



SES COLLEGE SREEKANDAPURAM-KANNUR

Affiliated to Kannur University

www.sescollege.ac.in

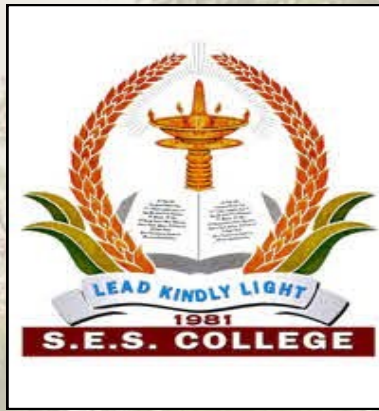
Email : sescollege.skpm@gmail.com

Tel: 04602230293

Accredited by NAAC with B Grade



**Calendar
Hand Book
2020-21**



VISION

Enkindle the Light of Knowledge Spread the Light of Wisdom

MISSION

The motto of the Institution “Lead Kindly Light” encapsulates the vision of the college. It is to enkindle the light of knowledge and lead the people of this backward area to the light of wisdom.

The under privileged people of this locality were denied opportunities for higher education for a very long period. Thus, the establishment of S.E.S College marked a new era of enlightenment in the history of Sreekandapuram and surrounding villages. The institution succeeded, to a great extent, in imparting quality education to the marginalised people of a vast area. The mission of the college is to provide quality education to the rural student community. As an institution of higher education, S.E.S College shoulders the high responsibility of uplifting the educationally, economically and socially backward community. The academic community of the college, together with parents and the society, is striving hard to achieve the goals and fulfill the mission.

COLLEGE PROFILE

S.E.S college, Sreekandapuram, a temple of learning for a rural community, is situated atop a picturesque hill; where the salubrious environment gives an ideal ambience for pursuits in higher education. The college was established in the year 1981, with a mission of empowering rural population through education. Education was the cause that the founders addressed and the college proved quite successful in rendering the same. Excellence is not an act but a habit. The college witnessed quality enhancement in all walks of its life; which underlines the importance of thanking the relentless and dedicated efforts of the management, staff and above all our student community. Through the years of service, the college continues to spread the glow of education in tune with our mission and vision.

The college got accredited with B grade by NAAC. The institution has always opened its doors to all sections of people irrespective of caste, creed and community and works tirelessly to build a community of staff and students committed to the pursuit of moral, intellectual and academic excellence. Educational institutions are social capital for the growth of emerging generations and S.E.S has always extended a helping hand to marginalised and under privileged. The college gives enough provisions for the manifestation of student's talents through novel initiatives. We aspire to lead our students to the threshold of a world of opportunities for personal growth and social service.

We nurture our students' talents to foster their growth and thereby contribute to societal growth. The college pays special attention to inculcate values in the students at every opportunity possible. To top it all; we envision life oriented education through humanising and liberative process to make our students agents of transformation and development at different levels of life and to help them to actively respond to the concerns and conflicts inherent in today's world.

MANAGING COMMITTEE

President	: Sri. Vinil Varghese Ph:04972700049
Vice President	: Sri. John Kallattu Ph:04602202494,9847020663 Sri.K.J .Thomas Ph:04602212343,9496189233
Secretary	: Prof: V.D. Joseph Ph:04602230386,9447935144
Joint Secretary	: Sri.K.K. ChandranNambiar Ph:9447046596 : Dr.Manu Joseph Ph:9447188001
Treasurer	: K.T. Ibrahimkutty Haji Ph:04602230284,9947105010
Members	: Dr.Maisy Oommen Ph.04972703513 : Adv. Muhammed Anas.M.P

SUCCESSION OF PRINCIPALS

1. Prof.K.J. Kuriakose 1981 - 1995
2. Dr. V.P. Raghavan 1995 – 2005
3. Dr.A.M.Muraleedharan 2007 - 2015
4. Dr. Dominic Thomas 2015 -

SUCCESSION OF MANAGER

1. Sri. K.M. Varghese
2. Sri. Vinil Varghese

SES COLLEGE COMMITTEES

IQAC COMMITTEE

Dr. Dominic Thomas, Principal	(Chairman)
Sri.Vinil Varghese	Manager
Sri. Sajeesh T J	(IQAC Coordinator)
Dr. Sreekumar N M	(Coordinator-AISHE)
Smt.Jessy Jacob	(Academic Monitoring Committee)
Dr.Reena Sebastian	(AQARs)
Sri.Samson Rajan,	(SSR Qualitative Matrix)
Smt. Seena P P	(SSR Quantitative Matrix)
Smt.Shabeena Backer	(SSR Qualitative Matrix)
Smt.Silja C	(SSR Quantitative Matrix)
Prof. V D Joseph	(Secretary Management)
Sri.Joseph Mathew	(Librarian)
Sri.Fais K P	(Office Staff)
Sri. Vijith E V	(Office Staff)
Sri.Anurag	Alumni Association
Sri. Akarsh C H	Chairman, Students Union
Adv. M C Raghavan	Ward Counselor, Member Loc. Society.
Sri. Narayanan T V	Vice President, College PTA

STAFF COUNCIL (COLLEGE COUNCIL/ ACADEMIC COUNCIL)

Dr. Dominic Thomas, Principal (Chairman)

Smt. Sheela M Joseph,

Smt. Jessy Jacob

Dr. Reena Sebastian

Dr. Sreekumar N M

Sri. Sajeesh T J

Smt. Nasreena P K

Sri. Samson Rajan

Smt. Saumya Maria Jacob

Sri. Preju K Paul

Sri. Joseph Mathew

ACADEMIC MONITORING COMMITTEE

(Action Plans, Internal Assessment, ATR, AAA, Courses, Seminars and Programmes)

Smt. Jessy Jacob (Convener)

Smt. Sheela M Joseph,

Dr. Reena Sebastian

Dr. Sreekumar N M

Smt. Seena P P

Sri. Samson Rajan

Sri. Binesh

Criterion 1: - Curricular Planning and Implementation

(Feedback, College Calendar, Certificate courses, Bridge courses, Value added Courses, Skill Development Courses)

Sri. Gopalakrishnan P R (Criterion Coordinator)

Dr. Sreekumar N M (IQAC Member)

Smt. Silja C (IQAC Member)

Sri. Vijith E V (Office)

Criterion II : Teaching - Learning Evaluation

(Students Admission, Enrollment, Teachers list)

Smt. Punnya Prakasan A K(Criterion Coordinator)

Smt. Jessy Jacob (IQAC member)

Smt. JessyJoseph (Office)

Smt .Vidya E V (Office)

Criterion III : Research, Innovations& Extension

Smt. Sunitha Joseph (Criterion Coordinator)

Lt. Preju K Paul (NCC Officer)

Dr. Rejith P P (NSS Prog. Officer)

Smt. Silja C (IQAC member & NSS Prog. Officer)

Criterion IV : Infrastructure and Learning Resources

Dr. Danya A C (Criterion Coordinator)

Dr. Reena Sebastian (IQAC & Library Advisory Committee)

Mr. Joseph Mathew (Librarian)

Mr. Sooraj joseph(Library Staff)

Criterion V : -Student Support andProgression

Rasina M P(Criterion Coordinator)

Dr. Sreekumar N M (Scholarship)

Smt. Nasreena P K(Endowment)

Smt. Jessy Jacob (IQAC member & Students AidFund)

Dr. Pradeep K V(Alumni &career guidance cell)

CriterionVI:Governance, Leadership &Management

(ISO, NIRF, IQAC Programs, seed money)

Dr. Rejith P P (Criterion Coordinator)

Smt. Sheela M Joseph (Academic Audit)

Smt. Seena P P (IQAC Member)

Smt. Shabeena Backer (IQAC Member)

CriterionVII: Institutional Values & Best Practices

Smt. Nasreena P K (Criterion Coordinator)

Sri. Samson Rajan (IQAC Member)

Smt. Sheela M Joseph (Energy Audit)

Smt. Salija P V (Environment Audit)

Smt. Rasina M P (Green Audit)

STUDENTS' DISCIPLINE COMMITTEE

(Students Discipline, Code of Conduct for students, Uniform)

Smt. Sheela M Joseph (Convener)

Smt. Jessy Jacob

Dr. Reena Sebastian

Dr. Sreekumar N M

Sri. Pradeep K V

Smt. Anumol Thomas

Sri. Preju K Paul

Sri. Samson Rajan

GENERAL DISCIPLINE

Sri. Vinil Varghese, (Manager, SES College)

Dr. Dominic Thomas, (Principal, SES College) **Chairman**

Sri. Preju K Paul (NCC Officer)

Dr. Rejith P P (NSS Programme Officer)

Smt. Silja C (NSS Programme Officer)

Sri. Narayanan T V (Vice President PTA) **Ex Officio**

College Union Chairman **Ex Officio**

INTERNAL COMPLAINTS COMMITTEE

(Prevention, Prohibition and Anti Sexual Harassment of Women Employees and Students)

Smt. Jessy Jacob (Convener)

Smt. Sheela M Joseph

Dr. Reena Sebastian

Dr. Sreekumar N M

Smt. Sunitha Joseph

Smt. Anumol Thomas

Sri. Preju K Paul

Smt. Shyna Janardhanan

Dr. Lilly Latheef, Bsc MBBS

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Smt. Sheela M Joseph (Convener)

Smt. Jessy Jacob

Dr. Reena Sebastian

Sri. Preju K Paul

Smt. Seena P P

Dr. Rejith P P

ANTI RAGGING COMMITTEE

Smt. Jessy Jacob (Convener)

Dr. Sreekumar N M

Smt. Sunitha Joseph

Smt. Anumol Thomas

Smt. Shyna Janardhanan

Sri. Preju K Paul

COLLEGE DEVELOPMENT AND MAINTENANCE COMMITTEE

(Infrastructure Augmentation, Maintenance, Suggestions and Reporting to Management)

Dr. Dominic Thomas,

Principal

Sri. Sajeesh T J

IQAC Coordinator

Sri. Pradeep K V

Institutional Coordinator, RUSA.

Dr. Sreekumar N M

Coordinator, AISHE

Smt. Sheela M Joseph

Smt. Jessy Jacob

Smt. Anumol Thomas

Smt. Sunitha M Joseph

Secretary

Sri. Preju K Paul

LIBRARY ADVISORY COMMITTEE

(Library Books, Journals, ILMS, Automation, Library arrangement, Registers)

Dr. Dominic Thomas,	Chairman
Sri. Joseph Chiramattel	Convener
Sri. Joseph Mathew(Librarian)	Secretary
Smt. Dhanya A C	
Dr. Sreekumar N M	
Sri. Samson Rajan	
Smt. Shabeena Backer	
Chairman, College Students Union	(Ex Officio)
Smt. Nandana P K (III BA English)	

PURCHASE COMMITTEE

(Equipments, Furniture, Repairs, Stock register, reporting to Management through Principal)

Smt. Sheela M Joseph	Convener
Sri. Pradeep K V	
Sri. Preju K Paul	
Smt. Soumya Maria Jacob	
Sri. Devadas K V	
Sri. Padmakumar S T	

WEBSITE AND E- RESOURCE COMMITTEE

(Website updation, MIS, Advertising, News and Events, Achievements, Publicity)

Sri. Preju K Paul	Convener
Dr. Sreekumar N M	
Smt. Seena P P	
Smt. Shabeena Backer	
Sri. Deepu Joseph	
Sri. Bineesh George	

EXAMINATION COORDINATION COMMITTEE

(Model Exams, Internal Exams - Exam and Special Time table, Notices, Question Papers, Documentation of duty, Absentees, Attendance)

Sri. Pradeep K V **Convener**

Smt. Punnya Prakasan A K

Smt. Nasreena P K

STUDENT WELFARE COMMITTEE

(Student welfare Programmes, Gender equality Programmes, Gender Audit)

Smt. Jessy Jacob (Students Aid fund) **Convener**

Dr. Sreekumar N M (Scholarship) **Convener**

Smt. Nasreena P K (Endowment) **Convener**

Smt. Rasina M P

ALUMNI ASSOCIATION COMMITTEE

Sri. Pradeep K V **Convener**

Sri. Preju K Paul

Smt. Shyna Janardhanan

Dr. Rejith P P

Smt. Rasina M P

Smt. Salija P V

WOMENS HOSTEL COMMITTEE

Dr. Dominic Thomas, **Principal**

Smt. Anumol Thomas **Warden**

Sri. Preju K Paul **Sports Hostel in Charge)**

Smt. Shyna Janardhanan **Deputy Warden**

Sri. Samuel Poovathinal **Representative of Management)**

BUS COMMITTEE

Smt. Sheela M Joseph	Convener
Dr. Rejith P P	
Sri. Pradeep K V	
Smt. Punny Prakasan	
Sri. Samson Rajan	
Sri. Vijith E V	
Sri. Padmakumar S T	

COLLEGE P T A

Smt. Punnya Prakasan A K	Secretary
Smt. Sheela M Joseph	
Sri. T V Narayanan	Vice President
Sri. Pradeep K V	
Smt. Preju K Paul	
Sri. Joseph Chiramattel	
Sri. Muraleedharan K V	
Sri. Asokan N V	
Smt. Jalaja K P	
Smt. Sreeja A	

RURAL ENTREPRENEURSHIP DEVELOPMENT CELL (REDC)

Sri. Sajeesh T J-	Leader of Training and placement
Smt. Anumol Thomas -	Leader of entrepreneurship
Smt. Seena P P -	Leader of Rural engagement
Smt. Punnya Prakasan A K-	Leader of Personality Development
Dr. Shyni M C-	Leader of Technology

NODAL OFFICER FOR ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE)

Dr. Sreekumar N M

RUSA CO ORDINATOR

Sri Pradeep K V

NODAL OFFICER FOR NATIONAL ACADEMIC DEPOSITORY (NAD)**Smt. Anumol Thomas****NODAL OFFICER FOR ADMISSIONS****Dr. Sreekumar N M****WALK WITH A SCHOLAR (WWS)****Smt. Punnya Pakasan****Coordinator****SCHOLAR SUPPORT PROGRAMME (SSP)****Sri. Preju K Paul****Coordinator****ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)****Smt. Shabeena Backer****Coordinator****NODAL OFFICER FOR NIRF****Dr. Rejith P P****STAFF CLUB PRESIDENT****Smt. Sheela M Joseph****CAREER GUIDANCE AND PLACEMENT CELL COORDINATOR****Sri.. Pradeep K V****COLLEGE COUNSELLING CELL COORDINATOR****Smt. Sunitha M Joseph****WOMEN EMPOWERMENT CELL COORDINATOR****Smt. Shyna Janardhanan**

"The biggest risk is not taking any risk... In a world that's changing really quickly, the only strategy that is guaranteed to fail is not taking risks." -- Mark Zuckerberg

NODAL OFFICER FOR ELECTION LITERACY CLUB

Smt. Punnya Prakasan

PUBLIC RELATION OFFICER

Smt. Jessy Jacob

College Information Officer

Sri. Samson Rajan.

Assist. Information Officer

NODAL OFFICER FOR ANTI DRUGS PROGRAMMES & COTPA

Smt. Sunitha Joseph

NODAL OFFICER FOR STUDENT'S WELFARE and YOUNG INNOVATORS PROG:

Sri. Pradeep K V

NODAL OFFICER FOR RUSA RESEARCH NETWORK GROUP (RRNG)

Dr. Sreekumar N M

Dr. Dhanya A C

NODAL OFFICER FOR EK BHARATH SRESHTA BHARATH (EBSB)

Smt. Sunitha Joseph

NODAL OFFICER FOR UNNAT BHARAT ABHIYAN (UBA)

Dr. Rejith P P

SES COLLEGE FELLOWSHIP

AIDED

NAME OF DEPARTMENT	COURSE	HEAD OF THE DEPARTMENT
PG Department of Journalism & Mass Communication	MA Journalism & Mass Communication	Sri. Deepu Jose.K.
Department of English	BA English Language & literature	Sri. Samson Rajan
Department of Commerce & management Studies	BBA, B Com	Sri. Sajeesh T. J.
Department of Economics	BA Economics	Dr. Sreekumar N.M
Department of Physics	BSc. Physics	Smt. Sheela. M. Joseph
Department of Mathematics	BSc. Mathematics	Dr. Reena Sebastian
Department of Chemistry	BSc Chemistry	Smt. Saumya Maria Jacob

Department of Statistics	Smt. Jessy Jacob
Department of Physical Education	Lt.Preju K Paul
Department of History	Smt. Nasreena. P. K.
Department of Malayalam	Guest
Department of Hindi	Guest

TEACHING STAFF

DEPARTMENT OF ENGLISH

	Name	Designation		Email ID	Phone number
1.	Samson Rajan	Asst. professor	HOD	samson.rjn@gmail.com	9947986073
2.	Shyna Janardhanan	Asst. professor	Tutor I DC	shynajanardhananpp@gmail.com	9497696688
3.	Shabeena Backer	Asst. professor	Tutor III DC	jaffer.shabi@gmail.com	9846312343
4.	Gopalakrishnan P R	Asst. professor	Tutor II DC	gopalakrishnanpeeyar@gmail.com	9020492026
5.	Neethu P	Guest Lecturer	Teacher	neethuputhalath@gmail.com	9544576536

DEPARTMENT OF ECONOMICS

	Name	Designation		Email ID	Phone number
1	Dr.Sreekumar. N.M	Asst. Professor	HOD	sreekumar.nm@gmail.com	9446697309
2	Pradeep.K.V,	Asst. Professor	Tutor	pradeepses@gmail.com	9497854379
3	Sunitha Joseph	Asst. Professor	Tutor	sunithaj9@gmail.com	9497839958

DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

	Name	Designation		Email ID	Phone number
1	Sajeesh T.J	Asst. Professor	HOD	sajeeshthadathil@gmail.com	9633672948
2	Anumol Thomas	Asst. professor	Tutor III B.Com	anubineesh84@gmail.com	9847474225
3	Seena P.P	Asst. professor	Tutor III BBA	seenasunikumar@gmail.com	9995259669
4	Punnya Prakashan A K	Asst. professor	Tutor II BBA	punnyarishikesh@gmail.com	9947197821
5	Dr. Shyni M C	Guest lecturer	Tutor I BBA	mcsyni@gmail.com	9656686866
6	Jasna P	Guest lecturer	Tutor I B.Com	jasnapnarayan@gmail.com	9747188078
7	Jumaila K	Guest lecturer	Tutor I I B.Com	jumailakavu01@gmail.com	9633265344
8	Sabna P	Guest lecturer	Teacher	sabnasree@gmail.com	9747896981

DEPARTMENT OF HISTORY

	Name	Designation		Email ID	Phone number
1	Nasreena P.K	Assistant Professor	HOD	nasreenapko@gmail.com	9744809808

"Take up one idea. Make that one idea your life -- think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success." -- Swami Vivekananda

DEPARTMENT OF MATHEMATICS

	Name	Designation		Email ID	Phone number
1	Dr. Reena Sebastian	Assistant professor	HOD	reeshijo@gmail.com	9400830766
2	Rasina M.P	Assistant Professor	Tutor II DC	rasinamp3@gmail.com	9746262141
3	Silja C	Assistant Professor	Tutor III DC	siljachandran11@gmail.com	7909251323

DEPARTMENT OF PHYSICS

	Name	Designation		Email ID	Phone number
1	Sheela M. Joseph	Associate Professor	HOD	sheelaaugustine@gmail.com	9446534647
2	Joseph Chiramattel	Associate Professor	Tutor I DC	joseph.c.b@gmail.com	9495370084
3	Dr.Dhanya.A.C	Assistant Professor	Tutor I DC	acdhanyaac@gmail.com	8281609630
4	Dr.Rejith.P.P	Assistant Professor	Tutor I Dc	rejith10@gmail.com	9961889969

DEPARTMENT OF STATISTICS

	Name	Designation		Email ID	Phone number
1	Jessy Jacob	Associate Professor	HOD	jessyjacobses@gmail.com	9495646544

"Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it."--Steve Jobs

DEPARTMENT OF CHEMISTRY

	Name	Designation		Email ID	Phone number
1	Saumya Mariya Jacob	Guest lecturer	HOD	jacobsaumyamaria@gmail.com	9447739354
2	Salija P V	Guest lecturer	Tutor I DC	salijapv@gmail.com	9947775649

DEPARTMENT OF PHYSICAL EDUCATION

	Name	Designation		Email ID	Phone number
1	Lt, Preju K. Paul	Assistant Professor	HOD	prejukpaul@gmail.com	9447690331

DEPARTMENT OF COMMUNICATION AND JOURNALISM

	Name	Designation		Email ID	Phone number
1	Deepu Jose K	Guest lecturer	HOD	deepujosek@gmail.com	9946119225 9447876789
2	Sanish M S	Guest lecturer	Tutor	sanishwyd@gmail.com	9447719431

"Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover." - Mark Twain

LIBRARY STAFF

	Name	Designation	Email	Phone Number
1	Joseph Mathew	College Librarian (UGC)	sesjm66@gmail.com	9447519528
2	Shinto Luka :	Library Assistant		9961528947
3	Soorya C Lal	Library Assistant		8111927362

ADMINISTRATIVE STAFF

	Name	Designation	Phone number
1.	Devadas.K.V.	Head Accountant	9446657801
2.	Sreenivasan Vazhunnavar. K	UD Clerk	9496192475
3.	Padmakumar.S.T	LD Storekeeper	9495147093
4.	Fais K P	LD Clerk	9744580566
5.	Vijith E V	LD Computer Assistant	9400385045
6.	Akhilesh A	Mechanic	9633960514
7.	Hamza K K	Lab Assistant	9946826124
8.	Vidhya E V	Lab Assistant	9495682415
9.	Jessy Joseph	Lab Assistant	9447027407
10.	Rajula Mol K	Lab Assistant	8157935954
11.	Sreekumar P	Office Attendant	9946988227
12.	Sooraj Joseph Sammucl	Office Attendant	9496793035
13.	Akhil KR	Office Attendant	9744978671

STUDENTS SUPPORT

WALK WITH A SCHOLAR(WWS)

Walk With a Scholar scheme proposes to arrange specialised mentoring programs for students in Under Graduate programs to provide guidance for their future.

Co-ordinator: **Smt. Punnya Prakashan. A.K** ,
Assistant Professor, Dept. of Commerce & Management Studies

SCHOLAR SUPPORT PROGRAM (SSP)

Scholar Support Program is designed to provide guidance to the students in Under Graduate programs who are academically backward.

Co.ordinator: **Lt. Preju K Paul**
Assistant Professor & HOD Dept. Physical Education

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP)

Additional skill Acquisition programme is a joint initiative under taken by Higher & General Education Departments, Govt. of Kerala to equip students with communication, social, technological & sector specific skills.

Co.ordinator: **Smt. Shabeena Backer**
Assistant professor Dept. of English

NATIONAL CADET CORPS

A unit of NCC attached to the college gives training to selected students to build healthy minds and bodies. It instills in the cadets a sense of discipline and service and helps them to develop leadership qualities and a spirit of adventure.

Associate NCC Officer: **Lt. Preju K. Paul**,
Assistant professor and H.O.D Dept of Physical Education

NATIONAL SERVICE SCHEME

There are two units of the National Service Scheme in the college. NSS inculcates a sense of service in the students and prompt them to work for the welfare of the society and the progress of the country. Eligible NSS volunteers are entitled to 5% grace marks for their future studies

Programme Officers:

Dr. Rejith P P, Assistant Professor Dept of Physics

Smt.Silja C, Assistant Professor, Dept of Mathematics



CLUBS AND FORUMS

1.STAFF CLUB

Staff club is a platform for the teaching and non teaching staff to express their care and concern for each other. The club takes initiative to honour the staff members who have made remarkable achievements. It is the duty vested in the club to organise farewell programs.

President : **Smt. Sheela.M.Joseph**

Associate Professor and HOD, Dept. of Physics

2.MATHEMATICS CLUB

Mathematics club named "Alpha-Beeta" conceived by the Department of Mathematics to generate interest in Mathematics. The club was inaugurated by Prof.P Moosa, Principal of Mayyil ITM College Mayyil on 10/08/2017. The main aim of mathematical club is to create and nurture aptitude in mathematics. The club organises activities like discussions, lectures, mathematical games revealing practical utility of mathematics in everyday situations.

Name of Co-Ordinator: **Dr.Reena Sebastian**,

Assistant Professor , Dept. of Mathematics

3.ENTREPRENEURSHIP CLUB

The aim of the club is to inculcate in the students a spirit of entrepreneurship. Club organizes workshops, seminars, interaction with professional agencies, industry visits and entrepreneur awareness programmes.

Name of Co-ordinator: **Smt. Anumol Thomas** ,

Assistant professor ,Dept of Commerce

4.NATURE CLUB

The Nature Club aims to create environmental awareness and love of nature. It conducts campaigns to keep the campus green and clean. Tours are organized to have contact with nature and wildlife.

Co-ordinator: **Sri. Samson Rajan**

Assistant Professor ,Dept. of English

5.WOMEN WELFARE & EMPOWERMENT CELL

The cell addresses the genuine concerns, problems and difficulties of the female students in the campus. They can confide in the cell and seek support and help.

Name of Co-Ordinator:**Smt.Shyna Janardhanan**,
Assistant Professor ,Dept. of English

6.FINE ARTS CLUB

Fine Arts Club named Souparnika provides opportunity for students to develop their artistic tastes and talents. Arts festivals and cultural programmes are organized regularly so that students can learn and display their natural gifts.

Name of Co-Ordinator: **Sri.Pradeep K V**,
Assistant Professor ,Dept. of Economics

7.BOOK CLUB

The club organizes programmes to generate interest among students in Reading.

Name of Co-Ordinator: **Sri.Joseph Chiramattel,**

Associate Professor,Dept. of Physics

8.DEBATE CLUB

The club organises debates on topics of current interest and social relevance.

Name of Co-Ordinator: **Smt.Shabeena Backer,**

Assistant Professor, Dept. of English

9.SCIENCE CLUB

The club organizes seminars, quiz competitions, study tours and research projects to generate interest and develop a scientific temperament among the student community.

Name of Co-ordinator: **Sri.Joseph Chiramattel,**

Associate Professor,Dept. of Physics

10.HEALTH,FITNESS AND SPORTS CLUB

The objective of the club is to arouse interest in health,fitness and sports.It provides facilities and opportunities for training in sports and games.

Name of Co-Ordinator: **Lt. Preju.K.Paul,**

Assistant Professor, Dept. of Physical Education

11.STUDENTS AID FUND

Student's aid fund is instituted with the contribution from students. A committee is formed for the purpose of distributing the amount to deserving students.

Name of Co-ordinator: **Smt. Jessy Jacob,**

Associate Professor , Dept. of Mathematics

12.ANTI RAGGING COMMITTEE

The college ensures strict measures to make sure of the students well being and take necessary steps to prohibit ragging in the institutional environment.

Name of Coordinator : Smt.Jessy Jacob,
Associate Professor, Dept. of Mathematics

13.Students Grievance Redressal Cell

Students grievance cell attempts to redress the genuine grievances of the students. Complaints related to academic matters can be brought before the grievance cell.

Name of Coordinator :Smt.
Sheela M Joseph,
Associate Professor &HOD, Dept.
of Physics

14.RURAL ENTREPRENEURSHIP DEVELOPMENT CELL(REDC)

1. **Sri. Sajeesh T J**- Leader of Training and placement
2. **Smt. Anumol Thomas**-Leader of Entrepreneurship
3. **Smt. Seena P P** -Leader of Rural Engagement
4. **Smt. Punnya Prakasan A K**-Leader of Personality Development
5. **Dr. Shyni M C**-Leader of Technology

15.LITERATURE CLUB COORDINATOR

Sri. Gopalakrishnan PR
Assistant Professor ,Dept. Of
English

16. PHOTOGRAPHY CLUB COORDINATOR

Sri. Deepu Jose K,
Assistant Professor ,Dept. of MCJ

17.FILM CLUB COORDINATOR

Sri. Deepu Jose K,
Assistant Professor ,Dept. of MCJ

STUDENT AMENITIES

CO OPERATIVE STORE

A co-operative society, known as S.E.S. College Co-operative Society was formed with the primary aim of supplying books, stationery and Photostats to the students at moderate rates. Students are given a discount of 5% on purchase of books. The society is run by an elected Director Board including two student representatives.

Secretary: Sri. Joseph Chiramattel ,
Associate Professor, Dept. of Physics

COLLEGE CANTEEN

There is a canteen in the college premises to provide food at concessional rates. The staff and the students can avail the facility.

LIBRARY

College has a well maintained library equipped with resources to catalyse the broadening of students' perspective and widen their horizons of knowledge and imagination

MEDIA & SMART ROOM

Quality education is an essential requisite in today's competitive environment. So we took effort to install smart room to guide them in better concept formation.

Equipped with;

- **Multimedia production unit**
- **DSLR and HD cams**
- **Luminaries**
- **Computer lab with internet**
- **Department library**

Special training in

Photography ,Video productions, Print Productions
Radio. T.V, Film and New Media Studies

COUNSELLING CENTRE

The Centre supports students with timely advice and direction to their lives. Students are helped to discover their strengths and aptitudes.

Convener: Smt. Sunitha Joseph,
Assistant Professor, Department of Economics

FACILITIES

COLLEGE BUS

S.E.S College has a well established bus service which guarantees safe transportation for both staff and students at concessional rate. Transportation facility is provided from following points.

Mayyil (Via.Malappattam)
Naduvil (Via.Chembamthotti, Sreekandapuram)
Chemperi (Via. Payyavoor)
Irikkur

*** Special vehicle service is provided for emergency situations**

Co-Ordinator:: Smt. Sheela.M.Joseph
Associate Professor & HOD, Dept. of Physics

WOMEN'S HOSTEL

We provide our girl students 'a home away from home' which gives them experience in community living, discipline and responsibility and above all expanding their horizon of activities.

Warden: Smt. Anumol Thomas,
Assistant Professor, Dept.of Commerce and Management Studies

Deputy Warden: Smt. Shyna Janardhanan,
Assistant Professor, Dept.of English

COMPUTER LAB

Students can achieve Computer literacy through this centre. They can also utilise the internet access through this centre. Other facilities are:

- Broadband Internet Connection
- Classes conducted for BA Economics students and utilized for project work and various certificate courses offered.

SMART CLASS ROOM

Each department is equipped with a smart classroom in order to enhance the learning experience of the students. Quality education is an essential requisite in today's competitive environment. So we took effort to install smart class room to guide them in better concept formation.

OTHER FACILITIES

The college campus and its premises are under CCTV surveillance. Special care and attention is given to the differently abled students. Free transportation facility is arranged for them.

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Maya Angelou

CODE OF CONDUCT FOR STUDENTS

Being the students of S.E.S College, the students are to obey the following Rules-

1.Dress code:

Uniforms are compulsory except on Wednesday .No kind of indecent dressing will be entertained. Students should enter the college campus only in well dressed manner.

2.College Timing

The class commences at 9.30 A.M ,By the third bell, strict silence is to be maintained in the class. Except during the interval time, students shall not roam around in the campus.

3.Cleanliness:

The classroom and its premises should be kept clean

Defacing the college wall or other properties by writing or pasting posters will be punishable.

4.Classroom Discipline:

1. Absence without leave for an hour will be counted as absence for half day
2. Absentees should submit an application for leave in the prescribed format.
3. Continuous absence for five consecutive days will render his/her name to be struck off from the college rolls.

5.Examination Rule

- 1.A minimum of 75% attendance is required to appear for the university end semester examination.
- 2.Internal assessment conducted as per university regulations.
- 3.Students must bring their Hall Ticket when they appear for the examinations. No student will be permitted to write the examination without a Hall Ticket.
- 4.Students should Keep their belongings outside the examination hall.
- 5.Absolute silence should be maintained in the examination hall.
- 6.Sharing of examination writing materials with others in the examination hall is strictly prohibited.
- 7.Any communication among the students verbally or non verbally in the examination hall will be treated as punishable malpractice. Students found guilty of using unfair means in the examination hall will be reported to the university and may result in the student being debarred for a period of 3 years, be suspended or be expelled from the University.
- 8.Students can leave the examination hall only during the last 30 minutes of the examination time.
- 9.Question paper should carry no other marks or writings except register number and name.

6. Other Disciplinary matters

1. Students shall not create any disturbance to the conduct of classes.
2. Students should not enter other classes without the permission of the Principal.
3. Students should have 'Identity Card' counter signed by the Principal. It should be produced whenever required.
4. Students should be courteous in their behavior. They must respect the elders and their teachers. They should be kind and considerate to the ignorant and poor.
5. Smoking and alcohol consumption is strictly prohibited in the campus.
6. Use of mobile phone is permitted strictly for academic purposes
7. Ill mannered noise making is strictly forbidden in the college premises especially in the class rooms and auditorium.
8. Students who happen to have no class should not loiter through veranda during class hours.
9. Students are forbidden to organise any meeting or collect money for any purpose or circulate among them any notice or memorandum or petition or put it up on the college notice board without the permission of the Principal.
10. Students shall not participate in any meeting in the campus without prior permission of the Principal. Active participation in politics is not compatible with the academic life of students and as such, students are not expected to engage in public activities which are of political nature.
11. Absolute obedience is expected from every student. If anyone tries to defy the authority or the Principal or any teacher, disciplinary action will be taken against them.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

1. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- 1 All the teachers shall adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- 2 All the teachers shall manage their private affairs in a manner consistent with the dignity of the profession;
- 3 All the teachers shall seek to make professional growth continuous through study and research;
- 4 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 5 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, mentoring students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- 6 Participate in extension, co-curricular and extra-curricular activities including community service.

2. Teachers and the students

Teachers should:

- 1 Respect the right and dignity of the student in expressing his/her opinion;
- 2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3 Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7 Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

3. Teachers and colleagues

Teachers should:

- 1 Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2 Speak respectfully of other teachers and render assistance for professional betterment;
- 3 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- 4 Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

4. Teachers and authorities:

Teachers should:

- 1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3 Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4 Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 5 Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 6 Give and expect due notice before a change of position is made; and
- 7 Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and non-teaching staff:

- 1 Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- 2 Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

6. Teachers and guardians

Teachers should:

Try to see that institution maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

CODE OF CONDUCT FOR NON TEACHING STAFF

1. Every non teaching staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations
2. Every non teaching staff employed in the college shall develop friendly and co-operative relationship with the faculty members .Provide full co- operation and support to the faculty members and students for the development of College.
3. All non teaching staff are expected to be actively involved in maintaining the academic atmosphere in the campus.
4. All the non teaching staffs shall seek to make professional growth continuous through consistent up-gradation of skills and knowledge relevant to their work.
5. All the non teaching staffs shall Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, assisting the conduct of university and college examinations and other such tasks;
6. All the non teaching staffs shall Participate in extension, co-curricular and extra-curricular activities including community service.
7. All the non teaching staffs shall Should co-operate with the teaching staff in creating an atmosphere conducive for teaching learning processes.

INDIRECT GRADING SYSTEM

1. Kannur University follows indirect grading system based on a 7 point scale for UG programs.
2. Each course will be evaluated by assigning the mark with a letter grade(A+, A, B, C, D, E and F).
3. A candidate securing E grade with 40% of aggregate mark separately for each course shall be declared to have passed in that course.
4. Appearance for Internal Assessment and End Semester Evaluation are compulsory .
5. A student who fails to secure a minimum E grade for a Pass in a course is permitted to write the examination along with next batch.
6. After successful completion of a semester ,Semester Grade Point Average(SGPA)of a student in that semester is calculated.

$$SGPA = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

7. Cumulative Grade Point Average(CGPA)of the Student is calculated at the end of each semester. The CGPA of a student determines the overall academic level of the student in each stage of the program.
$$\text{CGPA} = (\text{Sum of credit points of all completed semesters}) / (\text{Total credits acquired})$$
8. Overall Grade Point Average(OGPA) of the student is calculated at the end of the programs. The OGPA of a student determines the overall academic level the student in a program.
$$\text{OGPA} = (\text{Sum of credit points obtained in six semesters}) / (\text{total credits}(120))$$

HOSTEL RULES

1. Ragging is strictly prohibited. Legal action will be initiated on complaints about ragging.
2. The parent of the inmate should nominate the local guardian (if any) in writing.
3. Fees should be paid in the first week of each month.
4. Inmates are responsible for the safety of their personal belongings.
5. Inmates should take utmost care to keep their rooms and hostel neat and clean. Poster/writings on the wall are not allowed.
6. Inmates should take permission from the Matron before leaving for home. They should sign the movement register with necessary entries.
7. Dressing should be decent.
8. Loss or damage to hostel properties shall invite fine/punishment.
9. Inmates should not change their allotted rooms without permission.
10. Day scholars are not allowed to enter the hostel.
11. Complaints and suggestions, if any ,should be intimated to the Warden only.

LIBRARY RULES

1. Strict silence, discipline and decorum must be observed in the Library.
2. The college library will be open from 8.30 am to 4.00 PM
3. The staff and students of the College are members of the library.
4. At a time , the U.G students, P.G students and teaching staff are allowed to borrow 2,5,and 10 books respectively.
5. Borrowed books must be returned within a fortnight. A book may be re-issued to the same student if there is no other applicant for it.
6. The Librarian may recall any book at any time even before the expiry of the period.
7. A student failing to return a book within fifteen days will be fined 50 paise per day. (rounded to the next rupees) G.O.(MS)No. 5/2002 Eden. Dt. 15/1/2002
8. Absence from the college will not be a valid reason for delay in returning books.
9. Members are expected to use the books with maximum care. If a book is lost or damaged, it should be replaced at once together with fine dues till the date of replacement. If the book is not replaced, the defaulter shall pay 2.5 times the cost of the books together with fine.
10. Members are not allowed to pass books from one to another or hand them to anyone outside the college.
11. Marking or underlining or scribbling on book is strictly forbidden. If any book is found to have been marked or damaged the matter should be reported to the Librarian.
12. Books for home reading will be issued to the students on all working days .
13. If the date on which book is to be returned happens to be a holiday, it shall be returned on the next working day.
14. Reference books cannot be taken out of the Library.
15. All members of staff and students should return the library books on or before 10th March every year for “Physical stock verification” and for “No due Certificate”
16. All are expected to follow the above guidelines for the smooth functioning of the Library.

ANTI –RAGGING

No.16992/Leg.B1/97 Law Dated, Trivandrum 23.10.1997 ORDINANCE No.16 of 1997

THE KERALA PROHIBITATION OF RAGGING ORDINANCE, 1997 AN ORDINANCE

To prohibit ragging in educational institutions in the State of Kerala

Preamble : WHEREAS it is considered necessary to prohibit ragging in educational institutions in the state of Kerala and WHEREAS the Legislative Assembly of the State is not in session and the Governor of Kerala is satisfied that circumstances exist which render it necessary for him to take immediate action. Now, THEREFORE, in exercise of the power conferred by clause (1) of articles 213 of the Constitution of India, the Governor of Kerala is pleased to promulgate the following Ordinance:-

1. Short title, extent and commencement :-

- a) This Ordinance may be called the Kerala Prohibition Ragging of ragging Ordinance, 1997.
- b) It extends to the whole of the State of Kerala.
- c) It shall come into force at once.

2. Definition: In this ordinance, unless the context otherwise requires, ‘ragging’ means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:-

- a) Teasing, Abusing or, playing practical jokes on or causing hurt to such student, or
- b) asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3. Prohibition of ragging - Ragging within or outside educational institution is prohibited.

4. Penalty for ragging :- Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or outside any educational institution, shall, on conviction be punished with imprisonment for a term which extends to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. Dismissal of student:- Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

6. Suspension of student:-

- a) Without prejudice to the foregoing provisions whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, such head of educational institution or person responsible for the management of the educational institution shall inquire in to the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

b) The decision of the head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under subsection (1) shall be final.

7. Deemed a abetment :- If the head of the educational institution or the person responsible (or the management of the educational institution) fails or neglects to take action in the 'manner specified in subsection 1 of section 6, when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction be punished as for in section 4, 8. Power to make rules:-

a) The Government may, by notification in the Gazette, make rules for carrying out at or any of the purposes of this Ordinance.

b) Every rule made under Ordinance shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may, be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall thereafter have effect only in , such modified form or be no effect, as the case maybe, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(Sd/-) R.L.BATTIA (Governor)

ENDOWMENT, SCHOLARSHIPS & FEE CONCESSIONS

ENDOWMENTS

Sl. No	Contributor	Name of Endowment	Eligibility of Candidate	Amount
1.	P.T.A SES College	St.Thomas Ashram Kottur	Topper in University Exam	5000
2.	Management & Staff SES College	K.J.Kuriakose Endowment	Topper in University Exam-Part 1 -Common English	10000
3.	NSS Unit	K.J.Kuriakose Endowment	Best NSS Volunteer (passing out)	5000
4.	N C C	Joet Jose Memorial Endowment	Best NCC Cadet(passing out)	5000
5.	Smt.Aleyamma Joseph	Aleyamma Joseph Endowment	Topper in University Exam Math- ematics	10000
6.	Kavil Family	K.M.Samuel Memorial Endowment	Topper in University Exam-MCJ	10000
7.	Management SES	K.M.Varghese Memorial Endowment	Topper in University Exam- MCom	10000
8	Kavil Family	K.M.Mathew Memorial Endowment	Topper in University Exam-BCA	10000
9.	Kavil Family	K.M.Thomas Memorial Endowment	Topper in University Exam (Financially Backward) Economics	10000
10	Smt.Maisy Oomen	Dr. CE Oommen Memorial Endowment	Topper in University Exam Statis- tics	10000

11	Sri.Vinil Varghese	Annamma Varghese Memorial Endowment	Topper in University Exam- Financially Backward)Commerce	10000
12	Management S.E.S	Dr.P.K.P.Mahamood Memorial Endowment	Topper in University Exam- (Financially Backward)English	10000
13	Pro.V.D.Joseph	Cicily Joseph Memorial Endowment	Topper in University Hindi	10000
14	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam- (Financially Backward)Chemistry	10000
15	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam-BBA	10000
16	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam B.Com	10000
17	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam M C J	10000
18	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam M.Com	10000
19	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam B C A	10000
20	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam Econom- ics	10000
21	Pulickal Family	Thomas Pulickal Memorial Endowment	Topper in University Exam Malaya- lam	10000
22	Pulickal Family	Thomas Pulickal Memorial Endowment	Best Sports Person (Men)	10000
23	Pulickal Family	Thomas Pulickal Memorial Endowment	Best Sports Person (Women)	10000
24	Sri.M.A.Cyriac	DENART Dental Clinic Endowment	Topper in University Exam-BBA	10000
25	Smt.Tessy K George	Tessy K George Endowment	Topper in University Exam English Common	10000
26	Smt.Valsamma Jacob	Ajo.N.Jose Memorial Endowment	Topper in University Exam Chemis- try	10000

27	Sri.Thomas .M.C	M.C.Thomas Endowment	Topper in University Exam World History	10000
28	Sri.Jose .J.Edavoor	Rachel Edavoor Memorial Endowment	Topper in University Exam Bsc Sub Electronics	10000
29	Dr.Muralidharan	M.Savithri Memorial Endowment	Topper in University Exam Chemistry	10000
30	Sri.Baby Thomas	B.A.English I Batch(2001-04) Endowment	Topper in University Exam English Core Course	10000
31	Sri.Tom Joseph	Chemmarappallil Family Endowment	Topper in University Exam Mathematics	10000
32	Smt.Beena Joseph	Annamma Meenkudiyil Memorial Endowment	Girl Topper in University Exam	10000
33	Dr.Reena Sebastin	Manchapallil Family Endowment	Girl Topper in University Exam Mathematics	10000
34	Sri.Joseph Chiramattel	Chiramattil Family Endowment	Topper in University Exam-Physics	10000
35	Smt.Thankamani.K.C	Green Weaves Endowment	Girl Topper in University Exam Chemistry	10000
36	Sri.Georgekutty.P.S	Samuel Memorial Endowment	Topper in University Practical Exam - Physics	10000
37	Sri.Mathew Kuria-kose	Panthukalathil Gopurath Endowment	Topper in University Exam -Physics	10000
38	Sri.Joseph Mathew	Joseph Mathew Kaithamattam Endowment	Best User of the College Library	10000
39	Sri.K.J.Varghese	K.J.Varghese Endowment	Topper in University Exam-B B A	10000
40	Sri.C.Chandran	C.Chandran Endowment	Topper in University Exam-Economics Exam-Physics	10000

FEE CONCESSION

Eligible students are Granted Fee Concession

- a) From the Harijan Welfare Department.**
- b) Kumara Pillai Concession Scheme.**
- c) United Fee Concession**

No fees will be collected from students who belong to Scheduled Caste and Scheduled Tribe residing in Kerala State.

Students belonging to (OBC)Other Backward Communities and Other Eligible Communities (OEC) and converts should produce certificates regarding their Nativity, Community and Income (Specifying their native area Viz. old T C area and old Malabar area and their sub Caste) from the Tahasildar concerned with other certificates required at the time of their admission.

Candidates claiming full fees concession should submit the application in the prescribed form. Candidates who do not adhere to the above instruction will have to pay the entry fees at the time of admission. The Caste, Income and Nativity certificates (in original) should not be attached with the application for admission, but should be produced at the time of interview.

Only bonafide students of Kerala State are eligible for the concession.

SCHOLARSHIPS

- 1. National Merit Scholarship**
- 2. University Merit Scholarship**
- 3. Kerala State Scholarship**
- 4. Kerala State Suvarna Jubilee Scholarship**
- 5. Scholarship for Physically challenged**
- 6. Scholarship for Minority students**

COURSES AND FEE STRUCTURE

UG UNDER GRADUATE PROGRAMMES

B.Sc

Part I English

Part II Second language-Malayalam/Hindi

Part III

1 MATHEMATICS (CORE)

Physics and Statistics (Complementary)

2 CHEMISTRY (CORE)

Physics and Mathematics (Complementary)

3 PHYSICS(CORE)

Electronics and Mathematics (Complementary)

BA

Part I English

Part II Second language-Malayalam/Hindi

Part III

1 ECONOMICS (CORE)

**Population Studies and Dev.Economics and Indian History
(Complementary)**

2. ENGLISH (CORE)

World History and British History(Complementary)

3. BBA (Bachelor of Business Administration)(CORE)

4. B.Com Co-Operation (CORE)

OPEN COURSES

1 Basic Accounting

2 Bio Physics

3 Travel and tourism

4 English for competitive examination

5 Environmental studies

6 Health and fitness education

7 Linear Programming

POST GRADUATE COURSE (Semester System: Two Years)

MA Journalism & Mass Communication

SELF FINANCING COURSES

- 1. BA English**
- 2. BCA**
- 3. BCom Computer Application**
- 4. B.Sc Computer Science**
- 5. M.A.English**
- 6. M.Com Finance,**
- 7. M.Com International Business**
- 8. M.Sc Computer Science**

UNIVERSITY FEES

1.	Matriculation fees for all Degree and students from other University	₹ 55
2.	University Union fee	₹ 110
3.	Sports Affiliation Fees	₹ 220
4.	Student's Course Affiliation Fees UG.	₹ 110
5.	Student's Course Affiliation Fees PG	₹ 220
6.	Recognition Fee	₹ 55
7.	University Development Fund	₹ 60

COLLEGE FEES

A. TUITION FEES

I DC	₹ 1050
II DC	₹ 1050
III DC	₹ 1050
I PG	₹ 1890
II PG	₹ 1890

B. SPECIAL FEES

1.	Admission Fees	₹ 80
2.	Library	₹ 105
3.	Medical Inspection	₹ 10
4.	Calendar	₹ 35
5.	Audio Visual Edn.	₹ 30
6.	Association	₹ 55
7.	Stationery	₹ 55
8.	Magazine	₹ 55
9.	Students Aid Fund	₹ 10
10.	Sports (SDF)	₹ 105
11.	Lab fees for Chemistry Main	₹ 420
12.	Lab fees for Physics Sub	₹ 420
13.	Lab fees for Maths Sub	₹ 160
14.	Women's Study	₹ 10

C. CAUTION DEPOSIT

I Year Degree

B Sc	₹ 360
B A	₹ 360
B B A	₹ 360
B.Com	₹ 360
MCJ	₹ 360

FEE REGULATIONS

1. Tuition fee, special fee and caution deposit will be collected at the time of admission
2. Defaulters are liable to pay a fine of Rs. 5/- or Rs. 10/- as the case may be within the date fixed for such fine.
3. If the fees and fine are not paid before the last opportunity given for payment, his/ her name will be removed from the rolls of the college and he/she will not get the benefit of attendance from that date. If the student wants re-admission, he/she should remit Rs 50 for re-admission along with request for special permission from the Principal and has to remit all the arrears of fees with fine. The re-admitted student will get the benefit of attendance only from the date of readmission.
4. The name of defaulters of fees will be published on the Notice Board.
5. Every student is liable to pay the prescribed fee for the whole term during any part of which his/ her name is under the rolls of the College provided that he/she after obtaining T C from another Institution in the state is admitted to the same course of study in this College. The student shall not be called upon to pay over again the fees already paid in the College which issued the T C. But special fees and caution deposit will have to be paid.
6. If any eligible backward community student has paid fees at the time of joining the college, such amount will be reimbursed by the Harijan Welfare Department.
7. All cash transactions in the office will be closed by 2.00 pm.
8. No student will be enrolled or allowed to attend any class until the fees due from him/her have been paid.

Any candidate who is found to have secured admission by false representations will be sent away forthwith and he/she shall forfeit whatever fees he/she has remitted

CAUTION DEPOSIT

1. Caution Deposit will be refunded at the end of the course of study, after deducting dues if any. Application for refund should be made in the prescribed form immediately after the closing date. All claims of Caution Deposit shall be preferred before the re-opening of the College in the subsequent academic year. Unclaimed amounts within the time limit will be forfeited and remitted to the Treasury.
2. SC, ST & OEC students are exempted from paying the Caution Deposit.
3. If after admission, a student changes the subject, the fees will be adjusted accordingly.
4. The Caution Deposit will be refunded only if the receipt concerned and the identity card issued from the College are produced along with an application for refund. Failure to produce the original receipt will result in forfeiture of the claim for refund.
5. The Caution Deposit shall be disbursed to the claiming person and his/her acquittance shall be obtained in the Caution Deposit register. However, if the student desires the same to be sent by money order, the Caution Deposit may be sent by MO after deducting MO commission and other charges.

ADMISSION

A candidate must be present at the time of admission with a Transfer Certificate from the school / College last attended, Conduct and Course Certificates.

Students from other Universities must produce:

- a) The migration certificate from the University at which they studied last .
- b) A University certificate qualifying them for admission to the course for which they have been selected.

A student applying for any certificate shall furnish the following details for easy identification.

- 1) Full name as in the S S L C Book
- 2) Class No.
- 3) Admission No.
- 4) Course of study
- 5) Period of study
- 6) Subject taken

If the certificates are to be sent by post, a self addressed envelope with stamp should duly accompany the application.

No certificates will be issued to those against whom there are any dues to the college.

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

Qualifying certificates submitted by the students on admission will be returned to them only on completion of their respective University Examination. SSLC Books, mark lists etc. are to be claimed at least within a year after leaving the College. The college office will not be responsible for any damage or loss to the Certificate left unclaimed by the student.

ACTION PLAN OF IQAC 2020-2021

Criterion 1

1. Provide more attention to Bridge course and induction programme for the students
2. Promote Remedial coaching & Peer group teaching
3. Develop PPT bank, Question bank and Video tutorials
4. Take step to start youtube channel, blog, facebook page at department level
5. Conduct at least one parents meeting (online) in each semester.
6. Continue the new initiative programmes like WWS, SSP, ASAP online mode.
7. Introduce at least one add on/ certificate course by each departments
8. Conduct value education, gender equality programmes for the students
9. Promote Academic seminar or Webinar and career guidance programmes for students

Criterion 2

1. Introduce mentor mentee system in addition to tutorial systems.
2. Expand the operation of MIS in all areas of office administration to keep proper documentation.
3. Encourage the students for group learning, role play, news letter, blog writing , online magazines, YouTube videos related to learning
4. Ensure the transparency of internal assessment by the Academic monitoring committee. Implement the uniform pattern for the internal assessment as per university norms. Properly maintain the minutes of academic monitoring committee.
5. Encourage the presentations or discussions on course outcomes and programme outcomes by the departments. Make arrangements for the display of course outcomes and programme outcomes in classrooms or share it with students.
6. Academic monitoring committee should convene meetings regularly to decide all the academic matters like online teaching, internals, seminars, workshops etc. The committee should evaluate the university result and provide suitable suggestions for the improvement.
7. Promote the usage of infolibnet, e resources among teachers and students for effective teaching and learning.

Criterion 3

1. Promote the teachers to apply for major and minor projects
2. Encourage the innovations and promote the club activities at department level.
3. Promote the Workshops/seminars on Research methodology,Intellectual Property Rights (IPR) and Entrepreneurship.
4. Encourage the teachers to apply for research, guideship and also motivate them to publish papers/books in journals, conferences.
5. Promote extension activities at department level.
6. Extension Committee, Departments,NSS and NCC try to establish collaborations and MoUS with institutions,industries etc. and also engage in extension activities.
7. Apply for awards and recognitions from government/ government recognised bodies for extension activities.
8. Encourage collaborative activities for research, Faculty exchange, Student exchange/ internship at department level.

Criterion 4

1. Promote more ICT enabled classrooms
2. Encourage to create more facilities for cultural activities,sports etc
3. Take a step for Online access to college library and books.

Criterion 5

1. Maintain proper register or record for scholarships, freeships etc. provided by the institution / non- government agencies.
2. Promote capacity building and skills enhancement initiatives .
3. Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc,
4. Ensure a mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
5. Develop a monitoring system for measuring and recording students progression yearly at department level.
6. Maintain a proper documentation system for recording students' achievements by the Departments, arts and sports authorities.
7. Draft an Institutional policy for the students representation and engagement in various administrative, co- curricular and extracurricular activities.
8. Promote online alumni meetings at college and department level and maintain a proper documentation system for their contributions and also the programmes.

Criterion 6

1. Display the institution vision and mission in every block
2. National Anthem at the end of the class
3. Develop a College Anthem
4. Establish Suggestion box
5. Formulate and implement the academic and administrative policies and plan
6. Implementation of e-governance in areas of operation such as Administration ,Finance and Accounts , Student Admission and Support ,Examination etc.
7. Take a step for effective and clearly defined welfare measures for teachers and non teaching staff.
8. Organise professional development programmes for teaching and nonteaching staff.
9. Implement the performance appraisal system for teachers and nonteaching staff more effectively.
10. Institutional strategies for mobilisation of funds and the optimal utilisation of resources -
11. Complete the procedure for ISO certification and NIRF
12. Improvise the College handbook and Academic Calendar

Criterion 7

1. Organise Gender equality programmes
2. Disabled- friendly pathways classrooms, wheelchair,- hand rail in upstairs
3. Institution and departments should take efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversity
4. Every day begins with prayer, introduce thought for the day and ends with the National Anthem in the evenings.
5. Display Fundamental Rights and Duties, National integration quotes in the college campus.
6. Construct a national leader statue in the college campus and exhibit national leaders photos in the library.
7. Concentrate more on cultural events, anti-drug programmes, Blood donation programmes and exhibition for students in nearest schools
8. Organize professional ethics programmes for students, teachers, administrators and other staff
9. Organise awareness programmes on Code of Conduct
10. Celebrates or organizes national and international commemorative days, events and festivals
11. Institutional Distinctiveness- programmes highlighting our Vision and Mission
12. Strictly implement Academic and Administrative Audit at the end of every academic year. IQAC and Principal audit and verify the documents.

PROPOSAL OF SES COLLEGE EXTENSION ACTIVITIES FOR THE YEAR 2020-21

1. EXTENSION PROGRAMMES

- Reaching out and experiencing the society and contributing our fair share for making it a better place through various activities of the various forums under the college

1. **House construction *Sneha veedu*** initiative to provide the warmth of hearth and home to the less fortunate family of our locality

2. Department wise academic and social extension activities

2. NSS ACTIVITIES ACTION PLAN

- Vimukthi Campaign
- Traffic Awareness Drive
- Cleaning a nearby water source for reclaiming our water resources
- Anti-plastic drive in the nearby locality
- Vegetable cultivation in nearby paddy field

3. ASAP

- E magazine
- Presentations for awareness on areas of pertinence
- Preparation of videos sharing tips to improve communication skills
- Special days wishes through digital modes
- Creating a face book page ,where activities of the forum can be uploaded
- Awareness programs for marginalised about different Govt .schemes
- Skill through video classes which can be shared through digital platforms
- Sessions on self employment opportunities through digital platform
- Video presentations on tips to improve English speaking skills

4. NCC

- Intercollegiate quiz programme
- Tree plantation programme
- Other programs related to NCC

5. ANTI DRUG CLUB

- Antidrug Awareness Programme

6. COUNSELLING CENTRE

- Providing counselling sessions and classes for the marginalised groups
- Conducting personality development classes for the students
- Providing individual counselling

ACADEMIC YEAR -2020-2021

JUNE 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	MONDAY	Reopening after Summer Vacation	1
2.	TUESDAY		2
3.	WEDNESDAY		3
4.	THURSDAY		4
5.	FRIDAY		5
6.	SATURDAY		H
7.	SUNDAY		H
8.	MONDAY		6
9.	TUESDAY		7
10.	WEDNESDAY		8
11.	THURSDAY		9
12.	FRIDAY		10
13.	SATURDAY		H
14.	SUNDAY		H
15.	MONDAY	Commencement of Semester	11
16.	TUESDAY		12
17.	WEDNESDAY		13
18.	THURSDAY		14
19.	FRIDAY		15
20.	SATURDAY		H
21.	SUNDAY		H
22.	MONDAY		16
23.	TUESDAY		17
24.	WEDNESDAY		18
25.	THURSDAY		19
26.	FRIDAY		20
27.	SATURDAY		H
28.	SUNDAY		H
29.	MONDAY		21
30.	TUESDAY		22
TOTAL Working Days -22 Days			

JULY 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	WEDNESDAY		1
2.	THURSDAY		2
3.	FRIDAY		3
4.	SATURDAY		H
5.	SUNDAY		H
6.	MONDAY		4
7.	TUESDAY		5
8.	WEDNESDAY		6
9.	THURSDAY		7
10.	FRIDAY		8
11.	SATURDAY		H
12.	SUNDAY		H
13.	MONDAY		9
14.	TUESDAY		10
15.	WEDNESDAY		11
16.	THURSDAY		12
17.	FRIDAY		13
18.	SATURDAY		H
19.	SUNDAY		H
20.	MONDAY	Krdikdaka Vavu	H
21.	TUESDAY		14
22.	WEDNESDAY		15
23.	THURSDAY		16
24.	FRIDAY		17
25.	SATURDAY		H
26.	SUNDAY		H
27.	MONDAY		18
28.	TUESDAY		19
29.	WEDNESDAY		20
30.	THURSDAY		21
31.	FRIDAY	Bakrid	H
TOTAL Working Days – 21+22 = 43 Days			

AUGUST 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	SATURDAY		H
2.	SUNDAY		H
3.	MONDAY		1
4.	TUESDAY		2
5.	WEDNESDAY		3
6.	THURSDAY		4
7.	FRIDAY		5
8.	SATURDAY		H
9.	SUNDAY		H
10.	MONDAY		6
11.	TUESDAY		7
12.	WEDNESDAY		8
13.	THURSDAY		9
14.	FRIDAY		10
15.	SATURDAY	Independence Day	H
16.	SUNDAY		H
17.	MONDAY		11
18.	TUESDAY		12
19.	WEDNESDAY		13
20.	THURSDAY		14
21.	FRIDAY		15
22.	SATURDAY		H
23.	SUNDAY		H
24.	MONDAY		16
25.	TUESDAY		17
26.	WEDNESDAY		18
27.	THURSDAY		19
28.	FRIDAY	Onam Vacation begins	H
29.	SATURDAY		H
30.	SUNDAY		H
31.	MONDAY		H
TOTAL Working Days -19+ 43= 62 Days			

SEPTEMBER 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	TUESDAY		H
2.	WEDNESDAY		H
3.	THURSDAY		H
4.	FRIDAY		H
5.	SATURDAY		H
6.	SUNDAY		H
7.	MONDAY	College Reopens after Onam Vacation	1
8.	TUESDAY		2
9.	WEDNESDAY		3
10.	THURSDAY	SreeKrishna Jayanthi	H
11.	FRIDAY		4
12.	SATURDAY		H
13.	SUNDAY		H
14.	MONDAY		5
15.	TUESDAY		6
16.	WEDNESDAY		7
17.	THURSDAY		8
18.	FRIDAY		9
19.	SATURDAY		H
20.	SUNDAY		H
21.	MONDAY	Sree Narayana Guru Samadhi	H
22.	TUESDAY		10
23.	WEDNESDAY		11
24.	THURSDAY		12
25.	FRIDAY		13
26.	SATURDAY		H
27.	SUNDAY		H
28.	MONDAY		14
29.	TUESDAY		15
30.	WEDNESDAY		16
TOTAL Working Days -16 + 62= 78 Days			

OCTOBER 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	THURSDAY		1
2.	FRIDAY	Gandhi Jayanthi	H
3.	SATURDAY		H
4.	SUNDAY		H
5.	MONDAY	Vth Sem UG & III Sem PG Exam	2
6.	TUESDAY		3
7.	WEDNESDAY		4
8.	THURSDAY		5
9.	FRIDAY		6
10.	SATURDAY		H
11.	SUNDAY		H
12.	MONDAY		7
13.	TUESDAY		8
14.	WEDNESDAY	Vth Sem UG Exam ends	9
15.	THURSDAY		10
16.	FRIDAY	IIIrd Sem UG & I Sem PG Exam	11
17.	SATURDAY		H
18.	SUNDAY		H
19.	MONDAY		12
20.	TUESDAY		13
21.	WEDNESDAY		14
22.	THURSDAY		15
23.	FRIDAY	IIIrd Sem UG Exam End	16
24.	SATURDAY		H
25.	SUNDAY		H
26.	MONDAY	Vijayadashami	H
27.	TUESDAY		17
28.	WEDNESDAY		18
29.	THURSDAY	Nabi dinam	H
30.	FRIDAY		19
31.	SATURDAY		H
TOTAL Working Days -19 + 78 = 97 Days			

NOVEMBER 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	SUNDAY		H
2.	MONDAY	IV Sem UG Exam Begin	1
3.	TUESDAY		2
4.	WEDNESDAY		3
5.	THURSDAY	Ist Sem UG Exam Begin	4
6.	FRIDAY		5
7.	SATURDAY		H
8.	SUNDAY		H
9.	MONDAY	I Sem PG Exam end	6
10.	TUESDAY		7
11.	WEDNESDAY		8
12.	THURSDAY	II nd Sem PG classes begin	9
13.	FRIDAY		10
14.	SATURDAY		H
15.	SUNDAY		H
16.	MONDAY	Ist Sem UG Exam End	11
17.	TUESDAY		12
18.	WEDNESDAY		13
19.	THURSDAY	II nd Sem UG classes begin	14
20.	FRIDAY		15
21.	SATURDAY		H
22.	SUNDAY		H
23.	MONDAY	Vijayadashami	H
24.	TUESDAY		16
25.	WEDNESDAY		17
26.	THURSDAY	Nabi dinam	H
27.	FRIDAY	Semester break Centralized Valuation Camp	18
28.	SATURDAY		H
29.	SUNDAY		H
30.	MONDAY		19
TOTAL Working Days -19 + 97 = 116 Days			

DECEMBER 2020

Date	Days of the Week	Particulars	No. of Working Days
1.	TUESDAY		1
2.	WEDNESDAY		2
3.	THURSDAY		3
4.	FRIDAY		4
5.	SATURDAY		H
6.	SUNDAY		H
7.	MONDAY		5
8.	TUESDAY		6
9.	WEDNESDAY		7
10.	THURSDAY		8
11.	FRIDAY		9
12.	SATURDAY		10
13.	SUNDAY		H
14.	MONDAY		H
15.	TUESDAY		11
16.	WEDNESDAY		12
17.	THURSDAY	Tentative date of VthSem UG Result	13
18.	FRIDAY	Christmas vacation	14
19.	SATURDAY		H
20.	SUNDAY		H
21.	MONDAY		15
22.	TUESDAY		16
23.	WEDNESDAY		17
24.	THURSDAY		18
25.	FRIDAY		H
26.	SATURDAY		H
27.	SUNDAY		H
28.	MONDAY		H
29.	TUESDAY		H
30.	WEDNESDAY		H
31.	THURSDAY		H
TOTAL Working Days -18+ 116 = 134 Days			

JANUARY 2021

Date	Days of the Week	Particulars	No. of Working Days
1.	FRIDAY		H
2.	SATURDAY		H
3.	SUNDAY		H
4.	MONDAY	Tentative date of IIIrd Sem UG Result	1
5.	TUESDAY		2
6.	WEDNESDAY	Tentative date of IIIrd Sem PG Result	3
7.	THURSDAY		4
8.	FRIDAY		5
9.	SATURDAY		H
10.	SUNDAY		H
11.	MONDAY		6
12.	TUESDAY		7
13.	WEDNESDAY		8
14.	THURSDAY		9
15.	FRIDAY		10
16.	SATURDAY		H
17.	SUNDAY		H
18.	MONDAY		11
19.	TUESDAY		12
20.	WEDNESDAY		13
21.	THURSDAY		14
22.	FRIDAY	Tentative date of Ist Sem UG & PG Result	15
23.	SATURDAY		H
24.	SUNDAY		H
25.	MONDAY		16
26.	TUESDAY	Republic Day	H
27.	WEDNESDAY		17
28.	THURSDAY	Notification of IInd, IVth & VIth Sem Exam	18
29.	FRIDAY		19
30.	SATURDAY		H
31.	SUNDAY		H
TOTAL Working Days -19+ 134 =153 Days			

FEBRUARY 2021

Date	Days of the Week	Particulars	No. of Working Days
1.	MONDAY		1
2.	TUESDAY		2
3.	WEDNESDAY		3
4.	THURSDAY		4
5.	FRIDAY		5
6.	SATURDAY		H
7.	SUNDAY		H
8.	MONDAY	Notification of IInd & IVth SemPG Exam	6
9.	TUESDAY		7
10.	WEDNESDAY		8
11.	THURSDAY		9
12.	FRIDAY		10
13.	SATURDAY		H
14.	SUNDAY		H
15.	MONDAY		11
16.	TUESDAY		12
17.	WEDNESDAY		13
18.	THURSDAY		14
19.	FRIDAY		15
20.	SATURDAY		H
21.	SUNDAY		H
22.	MONDAY		16
23.	TUESDAY		17
24.	WEDNESDAY		18
25.	THURSDAY		19
26.	FRIDAY		20
27.	SATURDAY		H
28.	SUNDAY		H
TOTAL Working Days -20+ 153 = 173 Days			

MARCH 2021

Date	Days of the Week	Particulars	No. of Working Days
1.	MONDAY		1
2.	TUESDAY		2
3.	WEDNESDAY		3
4.	THURSDAY	VIth Sem UG Exam begins	4
5.	FRIDAY		5
6.	SATURDAY		H
7.	SUNDAY		H
8.	MONDAY		6
9.	TUESDAY		7
10.	WEDNESDAY	VIth Sem UG Exam end	8
11.	THURSDAY		9
12.	FRIDAY		10
13.	SATURDAY		H
14.	SUNDAY		H
15.	MONDAY	IVth Sem UG Exam begin	11
16.	TUESDAY		12
17.	WEDNESDAY	IVth Sem PG Exam end	13
18.	THURSDAY		14
19.	FRIDAY		15
20.	SATURDAY		H
21.	SUNDAY		H
22.	MONDAY	IVth Sem UG Exam end	16
23.	TUESDAY		17
24.	WEDNESDAY		18
25.	THURSDAY		19
26.	FRIDAY		20
27.	SATURDAY		H
28.	SUNDAY		H
29.	MONDAY	CV Camp for UG Sem IV& VI& PG Sem IV	21
30.	TUESDAY		22
31.	WEDNESDAY	College Closes for Summer Vacation	23
TOTAL Working Days -23+ 173 = 196 Days			

TOTAL WORKING DAYS UPTO MARCH 31 -196 DAY

APRIL 2021

Date	Days of the Week	Particulars	No. of Working Days
1.	THURSDAY		1
2.	FRIDAY		2
3.	SATURDAY		H
4.	SUNDAY		H
5.	MONDAY	IInd Sem UG & PG Exam Begin	3
6.	TUESDAY		4
7.	WEDNESDAY		5
8.	THURSDAY		6
9.	FRIDAY		7
10.	SATURDAY		H
11.	SUNDAY		H
12.	MONDAY		8
13.	TUESDAY		9
14.	WEDNESDAY		10
15.	THURSDAY		11
16.	FRIDAY		12
17.	SATURDAY		H
18.	SUNDAY		H
19.	MONDAY		13
20.	TUESDAY		14
21.	WEDNESDAY	IInd Sem PG Exam End	15
22.	THURSDAY		16
23.	FRIDAY		17
24.	SATURDAY		H
25.	SUNDAY		H
26.	MONDAY		18
27.	TUESDAY		19
28.	WEDNESDAY		20
29.	THURSDAY		21
30.	FRIDAY		22
TOTAL Working Days -22+ 196 = 218 Days			

MAY 2021

Date	Days of the Week	Particulars	No. of Working Days
1.	SATURDAY		H
2.	SUNDAY		H
3.	MONDAY		1
4.	TUESDAY		2
5.	WEDNESDAY		3
6.	THURSDAY		4
7.	FRIDAY		5
8.	SATURDAY		H
9.	SUNDAY		H
10.	MONDAY		6
11.	TUESDAY		7
12.	WEDNESDAY		8
13.	THURSDAY		9
14.	FRIDAY		10
15.	SATURDAY		H
16.	SUNDAY		H
17.	MONDAY	Sem IIInd UG CV Camp begin	11
18.	TUESDAY		12
19.	WEDNESDAY		13
20.	THURSDAY		14
21.	FRIDAY		15
22.	SATURDAY		H
23.	SUNDAY		H
24.	MONDAY	Sem IIInd PG CV Camp begin	16
25.	TUESDAY		17
26.	WEDNESDAY		18
27.	THURSDAY		19
28.	FRIDAY		20
29.	SATURDAY		H
30.	SUNDAY		H
31.	MONDAY		21
TOTAL Working Days -21+ 218 = 239 Days			

FUNDAMENTAL RIGHTS

ARTICLES 12 TO 35

1. The right to equality includes equality before the law, the prohibition of discrimination on grounds of religion, race, caste, sexual orientation, gender or gender identity and/or place of birth, equality of opportunity in matters of employment, the abolition of untouchability and abolition of titles.

2. The right to freedom includes freedom of speech and expression, assembly, association or union or cooperatives, movement, residence, and right to practice any profession or occupation.

3. The right against exploitation prohibits all forms of forced labour, child labour and trafficking of human beings. Children under age of 14 are not allowed to work.

4. The right to freedom of religion includes freedom of conscience and free profession, practice, and propagation of religion, freedom to manage religious affairs, freedom from certain taxes and freedom from religious instructions in certain educational institutes.

5. The Cultural and educational Rights preserve the right of any section of citizens to conserve their culture, language or script, and right of minorities to establish and administer educational institutions of their choice.

6. The right to constitutional remedies is present for enforcement of fundamental rights.

The right to privacy is an intrinsic part of Article 21 (the Right to Freedom) that protects the life and liberty of the citizens.

FUNDAMENTAL DUTIES

Article 51A:

It shall be the duty of every citizen of India -

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.
- (k) to provide opportunities for education by the parent the guardian, to his child, or a ward between the age of 6-14 years as the case may be.

**FORM OF APPLICATION FOR REFUND OF
CAUTION DEPOSIT**

1. Name (in block letters) :

2. Class and Group/Subject :

3. Admission No. :

4. Roll No./ Class No . :

5. Years of Study in the College :

6. Amount of caution deposit to be returned :

7. No and date of receipt received in token

of having made the deposit

(Receipt should be attached) :

8. Whether TC has already been taken,

if so state No. & date of TC obtained :

9. Address

(Permanent Home Address) :

Date:

Signature of Applicant

NB: Caution deposit receipt and the identity card issued from the College should be produced along with the application.

FORM OF APPLICATION FOR TRANSFER CERTIFICATE AND CONDUCT CERTIFICATE

1. Name (in block letters) :
2. Admission No :
3. Class and Class No. with the year of study :
4. Whether fee paid or concession holder
(Nature of Concession should be stated) :
5. Whether the Student was in receipt of any
Scholarship :
6. Name of Examination the student appeared
through the college Register. No., year and
date of examination (First appearance) :
7. Date of leaving the college :
8. Signature of the applicant :
9. Date of application :
10. Dues report from departments :
11. Conduct (HOD. of Dept) :

NB: 1. Application not in the prescribed form will not be considered. Application has to be submitted after getting verification of dues from concerned departments.

2. When a reply by post is desired, a stamped and addressed envelope must be enclosed Principal's name should not be quoted for reference in any of the application without his consent.

APPLICATION FOR LEAVE

1. Name :
2. Class & Group :
3. Class No. :
4. Admission No. :
5. Details of residence :
6. State clearly the number of days required :
7. Date: From : To:
8. Reason for leave :
9. Whether there is any Exam/ Test paper
on the days of leave applied for :
10. Signature of the student with date :
11. Signature of the parent/ Guardian :
12. Recommendation of the Tutor :
13. Order of the Principal :

Place:

Yours faithfully

Date :

KANNUR UNIVERSITY
(EXAMINATION BRANCH)
APPLICATION FOR REVALUATION
SCRUTINY OF ANSWER PAPERS

1. Name of the Candidate :

(In block letters)

2. Address to which
communications are to be sent :

3. Centre of Examination :

4. Name and year and month
of examination :

5. Register No. of the Candidate :

6. Details of papers to be revalued

i) Examination :

ii) Part :

iii) Name of papers :

7. Details of fees remitted

Chalan No. :

Date :

Name of Treasury :

Amount :

Place :

Signature of Applicant

Date :

Fee for revaluation Rs. 150/- per paper

Fee for marks scrutiny Rs. 20/- per paper

**APPLICATION FOR INTIMATING MARKS
TO OTHER INSTITUTIONS**

1. Name and address

of the Candidate :

2. Register No. , Centre &

Name of Examination :

3. Second Language :

4. Head of the Institution to

whom marks are to be

reported (Full address of the

institution is to be given) :

5. Course for which

admission is sought :

6. Any other information :

7. Signature of the Candidate :

8. Date of application :

9. Details of fees remittance :

Chalan No. dt. :

for Rs. 100/- at :

Verified the entries and found correct.

Principal