rajeesh P.

ASAP CELL

1. Vijesh Venugopal Co-ordinator

AISHE

1. Dr. Sreedevi N. Kutty Nodal Officer

NIRF

1. Sri Rajeesh P. Nodal Officer

SOCIAL SERVICES/EXTENSION ACTIVITIES

➤ NATIONAL CADET CORPS (NCC)

In order to inculcate national spirit and discipline among students, NCC army was started in our college from past 40 years. The college NCC comprises both Senior Division Cadets (Boys) and Senior Wing Cadets (girls). The college NCC Company holds number 160 which comes under 3 Coy 27 Kerala Battalion of Kerala and Lakshadweep Directorate. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and Universities all over India. The cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selection based on the achievements in the corps. Based on the aims of NCC, the NSS College, Nemmara unit has laid down a Training Syllabus for the cadets under 4 Kerala battalion Calicut group. The syllabus covers a period of three years. The training schedule planned for the cadets ensure that the benefit of the organization reaches the maximum number of cadets.

NCC Officer: Major. SURESH BABU P (Economics Dept.)

➤ NATIONAL SERVICE SCHEME (NSS)

National Service Scheme, under the Ministry of Youth Affairs & Sports, Govt. of India, is a voluntary association of young people in Colleges, Universities and at +2 level which was launched in Gandhiji's Centenary year, 1969 with a view to develop students' personality through community service. Two units of the National Service Scheme have been functioning in our college since 1972. The sanctioned strength of volunteers is 200 and the membership is open to both boys and girls. After successful completion of two years of service under the scheme, a volunteer is entitled a certificate issued by the Vice Chancellor, University of Kerala. The certificate enables the volunteer weightage for competitive examinations and in admission to

higher studies. They are also eligible for grace marks (2% of III and IV semester total marks, which could be added to any of the respective semester papers).

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear the badge while undertaking any programme of community service. NSS is 'NOT ME BUT YOU.' This reflects the essence of democratic living and upholds the need for selfless service. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. NSS volunteers demonstrate this motto by keeping our campus 'Plastic Free' since 2014-15.

Programme Officers : Sri. Sanal Kumar S. (*Dept of Instrumentation*)
Dr. Asha Bharathan (*Dept of Chemistry*)

➤ SCHOLAR SUPPORT PROGRAMME (SSP)

The Scholar Support Programme aims at imparting personalized additional support to the needy through tutorials, study materials, additional lectures, question banks and interactive sessions, formation of Quality circles in the colleges for the programme, dissemination of classes through Personal and Web based modes etc. The Directorate of Collegiate Education is implementing the Programme. Funds are allotted to colleges for the implementation of the programme for 40 selected students of the college from every year. The students have to be made aware of the program and applications invited from them and selection done by the college. The candidates selected under the program will be from the first, second and third year of the undergraduate programme. Students who have less than 60% aggregate marks in the qualifying examination and who need some additional support in identified subjects are included in the programme. If it is not possible to identify such students, the students having the lowest percentage of marks in the qualifying examination from the applicants will be selected. Classes are engaged by the faculty of the College itself. The Programme has a college level co-ordinator. The College Council

functions as a Monitoring Committee for the Programme and meets once in two months at least to evaluate the progress of the Programme.

➤ WALK WITH THE SCHOLAR PROGRAMME (WWS)

The scheme proposes to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a "Guide" and "Friend". The students can opt the scheme voluntarily. It will be open for all students entering the first year of the Under Graduate Programme of Study. The scheme aims at giving necessary orientation to the needy to prepare them for employment and give them necessary guidance; motivation and mental support to identify appropriate areas for higher study as well as employment. The mentoring scheme should be planned to identify the opportunities available for the scholars, the areas suitable for them.

NAAC

The **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)** is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National Policy in Education (1986) which laid special emphasis on upholding the quality of higher education in India. To address the issues of quality, the National Policy on Education (1986) and the Plan of Action (POA-1992) advocated the establishment of an independent national accreditation body. Consequently, the NAAC was established in 1994 with its headquarters at Bangalore. Assessment is a performance evaluation of an institution and is accomplished through a process based on self-study and peer review. Accreditation refers to the certification given by NAAC which is valid for a period of five years.

At present the Assessment and Accreditation by NAAC is done on a voluntary basis. The criteria for scrutinizing the levels of knowledge creation and its effectiveness are based on a plethora of guidelines issued by the UGC. Assessment and Accreditation is broadly used for understanding the “Quality Status” of an institution. In the context of Higher Education, the accreditation status indicates that the particular Higher Educational Institutions (HEI) – a College, a University, or any other recognised Unit therein, meets the standards of quality as set by the Accreditation Agency, in terms of its performance, related to the educational processes and outcomes, covering the curriculum, teaching-learning, evaluation, faculty, research, infrastructure, learning resources, organisation, governance, financial well-being and student services.

The executive committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed peer team was pleased to declare the NSS College, Nemmara, Palakkad affiliated to the University of Calicut as Reaccredited with ‘**A**’ **Grade** among the affiliated colleges on August 2016. As per the guidelines of National Assessment and Accreditation Council an Internal Quality Assurance Cell (IQAC) is functioning for the co-ordination of Post accreditations quality sustenance activities in the college. A Quality Advisory Committee (QAC) is also functioning under the chairmanship of the Principal for guiding the activities of the IQAC. It consists of faculty members representing different departments, administrative and library staffs. The QAC also have representation of the management, PTA, as well as the public.

SCHOLARSHIPS & AWARDS

A. NSS KANAKA JUBILEE LOAN SCHOLARSHIP

The objective of the scholarship is to provide an opportunity to poor and deserving students of outstanding merit to engage themselves in college education.

Rules of Award

1. The scholarship is open only to students of outstanding ability and who are really in need of financial help to pursue further studies in the N.S.S. Colleges.
2. The awards are tenable at any of the N.S.S. Colleges for Degree courses.
3. Application forms can be obtained from the office of the General Secretary; N.S.S. Application in the prescribed form with the necessary enclosures should reach the General Secretary not later than the date prescribed in the advertisement made every year.

B. MANNAM NIDHI N.S.S. LOANS SCHOLARSHIP

The objective of the scholarship is to provide an opportunity to young and deserving students of outstanding merit to engage themselves in advances studies and research. The committee has instituted a few scholarships not more than five, to be awarded every year. The value of the scholarship will vary according to the course for which they are offered.

Rules of Award

1. The scholarship is open only to students of outstanding ability and who pass from N.S.S. institutions who are really in need of financial help to proceed with their studies. Those who secure minimum 60% marks in the subjects concerned in the qualifying examination will be considered.
2. Application forms can be obtained from the office of the General Secretary, N.S.S. Application in the prescribed form with the necessary enclosures should reach the General Secretary not later than the date prescribed in the advertisement made every year.

C. P.T.A AWARDS AND PRIZES

Cash awards are given to the students who pass the final year B.A./B.Sc./B.Com./P.G. examination from the college securing the highest marks in each of the main subjects of study who excel in sports and arts by the PTA.

**NSS COLLEGE NEMMARA
ACADEMIC CALENDER 2022-2023**

MONTH	TENTATIVE DATE	EVENT
JUNE	01/06/2022	College reopens after mid-summer Commencement of Fifth semester UG classes.
	First Week	Council Meeting IQAC Meeting
	Second Week	Staff Meeting
JULY	01/07/2022	Commencement of Third Semester UG classes.
	First Week	Council Meeting Admission Committee Meeting
	Second Week	Dept.Level/Club activities
AUGUST	First Week	Council Meeting IQAC Meeting
	Second Week	Staff Meeting
	Second Week	Admission Committee Meeting
	Third Week	Anti-Ragging Campaign
	25/08/2022	Commencement of First Semester UG classes.
	29/08/2022	Commencement of Third Semester PG classes.
	30/08/2022	College Onam Celebration
SEPTEMBER	31/08/2022	Commencement of First Semester PG classes.
	01/09/2022	College closes for Onam vacation
	12/09/2022	College reopens after Onam vacation
	Third Week	Council Meeting IQAC Meeting Internal Examination Committee Meeting
	26/09/2022 to 28/09/2022	Internal Examination for Fifth and Third Semester UG.
OCTOBER	First Week	Council Meeting Submission of Internal Examination Mark list
	Second Week	Class PTA for Third and Fifth Semester UG Classes.
	Third Week	Induction Programme For First Semester UG.
	19/10/2022	Fifth Semester UG University Examination
	Fourth Week	Freshers Day for First year UG and PG Students.
NOVEMBER	01/11/2022	Commencement of Sixth Semester UG classes.
	First Week	Council Meeting IQAC Meeting
	Second Week	College Union Election
	Third Week	College Union Inauguration
	18/11/2022	Third Semester UG University Examination
	22/11/2022	Commencement of Fourth Semester UG Classes.
	Fourth Week	Internal Examination for First and Third PG
DECEMBER	First Week	Council Meeting IQAC Meeting
	First Week	Internal Examination for First Semester UG.
	Second Week	Staff Meeting
	Second Week	Arts Festivals
	Third Week	Commencement of Second Sem.UG classes. Commencement of Second Sem.PG classes. Study Tour/ Field Survey.

		College Sports Day
	22/12/2022	Christmas Celebration
	23/12/2022	College closes for Christmas Vacation
JANUARY	03/01/2023	College reopens after Christmas Vacation
	First Week	Council Meeting
	Second Week	Staff Meeting Arts Zonal Festivals
	09/01/2023	Commencement of Third Semester PG University Examinations
	Third Week	Commencement of First Sem. UG University Examinations.
	24/01/2023	Commencement of Fourth Semester PG classes. Commencement of First Sem. PG University Examinations.
	Fourth Week	College Merit Fest
	First Week	Council Meeting IQAC Meeting
FEBRUARY	13/02/2023 to 17/02/2023	Internal examination for Second, Fourth and Sixth Semester UG
	24/02/2023	Second, Fourth and Sixth semester UG Internal Examination results.
	Fourth Week	Inter Zonal Arts Festival College Magazine Publication.
	First Week	College Day Celebration Class PTA for Fourth and Sixth semester UG.
MARCH	Second Week	PTA general body executive meeting
	02/03/2023	Commencement of Sixth Semester UG University Exams
	20/03/2023	Commencement of Second and Fourth Semester PG Internal Examination
	28/03/2023	Second and Fourth Semester PG Internal Examination results.
	31/03/2023	College closes for Summer Vacation
APRIL	Third Week	Commencement of Fourth Semester UG University Exams
MAY	Second Week	Commencement of Second Semester UG University Exams
	Fourth Week	College Council Meeting

APPENDIX -I

SPECIAL FEES DETAILS 2022-23

Sl.No.	HEADS	I DC	II DC	III DC	IPG	IIPG
1.	Uty. Union Fees		80	80		80
2.	SAF		10	10		10
3.	Library	105	105	105	105	105
4.	MIF (Medical Inspection)	10	0	10	10	0
5.	Admission Fees	80	0	0	160	0
6.	Association	55	55	55	55	55
7.	Calender	35	35	35	35	35
8.	Games (Athletics)	105	105	105	105	105
9.	Magazine	55	55	55	55	55
10.	Sports Affiliation		280	280		280
11.	Stationary	55	55	55	55	55
12.	Audio visual	30	30	30	30	30
13.	Women's Study	10	10	10	10	10
	TOTAL	520	820	830	620	820

TUITION FEES	I DC	II DC	III DC	IPG	II PG
I DC, II DC, III DC,	1050	1050	1050		
PG Classes				1890	1890
Caution deposit	360			600	
LABORATORY FEES					
Botany	585	585	265		
Zoology	585	585	265		
Chemistry	425	425	265		
Physics	425	425	265	1260	1260
Instrumentation	585	585	265		
TC Late Fees	Rs.55/-				
Duplicate TC	Rs.110/-				

EXAM FEE DETAILS

Sl. No	Subject	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
1.	B.Sc. Mathematics	445	445	485	485	445	730
2.	B.Sc. Physics	485	485	445	565	445	810
3.	B.Sc. Chemistry	485	485	445	565	405	970
4.	B.Sc. Botany	485	485	445	625	445	850
5.	B.Sc. Zoology	485	485	445	625	445	850
5.	B.Sc. Instrumentation	485	485	485	605	485	810
7.	B.A. English	445	445	445	445	445	730
8.	B.A Economics	445	445	445	445	445	730
9.	B.A. Malayalam	445	445	445	445	445	730
10.	B.A. History	445	445	445	445	445	730
11.	BBA	820	820	820	820	935	1475
12.	B.Com	445	445	445	445	485	690

PG COURSES

Sl. No.	Subject	I Sem	II Sem	III Sem	IV Sem
1.	M.Sc. Mathematics	670	670	670	965
2.	M.Sc. Chemistry	670	1180	670	1390
3.	M.Com	670	670	670	965

APPENDIX II
APPLICATION FOR LEAVE (GROUP)
N.S.S. COLLEGE NEMMARA

Purpose

Date(s)

Class	Roll Numbers	Signature of tutor	Signature of HOD

Recommendation by concerned faculty in charge

Sanctioned/ Rejected

PRINCIPAL

APPENDIX III

APPLICATION FOR THE REFUND OF CAUTION DEPOSIT

1. Name of (in block letters)
2. Class Group/ Subject
3. Roll No/ Class No. Admn No
4. Years of study in the college
5. Amount of caution deposit to be refunded
6. Whether T.C has already been taken, if so State No and Date of T.C obtained
7. Address (permanent home address)
8. Date of application Signature of the applicant

Order of the principal

A receipt in the following form should be attached to the application for refund of caution deposit

Received from the principal, the sum rupees.....

ps. only being the amount of caution deposit due to me.

Name :
Roll/Class No. :
Subject/Group :
Signature :

(to be signed on revenue stamp if the amount exceeds Rs. 5000/-)

IMPORTANT TELEPHONE NUMBERS

NAIR SERVICE SOCIETY

Head Office	0481	2422008, 2420604 2410577, 2420657 2420780, 2420941
N.S.S General Secretary	0481	2410566 (Off) 2420330 (Resi)
N.S.S Assistant Secretary	0481	2420944(Off) 2422270(Resi)
Education Secretary	0470	Extension 212 (Off) 2622987 (Resi)
Secretary (NSS College Central Committee)	0481	Extension 211 (Off) 2424949 (Resi)

N.S.S. COLLEGES

Name of College	Code	Telephone Numbers
VTM N. S. S. College, Neyyattinkara	0471	2222240, 2230040
M.G. College, Thiruvananthapuram	0471	2540103, 2541039
N. S. S. College for women, TVPM	0471	2490548
N. S. S. College, Nilamel	0474	2433246, 2433346
M. M. N. S. S. College, Kottiyam	0474	2530522
N. S. S. College, Pandalam	04734	252221
N. S. S. College, Cherthala	0478	2813226
N.S.S. Hindu College, Changanassery	0481	2420090
SVR N. S. S. College, Vazhoor	0481	2456227
N. S. S. College, Rajakumari	04868	245370
N. S. S. College, Ottappalam	0466	2244382

N. S. S. College, Nemmara	04923	244245,243265
N. S. S. College of Arts & Science, Parakkulam	0466	2278780
N. S. S. College, Manjeri	0483	2766136, 2766975
PR N. S. S. College, Mattannur	0490	2471747
SV N. S. S. College, Vadakkancheri	04884	232249
Sree Ayyappa College for women, Nagerkovil	04651	230980
N. S. S. Training College, Pandalam	04734	252252
N.S.S.TrainingCollege,Changanassery	0481	2420481
N. S. S. Training College, Ottappalam	0466	2244359
N. S. S. College of Engineering, Palakkad	0491	2555255
Athurasraman N.S.S Homoeo College, Chingavanam	0481	2430362
N.S.S. Polytechnic College, Pandalam	04734	252234
N.S.S. Co-Operative Training College, Kottayam	0481	2582852

UNIVERSITY OF CALICUT

Vice-Chancellor	0494	2400241
Pro-Vice-Chancellor	0494	2400243
Registrar	0494	2400252
Controller of Examinations	0494	2400291
Finance Officer	0494	2400224
Examination Enquiry	0494	2400809, 2400816
Public Relation Officer	0494	2400288
Director, College Development Council	0494	2401144 Ext.128
Director, Academic Staff College	0494	2400352
Deputy Director, Collegiate Education	0495	2722215

NATIONAL PLEDGE OF REPUBLIC OF INDIA

GENERAL PLEDGE

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

Jai Hind

NATIONAL INTEGRATION PLEDGE

I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation. I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means. In their well-being and prosperity alone lies my happiness.

PREAMBLE TO THE INDIAN CONSTITUTION

We, The People of India, having solemnly resolved to constitute India into a Sovereign Socialist Secular Democratic Republic and to secure to all its citizens:

Justice, social, economic and political;

Liberty of thought, expression, belief, faith and worship;

Equality of status and of opportunity; and to promote among them all

Fraternity assuring the dignity of the individual and the unity and integrity of the Nation

Almanac - 2022-23

June 2022

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

July 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Fri	1	
Sat	2	
Sun	3	<i>Sunday</i>
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	<i>Holiday - Second Saturday</i>
Sun	10	<i>Sunday</i>
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	<i>Sunday</i>
Mon	18	
Tue	19	<i>Holiday - Bakrid</i>
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	<i>Sunday</i>
Mon	25	
Tue	26	
Wed	27	
Thu	28	<i>Holiday - Karkkidaka vavu</i>
Fri	29	
Sat	30	
Sun	24	<i>Sunday</i>

August 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Mon	1	
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	<i>Sunday</i>
Mon	8	<i>Holiday</i> - - Muharam
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	<i>Holiday - Second Saturday</i>
Sun	14	<i>Sunday</i>
Mon	15	<i>Holiday</i> - Independence Day
Tue	16	
Wed	17	
Thu	18	<i>Holiday</i> - Sreekrishna Jayanthi
Fri	19	
Sat	20	
Sun	21	<i>Sunday</i>
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	<i>Sunday- Ayyankali Jayanthi</i>
Mon	29	
Tue	30	
Wed	31	

September 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Thu	1	
Fri	2	
Sat	3	
Sun	4	<i>Sunday</i>
Mon	5	National Teachers Day
Tue	6	
Wed	7	<i>Holiday</i> - I st Onam
Thu	8	<i>Holiday</i> - Thiruvonam
Fri	9	<i>Sunday</i> <i>Holiday</i> - III rd Onam
Sat	10	<i>Holiday</i> - IV th Onam - Sree Narayanaguru Jayanthi
Sun	11	<i>Sunday</i>
Mon	12	
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	
Sun	18	<i>Sunday</i>
Mon	19	
Tue	20	
Wed	21	<i>Holiday</i> - Sree Narayana Guru Samadhi
Thu	22	
Fri	23	
Sat	24	
Sun	25	<i>Sunday</i>
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	

October 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Sat	1	
Sun	2	<i>Sunday Gandhi Jayanthi (Service Day) International Non-violence day</i>
Mon	3	
Tue	4	Holiday - Mahanavami
Wed	5	Holiday - Vijayadasami
Thu	6	
Fri	7	
Sat	8	<i>Holiday - Second Saturday, Nabidinam</i>
Sun	9	<i>Sunday</i>
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	<i>Sunday</i>
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	<i>Sunday</i>
Mon	24	Holiday - Deepavali,
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	<i>Sunday</i>
Mon	31	N.S.S. Flag Day

November 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Tue	1	Kerala Piravi
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	<i>Sunday</i>
Mon	7	
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	<i>Holiday - Second Saturday</i>
Sun	13	<i>Sunday - Children's Day</i>
Mon	14	
Tue	15	
Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	<i>Sunday</i>
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	<i>Sunday</i>
Mon	28	
Tue	29	
Wed	30	

December 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Thu	1	
Fri	2	
Sat	3	
Sun	4	<i>Sunday</i>
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	<i>Holiday - Second Saturday</i>
Sun	11	<i>Sunday</i>
Mon	12	
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	
Sun	18	<i>Sunday</i>
Mon	19	
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	<i>Holiday - Sunday , Christmas</i>
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	31	

January 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Sun	1	<i>Sunday</i>
Mon	2	<i>Holiday</i> -Mannam Jayanthi
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	<i>Holiday - Second Saturday</i>
Sun	8	<i>Sunday</i>
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	<i>Sunday, Makaravilakku / Pongal</i>
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	<i>Sunday</i>
Mon	23	
Tue	24	
Wed	25	
Thu	26	<i>Holiday</i> - Republic Day
Fri	27	
Sat	28	
Sun	29	<i>Sunday</i>
Mon	30	
Tue	31	

February 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	<i>Sunday</i>
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	<i>Holiday - Second Saturday</i>
Sun	12	<i>Sunday</i>
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	<i>Holiday - Maha Shivarathri</i>
Sun	19	<i>Sunday</i>
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	<i>Mannam Samadhi</i>
Sun	26	<i>Sunday</i>
Mon	27	
Tue	28	

March 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	<i>Sunday</i>
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	<i>Holiday – Second Saturday</i>
Sun	12	<i>Sunday</i>
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	<i>Sunday</i>
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	<i>Sunday</i>
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	College closes for Mid summer vacation

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharatha-bhagya-vidhata
Panjab-Sindu-Gujarata-Maratha
Dravida-Utkal-Banka
Vindhya-Himachala-Yamuna-Ganga,
Uchala-Jaladhi-taranga
Tava subha name jagae
Tava Shubha ashisha mage.
Gahe tava jaya-gatha,
Jana-gana-mangala-dayaka, jaya he
Bharatha-bhagya, vidhata.
Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya Jaya he