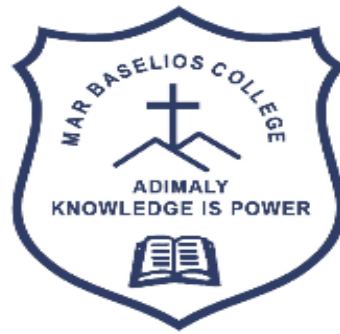


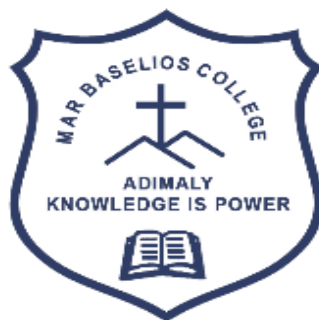
**MAR BASELIOS COLLEGE
ADIMALY
IDUKKI (Dist)
Kerala – 685561**



Hand Book
&
College Calendar

2021- 2022

MAR BASELIOS COLLEGE
ADIMALY P.O. - 685561
IDUKKI (Dist), KERALA
Affiliated to Mahatma Gandhi University, Kottayam.



Hand Book
&
College Calendar

2021 – 2022

PRINCIPAL

Dr.Benny Alexander

Ph : 0485-2843278 (Res) , 9447154835 (Mob)

College Office : Ph. 04864-224835

E-mail : principal@mbcollegeadimaly.com

Web site : www.mbcollegeadimaly.com

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THE PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country, and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall respect my parents, teachers and all elders and treat everyone with courtesy.

To my country and to my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

Prayer Song

Lead, kindly light, amid the encircling gloom

Lead thou me on

The night is dark, and I am far from home

Lead thou me on

Keep thou my feet, I do not ask to see

The distant scene, one step enough for me

I was not ever thus, nor prayed that thou

Shouldst lead me on

I loved to choose, and see my path but now

Lead thou me on

I loved the garish day, and spite of fears

Pride ruled my will, remember not past years

So long thy power hath blest me, sure it still

Will lead me on

O'er moor and fen, o'er crag and torrent, till

The night is gone

And with the morn those angel faces smile

Which I have loved long since and lost a while

Lead kindly light

NSS THEME SONG

മനസ്സ് നന്നാക്കട്ടെ മതമെടുത്തുകീഴാമാക്കട്ടെ
മാനവ ഹൃത്തിന് ചിലയിലൊക്കെ മൗനപൂക്കൾ വിടരുട്ടെ
സൗഹൃദ സിദ്ധികൾ പാത്താലു്
സൗവർണ്ണാഭ പരന്നാലു്
സുരഭില ജീവിത മാധുരി വിശിഷ്ട സാമസമരൂപകയമല്ലാ
സത്യം ലക്ഷ്യമതാകട്ടെ
ധർമ്മം പാതയതാകട്ടെ
ഹൃദയം ഹൃദയം സൗഹൃദം സൗഹൃദം സൗഹൃദം
മനസ്സ് നന്നാക്കട്ടെ മതമെടുത്തുകീഴാമാക്കട്ടെ
മാനവ ഹൃത്തിന് ചിലയിലൊക്കെ മൗനപൂക്കൾ വിടരുട്ടെ
മനസ്സ് നന്നാക്കട്ടെ.....
മനസ്സ് നന്നാക്കട്ടെ.....
മനസ്സ് നന്നാക്കട്ടെ.....

National Anthem

*Jana - Gana Mana - Adhinaayak Jaya He Bhaarat -
Bhaagya - Vidhaataa
Panjaab - Sindhu – Gujarat - Maraatha,
Draavid - Utkal - Banga
Vindhya – Himaachala – Yamuna – Ganga
Uchchhala – Jaladhi - Taranga
Tav Shubh Naamey Jaage
, Tav Shubh Aashish Mage
Gahey Tav Jaya gaathaa
Jana – Gana – Mangala - Daayak, Jaya He
Bhaarat - Bhaagya Vidhata
Jaya Hey, Jaya Hey, Jaya Hey,*

Personal data

Name:.....Class:.....No:.....

....

Home

Address.....

.....

....

Phone No.....

Name of Parent /

Guardian:.....

Vision

Preparing a generation to become contributing citizens and to strive towards a more Just, Fair and Promising World.

Mission

“ Learn, Research, Create, Discover, Heal and Make the World Ever Better”. To impart quality higher education that caters to the emerging societal needs through all round development of the students of all sections enabling them to become intellectually competent, Socially responsible and emotionally adept.

Beginning in the classroom with exposure to new ideas, new ways of understanding and new ways of knowing, students embark on a journey of intellectual transformation and conditions for social transformations are created. From this we hope that students will begin to mould their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests and learning how they can best serve the world.

COLLEGE DICTUM



“KNOWLEDGE IS POWER”

We believe knowledge is power. Our College imparts knowledge which in turn imparts power. It is intellectual power that rules the world. The ancient mystics and hermits as well as the modern scientists and philosophers have tried to master the universe through the acquisition of knowledge – knowledge about themselves and knowledge about the secrets of nature.

We must know how power can be used only for good and not for evil. For that purpose we must first learn about ourselves. Knowledge about one’s self is the basis of all knowledge. When we understand ourselves, our instincts, our latent capabilities, our strength’s and weaknesses, our emotions and so on; when we learn to use our knowledge only for human welfare including ours, our world will become a real paradise!

Our College aims at imparting this knowledge. This knowledge is gained not only through the study of books or listening to lecturers but also through your experience, your association with your friends, your teachers, your acquaintance etc. This must equip you to do your duty to yourself and to others. The Management, the Faculty, the Parents and the Society at large expect you to fulfil this purpose during your study in this temple of learning.

Whatever field you may choose for your life, constant acquisition of knowledge will be necessary to succeed in that field. Knowledge has no limits and is constantly on the increase. You can face competition in life only if your knowledge is updated. Knowledge earned in this College is not the entire knowledge. Knowledge to succeed in a particular field is to be acquired by following specific direction. For that you have to be a student throughout your life.

Courses of study

U.G.Course

B.Com (Computer Application-Model1) B.Com(
Finance & Taxation-Model1)
B.B.A.
B.C.A.
B.A English Literature , Communication & Journalism (Triple Main)
B.A Economics

P.G.Course

M.Com (Finance & Taxation)

List of Teaching & Non-teaching Staff

Teaching Staff

P.G Department of Commerce

Name	Mob:
1. Smt. Nisha Thomas, M.Com ,B.Ed	9846873601
2. Smt. Anu Baby, M.Com	9747377123
3. Smt. Sheeja Shajan, M.Com (on leave)	9645947142
4. Smt. Sreena Ramachandran ,M.Com, B.Ed	9645325549
5. Sri. Binil P V, M.Com,MBA,PGDIM,PGDFM,B.Ed, SET	9744171808
6. Sri. Thomaskutty Varghese ,M.Com, SET	9020316215
7. Smt. Sujithamol K S, M.Com, CMA (Inter), NET	8848512365
8. Smt. Shinta Thomas, M.Com	9526901737
9. Smt. Minimol A, M.Com, SET	9961153143
10. Smt. Jisha Vinod, M.Com, CMA (Inter)	9446316422
11. Smt. Neethu K M M.Com, SET	9995523560

Department of Computer Science

12.Smt. Ligi T.J., M.Sc Computer Science	9846015069
13.Smt. Jobby P.Varghese, MCA	9497037144
14. Smt. Animol M.K., MCA	9747435397
15. Smt Arathi P H MCA	8281271903
16.Smt. Maria Sumi Joseph, M.Sc Maths	8593953819

Department of Business Studies

17. Smt. Starly K.P, MBA	9946055133
18. Smt. Anjaly Punnoose, M.Com, MBA, M.Phil.	8129572189
19. Smt. Anacia Vijayan M.Com, NET, SET	7510148985
20. Sri. Jidesh Paul MBA	9446432331

Department of English

21. Smt. Christy Stanly M.A ,B.Ed, SET	9567017517
22. Smt. Princy P M M.A, B.Ed, SET	9526264048
23. Smt. Asha A MCJ, SET	8547410865
24.Smt. Dithi Damana M.A, B.Ed, SET	9446082665
25. Smt. Ansil J Vincent M.A	8111871129
26. Smt. Maria John M.A, B.Ed,	9048704085
27. Smt. Athira Vasavan, M.A, NET	9526891485
30. Sri. Aditya R M.A, B.Ed	9074436271
31. Smt. Jismi Issac M.A, B.Ed	8547974310

Non-teaching Staff

1. Smt.Seema Stephen	Accountant	04864-222010	9947532710
2. Smt.Litty Le Paul	Librarian	04864-223613	9349408381
3. Sri. Vinoy K V	Physical Education		8606806432
4. Sri. Biju Chacko	Clerk		9048703130
5. Sri. Aswin V Shaji	Lab Assistant		9400804640
6. Smt. Saramma Varghese	Sweeper		9746955898

College Council:

The College council consists of the Principal, Heads of Department and one nominated member of teaching staff.

1. Dr. Benny Alexander (Principal)
2. Smt. Ligi T J (HOD, Computer Application)
3. Smt. Nisha Thomas (HOD, Commerce)
4. Smt. Starly K.P (HOD, Business Sadministratudies)
5. Smt. Christy Stanly (HOD, English)
6. Smt. Jobby P Varghese (Staff Advisor)

Teachers in charge of various student oriented services

N.S.S & Red Ribbon Club	- Sri. Thomaskutty Varghese, Smt. Princy P.M
Women Cell	- Smt. Sujithamol KS, Smt. Dithi Damana, Smt. Maria Sumi, Smt. Anjaly Punnoos, Smt. Neethu K.M
Counselling Cell	- Smt. Minimol.A, Smt. Arathi P.H, Smt. Asha.A, Smt. Anacia Vijayan
Sports & Games	- Sri. Vinoy K V
Career Guidance and Placement	- Sri. Binil PV, Sri. Jithesh Paul, Smt. Athira Vasavan, Smt. Arathi P.H
Tourism Club	- Sri. Jithesh Paul, Sri. Aditya R
Debate Cell	- Smt. Maria John, Smt. Anu Baby, Smt. Anjaly Punnoos
Students Services Cell	- Smt. Neethu K.M, Smt. Maria John, Smt. Animol M.K
Quiz Club	- Smt. Asha.A, Sri. Binil P.V, Smt. Sujithamol K.S, Sri. Aditya.R
Nature Club	- Smt. Dithi Damana, Smt. Jisha Vinod, Smt. Minimol A, Smt. Anacia Vijayan
Anti Drug Cell	- Sri. Thomaskutty Varghese, Sri. Shinta Thomas
Alumni Cell	- Smt. Anu Baby, Smt. Shinta Thomas, Smt. Ansil J Vincent, Smt. Animol M.K
Arts Club	- Smt. Sreena Ramachandran, Smt. Athira Vasavan, Smt. Shinta Thomas, Smt. Jismy Issac
Event Committee	- Smt. Jisha Vinod, Smt. Anu Baby, Smt. Ansil J Vincent, Smt. Anjaly Punnoose
Language Club	- Smt. Jismy Issac, Smt. Princy P.M, Smt. Ansil J Vincent
Internal coordinator	- Smt. Jobby P Varghese
Staff Adviser	- Smt. Jobby P Varghese
Anti-Ragging Cell	- Smt. Liji T.J, Smt. Starly K.P, Smt. Nisha Thomas, Smt. Christy Stanly
Grievance Redressal Cell	- Smt. Nisha Thomas, Smt. Liji T.J, Smt. Starly K.P, Smt. Christy Stanly
Academic Committee	- Smt. Christy Stanly Smt. Liji T.J, Smt. Starly K.P, Smt. Nisha Thomas,
MOOC Coordinator	- Smt. Liji T.J Mentors: Smt. Animol M.K, Sri. Thomaskutty Varghese Smt. Neethu K.M, Smt. Anacia Vijayan, Smt. Maria John

Mentors

PG Department of Commerce

C1&C2 : Smt. Sreena Ramachandran T1&T2 : Smt. Shinta Thomas
C3&C4 : Sri. Thomaskutty Varghese T3&T4 : Smt. Neethu K.M
C5&C6 : Smt. Nisha Thomas T5&T6: Smt. Anu Baby
M1&M2 : Smt. Minimol A
M3&M4 : Smt. Sujithamol K.S

Department of Computer Application

CA1&CA2 : Smt. Animol M.K
CA3&CA4 : Smt. Jobby P Varghese
CA5&CA6 : Smt. Arathi P.H

Department of Business Studies

B1&B2 : Sri. Jithesh Paul
B3&B4 : Smt. AnaciaVijayan
B5&B6 : Smt. Anjaly Punnoose

Department of English

LS1&LS2 : Smt. Dithi Damana
LS3&LS4 : Smt. Ansil J Vincent
LS5&LS6 : Smt. Princy P.M

Department of Economics

COLLEGE RULES

Admission and withdrawal

1. All candidates for admission must acquaint themselves with the rules and regulations of the college and will be bound by them if admitted.
2. They must produce before admission their transfer certificate and certificate of conduct from the school or the college which they last attended and their SSLC book and their university pass certificate (if issued by the university) if they are applicants for admission to the B.Com, BBA,BCA, BA, M.Com classes.
3. The Principal reserves the right to refuse admission to any applicant, without assigning reasons.

4. No candidate for admission will be enrolled or allowed to attend any class, until the prescribed fees has been paid.
 5. Anyone who is found to have obtained admission by false representation is liable to dismissal and forfeiture of the fees paid.
 6. Any student who leaves the college without the prior permission of the Principal, before completing his/ her course will receive no certificate of character but on sufficient cause being shown, the Principal will transfer a student to another college, or will allow him to discontinue his/ her study and may give him a certificate of character.
 7. Character certificates must be applied for as soon as the students leave the college.
 8. No students shall be considered to have been enrolled in any college unless he/ she has attended the college at least one day of that term or has paid the fees or portion thereof prescribed.
 9. A student who has discontinued his/ her studies may be given his/ her SSLC book or university pass certificate, and T.C. if he/ she pays the dues up to the end of last term in which he/ she attends.
 10. No student who has not previously studied in any recognized school or college shall be admitted to the college unless he/ she presents a transfer certificate.
 11. Every transfer certificate issued to the students from a college or other institution after being registered for a university exam shall necessarily contain the following details:
 - a. Name of the examination of the university for which the student has been last presented from the college.
 - b. Register number of the student and date of examination.
 - c. Whether the student has appeared for the examination . If yes:
 - i. The parts and division in which the candidate has passed.
 - ii. The parts and division in which he or she has failed.
- NOTE:- (a) Transfer certificate to a student who has been enrolled for a university exam shall be issued only after the provisional results of the exam are published and every such certificate shall contain the details of the parts or division in and every such certificate shall contain the details of the parts or division in which he/ she has passed and the parts or division in which he/ she has failed. No student can be admitted to the college pending the production of such a certificate.
- b) The first October of every year has been fixed by the university as the last date for receipt of return of matriculates relating to students for recognition of the qualifying examinations of other universities or examining bodies, admitted every year are to be received at the university office within one month after their joining the college.
 - c) In respect of delay in the admission of application by individual applicants (in respect of return of matriculates and recognition of any qualifying examinations) a penalty of Rs. 2/- (Per candidate) is levied by the university.
 - d) Application for transfer certificate shall be in the prescribed form.
12. In the case of students who have passed from any university other than the Mahatma Gandhi University, the necessary migration certificate / no objection certificate must be produced within a month after enrollment.

13. Certificate such as SSLC books, university mark lists, degree certificates etc. of students, will not be kept for more than three years after completion of their course of study.
14. Megaphone, loudspeakers etc. should not be used and posters, banners or boards should not be put up in the campus without the prior permission of the Principal.
15. Conduct certificate is a document which the student has to earn. It will not be issued as a matter of course. Application for conduct certificate should be given as soon as the student leaves the college.

CONDUCT, DRESS, BEHAVIOUR AND DISCIPLINE

1. No student shall indulge in smoking or other reprehensible habits within the College premises. Also students should not fold up their dhotis in the College premises and they should refrain from sitting and standing on staircases, leaning against parapet or loitering idly in the verandahs.

No student shall enter or leave the class without the permission of the lecturer until the class is dismissed.

2. **Use of Mobile Phones is strictly prohibited in the college campus (even after class hours).**
3. Writing or making marks on walls or on furniture, throwing paper anywhere except in waste paper receptacles and dropping ink in the floor of the College is prohibited.
4. Students are not permitted to join or work for any organization outside the College without the written permission of the Principal.
5. Students are warned against presenting mass petitions to the Principal. They can make representations regarding College affairs to the higher authorities only through the Principal.
6. Except in the meeting of various College Associations, no student shall address any gathering within the college premises without the permission of the Principal.
7. When a student has any doubt in any matter of College discipline, he should consult the Principal before making his decision.
8. The loss or damage caused to College articles will be made good by realizing from the student concerned, the value of loss or damage.
9. Be clean and decorous in dress, language and behavior.
10. **No student shall enter a class other than his own without the permission of the Principal or the staff members whether it is before, during or after the College working hours.**
11. When a teacher or a guest enters your class you should rise and remain standing until he takes his seat or desires you to resume yours.
12. Do not enter Computer lab without the permission of teachers in charge.
13. Order and restraint should characterize your conduct at all times and perfect silence should be maintained in the library, lecture classes and laboratories.

14. Do not disfigure College walls, desks or benches with writing or engraving of any description whatsoever and do not tamper with or damage fittings, articles of furniture or library books.
15. Do not participate in (a) any agitation directed against constituted authority (b) any meeting likely to excite disloyalty or disaffection towards the Government (c) any movement likely to promote communal ill-feeling.
16. The actual loss caused to furniture, tools and apparatus of the College during strike period due to violent action of students will be made good by imposing collective fines on all students of the College(as per Government order)

The management of Mar Baselios College, Adimaly has decided to implement the following rules and regulations also in order to facilitate the smooth and effective work of the College, in addition to the above rules.

- i. All the students in the College shall co-operate with the College Authorities to ensure maintenance of discipline in the College.
- ii. **All strikes, demonstrations, dharnas, harthals and the like are banned in the College campus. Students who violate the above rule are liable to be dismissed from the College summarily.**
- iii. Students are prohibited from taking part in any meeting in the College campus unless such meetings are convened and organized by the College Authorities.
- iv. **Political activities are completely banned in the College campus. Students including in and involving themselves in any kind of political activity in the College campus are liable to be summarily dismissed from the College.**
- v. No student shall bring into the College campus any banner, flag, board, notice, pamphlet etc. for purpose of any political activity.
- vi. No student shall involve in any activity which may cause disruption to classes or disturbances in the College campus. If any student violates the above regulation, he /she is liable to be dismissed from the College itself summarily.

UNIFORM

Uniform is compulsory on all week days except on Wednesdays. It should be stitched in comfort-executive model. No alterations are permitted.

IDENTITY CARDS

Every student is expected to have in his or her possession an identity card issued at the time admission. Students should wear the identity card inside the College campus. It should be worn around the neck by the tag attached so as to be exhibited always. Identity card is also compulsory for entry in to the University examination hall. It must be produced compulsorily on the day of College election and on other days deemed to be fit by the Principal for entry into College campus.

If the card is lost, a duplicate may be issued at the student's expense with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian.

ATTENDANCE AND LEAVE OF ABSENCE

Attendance will be marked at the beginning of each hour by the teacher engaging the class. If a student is absent for one hour, it will be treated as absence for half a day and if his / her absence is for two or more hours, it will be treated as absence for one full day. A student requiring leave for only a particular period may be granted such leave by the teacher concerned.

Application for leave for more than a period must be made to the Principal in the prescribed form annexed to this calendar.

Absence without leave from any examination or practical work will be reported by the teachers concerned to the Principal. Leave of absence from any internal examination should be obtained from the Principal.

Absence without leave for more than ten consecutive days will cause removal of the student's name from the rolls and he / she may be re-admitted on payment of College dues, if any.

Every application for leave shall be countersigned by the student's guardian and recommended by the class teacher or the head of the department. For hostel students the warden's recommendation is sufficient:

The minimum attendance prescribed by the University is 75% of the working days in the academic year/ semester. Exemption from shortage of attendance (subject to a minimum of 20 days/ year or 10 days semester) can be granted by the Syndicate on recommendation of the Principal, provided leave has been applied for and granted for such absence on satisfactory grounds. Such condonation will be granted only once during a course. (Twice for semester scheme).

RAGGING STRICTLY PROHIBITED

Ragging of any kind is strictly prohibited in the College campus. Any case reported will be seriously dealt with and, if necessary, will be referred to the police. The Students who indulge in any kind of ragging will be expelled from the College. The Kerala Ragging prohibition Act 1998 is given below.

KERALA RAGGING PROHIBITION ACT- 1998

(Malayalam)

FORM OF APPLICATION FOR LEAVE

1. Name :
2. Class No. :
3. Class & Group :
4. Date for which leave is required :
5. Reason for leave :
6. Date of application :
7. Signature of applicant :
8. Signature of the Parent/ Guardian :
9. Teacher's remarks :
10. H.O.D.'s remark :
11. Principal's order :

* In case sick leave is required for more than five consecutive working days or during examinations days, medical certificate from a registered medical practitioner may be produced.

MAHATMA GANDHI UNIVERSITY

Academic calendar for Undergraduate Courses 2021-2022

FIRST, THIRD AND FIFTH SEMESTER

Date of commencement of First Semester	: Not decided by university
Date of commencement of Third & Fifth Semester	: 01-07-2021

No. of working days

--

July	: 21
August	: 14
September	: 21
October	: 18
November (upto 15)	: 10
Total	:84 (inclusive of examination days)

Internal Examination	: 13-09-2021 onwards
Model Examinations	: 25-10-2021
Onam Holidays	: 19-08-2021 to 30-08-2021
End of Semester	: 15.11.2021

SECOND, FOURTH AND SIXTH SEMESTER

Date of commencement of Second Semester	: Not decided by university
Date of commencement of Fourth & Sixth Semester	: 16-11-2021

No. of working days

November	: 11
December	: 17
January	: 19
February	: 20
March	: 22
Total	: 89 (inclusive of examination days)

Internal Examination	: First week of February 2021
Christmas Holidays	: 24-12-2021 to 03-01-2022
Model Examinations	: March
End of Semester	: 31-03-2022

Academic calendar for Postgraduate Courses 2021- 2022

FIRST AND THIRD SEMESTER

Date of commencement of First Semester	: Not decided by university
Date of commencement of Third Semester	: 02-08-2021

No. of working days

August	: 14
September	: 21
October	: 18
November	: 21
Total	: 74 (inclusive of examination days)

Internal Examination	: 25-08-2021
Onam Holidays	: 19-08-2021 to 30-08-2021
End of Semester	: 30.11.2021

SECOND AND FOURTH SEMESTER

Date of commencement of Second Semester	: Not decided by university
Date of commencement of Fourth Semester	: 01-12-2021

No. of working days

December	: 17
January	: 19
February	: 20
March	: 22
Total	: 78 (inclusive of examination days)

Internal Examination	: First week of February
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Christmas Holidays	:24-12-2021 to 03-01-2022
End of Semester	:31-03-2022

MAHATMA GANDHI UNIVERSITY

Priyadarshini Hills,

Athirampuzha,

Kottayam-686560

Vice Chancellor : 0481-2731001
Pro- Vice Chancellor : 0481-2731005
Registrar : 0481-2731007
Controller of Examinations : 0481-2731000
Director, College development Council : 0481-2731013
Employment Information & Guidance Bureau : 0481-2731025
NSS Co-ordinator, M.G.University **Collegiate** :0481-2731020

Education Officers:

Director of Collegiate Education, Trivandrum : 0471-2303107
Deputy Director of Collegiate Education, Ernakulam: 0484-2362268

PUBLIC UTILITY SERVICES

Punchayat Office, Adimaly : 04864-222160
Police Station (C.I.) :222186
Police Station (S.I.) : 222145
Govt.Taluk Head Quarters Hospital : 222670
Morning Star Hospital, Adimaly : 222114
S.B.I. Adimaly : 225840

Federal Bank, Adimaly : 222289
Village Office, Adimaly : 222002

Mar Athanasius College Association

Secretary : 0485-2822326 (Off)
0485-2570255(Res)

Mar Athanasius College Association,

Kothamangalam,

Kothamangalam College P.O.,
Ernakulam(Dist).

Other Institutions Under Mar Athanasius College Association 1.

Mar Athanasius College

Kothamangalam College (P.O.), Principal: 0485-2822512

Kothamangalam. Office: 0485-2822378

2. M.A.College of Engineering

Kothamangalam College (P.O.) Principal: 0485- 2823383 Kothamangalam

Office: 0485-2822363

3. Athanasius International Public School

Kothamangalam College (P.O.)

Kothamangalam Office: 0485-2822326