



College Handbook



GOVERNMENT COLLEGE NEDUMANGAD

**UNDER GOVERNMENT OF KERALA
NEDUMANGAD, THIRUVANANTHAPURAM, KERALA- 695541
*Accredited by NAAC with 'B' Grade***

GOVERNMENT COLLEGE NEDUMANGAD

THIRUVANANTHAPURAM



COLLEGE HANDBOOK

2018 - 2019

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NEDUMANGAD, THIRUVANANTHAPURAM, KERALA- 695541

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VISION AND MISSION OF THE COLLEGE

VISION

Education for Social Transformation

The college envisions an enlightened and empowered young generation competent of spearheading and advancing the noble ideals of democracy, secularism, social inclusion, gender equity and ecological consciousness. Through a progressive curriculum and congenial campus environment, a youth force, who would be agents of transformation in a fast changing and volatile world, is aimed at. The college aspires to be a centre of excellence where, irrespective of caste, creed or gender, students are encouraged to become intellectually active, emotionally balanced, socially committed and morally upright global citizens.

MISSION

- Our mission is to impart value based quality education that makes the students intellectually fit, socially committed and ecologically conscious.
- To be a centre of academic excellence imparting quality education suited to social needs, ensuring humanism, scientific temper and secular outlook.
- To link what is learned in the classroom to the world at large, ensuring right attitude towards humanity, environment and development.
- To ensure learner friendly, progressive and democratic ambience that fosters critical thinking, respect for human rights and gender justice.

ACADEMIC CALENDAR 2018 - 19

Date of re-opening of the College	01.06.2018
Date of closing of the college for Onam holidays	24.08.2018
Date of re-opening of the College after Onam holidays	03.09.2018
Date of closing of the college for Christmas holidays	21.12.2018
Date of re-opening of the college after Christmas holidays	31.12.2018
Date of closing of the college for Mid – summer vacation	31.03.2019
Mid-summer Holidays	01.04.2019 to 31.05.2019

JUNE 2018

Date	Days of the Week	Particulars	No. of working days
1	Fri	College re-opens after Mid-summer Vacation	1
2	Sat		-
3	Sun		-
4	Mon		2
5	Tue		3
6	Wed		4
7	Thu		5
8	Fri		6
9	Sat		-
10	Sun		-
11	Mon		7
12	Tue		8
13	Wed		9
14	Thu		10
15	Fri		11
16	Sat		-
17	Sun		-
18	Mon		12
19	Tue		13
20	Wed		14
21	Thu		15
22	Fri		16
23	Sat		-
24	Sun		-
25	Mon		17
26	Tue		18
27	Wed		19
28	Thur		20
29	Fri		21
30	Sat		-

Total No. of Working Days: 21

JULY 2018

Date	Days of the Week	Particulars	No. of working days
1	Sun		-
2	Mon	Commencement of 1 st Semester classes	1
3	Tue		2
4	Wed		3
5	Thu		4
6	Fri		5
7	Sat		-
8	Sun		-
9	Mon		6
10	Tue		7
11	Wed		8
12	Thu		9
13	Fri		10
14	Sat		-
15	Sun		
16	Mon	Commencement of 5 th semester classes	11
17	Tue		12
18	Wed		13
19	Thu		14
20	Fri		15
21	Sat		-
22	Sun		-
23	Mon		16
24	Tue		17
25	Wed		18
26	Thu		19
27	Fri		20
28	Sat		-
29	Sun		-
30	Mon	College Union Election	21
31	Tue		22

Total No. of Working Days: 22

AUGUST 2018

Date	Days of the Week	Particulars	No. of working days
1	Wed		1
2	Thu		2
3	Fri		3
4	Sat		-
5	Sun		-
6	Mon		4
7	Tue	Last date for allotting topics of assignment for 5 th semester	5
8	Wed		6
9	Thu		7
10	Fri		8
11	Sat		-
12	Sun		-
13	Mon		9
14	Tue		10
15	Wed	Independence day	-
16	Thu		11
17	Fri		12
18	Sat		-
19	Sun		-
20	Mon		13
21	Tue	Last date for allotting topics of assignment for 1 st semester	14
22	Wed	Bakrid	-
23	Thu		15
24	Fri	Onam holidays	-
25	Sat	Onam holidays	-
26	Sun	Onam holidays	-
27	Mon	AyyankaliJayanthi	-
28	Tue	Onam holidays	-
29	Wed	Onam holidays	-
30	Thu	Onam holidays	-
31	Fri	Onam holidays	-

Total No. of Working Days: 15

SEPTEMBER 2018

Date	Days of the Week	Particulars	No. of working days
1	Sat		-
2	Sun		-
3	Mon	College reopens after onam holidays	1
4	Tue	Deadline for submission of 5 th semester assignment	2
5	Wed		3
6	Thu		4
7	Fri		5
8	Sat		-
9	Sun		-
10	Mon	Commencement of 3 rd semester classes	6
11	Tue		7
12	Wed		8
13	Thu		9
14	Fri		10
15	Sat		-
16	Sun		-
17	Mon		11
18	Tue	Last date for allotting topics of assignment for 3 rd semester	12
19	Wed	Deadline for submission of 1st semester assignment	13
20	Thu	Muharam	-
21	Fri	Sreenarayana guru samathy	-
22	Sat		-
23	Sun		-
24	Mon	Internal exam for 1 st semester & 5 th semester	14
25	Tue	Internal exam for 1 st semester & 5 th semester	15
26	Wed	Internal exam for 1 st semester & 5 th semester	16
27	Thur		17
28	Fri		18
29	Sat		-
30	Sun		-

Total No. of Working Days: 18

OCTOBER 2018

Date	Days of the Week	Particulars	No. of working days
1	Mon		1
2	Tue	Gandhi Jayanthi	-
3	Wed		2
4	Thu		3
5	Fri		4
6	Sat		-
7	Sun		-
8	Mon		5
9	Tue		6
10	Wed		7
11	Thu		8
12	Fri		9
13	Sat		-
14	Sun		-
15	Mon		10
16	Tue		11
17	Wed	Last date for applying for 1 st semester university exam	12
18	Thu	Mahanavami	-
19	Fri	Vijayadhashami	-
20	Sat		-
21	Sun		-
22	Mon		13
23	Tue		14
24	Wed	Deadline for submission of 3 rd semester assignment	15
25	Thu	Publication of result of 5 th semester CE	16
26	Fri		17
27	Sat		-
28	Sun		-
29	Mon	Publication of result of 1 st semester CE	18
30	Tue	Internal exam for 3 rd semester	19
31	Wed	Internal exam for 3 rd semester	20

Total No. of Working Days: 20

NOVEMBER 2018

Date	Days of the Week	Particulars	No. of working days
1	Thu	Internal exam for 3 rd semester	1
2	Fri	Submission of attendance of 1 st semester to university	2
3	Sat		-
4	Sun		-
5	Mon		3
6	Tue	Deepavali	-
7	Wed		4
8	Thu	Commencement of 1 st semester End Semester Exam	5
9	Fri		6
10	Sat		-
11	Sun		-
12	Mon		7
13	Tue	Last date for applying for 5th semester university exam	8
14	Wed		9
15	Thu		10
16	Fri		11
17	Sat		-
18	Sun		-
19	Mon		12
20	Tue	Milad-i-Sherif	-
21	Wed		13
22	Thu	End of of 1 st semester End Semester Exam	14
23	Fri		15
24	Sat		-
25	Sun		-
26	Mon	Commencement of 2 nd semester classes	16
27	Tue	Submission of attendance of 5 th semester to university	17
28	Wed		18
29	Thur		19
30	Fri	Publication of result of 3 rd semester CE	20

Total No. of Working Days: 20

DECEMBER 2018

Date	Days of the Week	Particulars	No. of working days
1	Sat		-
2	Sun		-
3	Mon	College Arts Festival	1
4	Tue	College Arts Festival	2
5	Wed		3
6	Thu	Commencement of 5 th semester End Semester Exam	4
7	Fri		5
8	Sat		-
9	Sun		-
10	Mon		6
11	Tue		7
12	Wed		8
13	Thu	Last date for applying for 3 rd semester university exam	9
14	Fri	End of 5 th semester End Semester Exam	10
15	Sat		-
16	Sun		-
17	Mon	Commencement of 6 th Semester classes	11
18	Tue		12
19	Wed		13
20	Thu		14
21	Fri	College closes for X'mas vacation	-
22	Sat		-
23	Sun	NSS Camp	-
24	Mon	NSS Camp	-
25	Tue	NSS Camp	-
26	Wed	NSS Camp	-
27	Thu	NSS Camp	-
28	Fri	NSS Camp	-
29	Sat	NSS Camp	-
30	Sun		-
31	Mon	College reopens after X'mas holidays	15

Total No. of Working Days: 15

JANUARY 2019

Date	Days of the Week	Particulars	No. of working days
1	Tue	Submission of attendance of 3 rd semester to university	1
2	Wed	Mannamjayanthi	-
3	Thu		2
4	Fri		3
5	Sat		-
6	Sun		-
7	Mon		4
8	Tue	Commencement of 3 rd semester End Semester Exam	5
9	Wed		6
10	Thu		7
11	Fri	Last date for allotting topics of assignment for 6 th semester	8
12	Sat		-
13	Sun		-
14	Mon		9
15	Tue	Last date for allotting topics of assignment for 2 nd semester	10
16	Wed		11
17	Thu		12
18	Fri	End of of 3 rd semester End Semester Exam	13
19	Sat		-
20	Sun		-
21	Mon	Commencement of 4 th Semester classes	14
22	Tue		15
23	Wed		16
24	Thu		17
25	Fri		18
26	Sat	Republic Day	-
27	Sun		-
28	Mon		19
29	Tue		20
30	Wed		21
31	Thu		22

Total No. of Working Days: 22

FEBRUARY 2019

Date	Days of the Week	Particulars	No. of working days
1	Fri		1
2	Sat		-
3	Sun		-
4	Mon	Internal exam for 2 nd semester & 6 th semester	2
5	Tue	Internal exam for 2 nd semester & 6 th semester	3
6	Wed	Internal exam for 2 nd semester & 6 th semester	4
7	Thu	Deadline for submission of 6 th semester assignment	5
8	Fri		6
9	Sat		-
10	Sun		-
11	Mon	Deadline for submission of 2 nd semester assignment	7
12	Tue		8
13	Wed		9
14	Thu		10
15	Fri	Last date for allotting topics of assignment for 4 th semester	11
16	Sat		-
17	Sun		-
18	Mon		12
19	Tue		13
20	Wed		14
21	Thu	Last date for applying for 2 nd semester university exam	15
22	Fri		16
23	Sat		-
24	Sun		-
25	Mon		17
26	Tue		18
27	Wed		19
28	Thu		20

Total No. of Working Days: 2

MARCH 2019

Date	Days of the Week	Particulars	No. of working days
1	Fri		1
2	Sat		-
3	Sun		-
4	Mon	Shivarathri	-
5	Tue	Publication of result of 2 nd semester CE	2
6	Wed		3
7	Thu	Publication of result of 6 th semester CE	4
8	Fri	Submission of attendance of 2 nd semester to university	5
9	Sat		-
10	Sun		-
11	Mon	Last date for applying for 6 th semester university exam	6
12	Tue	Deadline for submission of 6 th semester project/dissertation	7
13	Wed	Internal exam for 4 th semester	8
14	Thu	Internal exam for 4 th semester	9
15	Fri	Internal exam for 4 th semester	10
16	Sat		-
17	Sun		-
18	Mon	Deadline for submission of 4 th semester assignment	11
19	Tue	University Youth Festival	12
20	Wed	University Youth Festival	13
21	Thu		14
22	Fri	Commencement of 2 nd semester End Semester Exam	15
23	Sat		-
24	Sun		-
25	Mon	Publication of result of 4 th semester CE	16
26	Tue		17
27	Wed	Submission of attendance of 6 th semester to university	18
28	Thur		19
29	Fri		20
30	Sat		-
31	Sun		-

Total No. of Working Days: 20

A BRIEF HISTORY OF THE COLLEGE

A long cherished dream of the people of Nedumangad Taluk came true when in response to the request by the 4 Popular College Sponsoring Committee, the Government accorded sanction for starting a Government College as per G.O (Rt.)1760/81/H.Edu. dated 26-06-1981. The area, which the college is meant to serve, has a very high economic potential but is educationally backward. The University sanctioned affiliation to two batches of P D C, one with World History, Indian History and Economics as optional subjects and the other with Full Commerce.

The college started functioning on 28-08-1981. Prof.K.Sreedharan Nair took charge as Principal on the F.N. of 28-08-1981. The college was inaugurated by the then Chief Minister of Kerala Sri. E.K. Nayanar on the 16th September 1981 at a colourful function in which a large number of students, parents and the public participated. Classes were started on the 22nd September 1981.

During the thirty seven years of its existence the college has own distinctions in the field of sports and cultural activities. As a result of the co-operation from all quarters, the sponsoring committee has succeeded in procuring land and constructing buildings for the College at AKKOTTUPARA, about one kilometer away from the heart of the Town. The college started functioning in the new site from the 3rd term of 1989-90 and the buildings were formally inaugurated by the chief Minister of Kerala on 14-02-1990.

In 1991-92 after prolonged request from P.T.A., students and staff, University sanctioned B.Com. Course with 50 students to our college. This changed the standards of the college. The high success in conducting B.Com. Classes, University had no hesitation to sanction other degree classes.

During 1993-94 a batch of B.A. History and in the next year a batch of B.A Economics has been sanctioned. These years witnessed a lot of changes in curricular and extra curricular activities. N.S.S. and N.C.C. functioned very

effectively. In interuniversity level the college makes its own name in arts and sports.

This college has been included in the list of colleges prepared under section 2-(f) of the UGC Act 1956 and is eligible to receive assistance in terms of the rules formed under section 12-B of the UGC Act as per letter No.F-8-7(07) CPPT dated 25-06-1997.

During 9th plan period the U.G.C. has sanctioned a batch of B.Com. (TPP) which is highly job oriented. Three batches of student have successfully completed their course during this period.

The high success rate of graduate courses and the delinking of Pre-degree forced the Government to sanction the postgraduate courses. In 1998-99 one batch of M.A. History and in 1999-2000 one batch of M.Com.have been sanctioned to this college. In 2005 B.Sc. Physics with Computer Application has been started in this college.

Two under graduate courses, B.Sc. Mathematics and BA Malayalam were also sanctioned by the Government during 2012-2013.

A well equipped Physics Lab, Internet Lab and Computer Lab will fulfill adequate facilities to students. Edusat facility and a totally computerized library is also available for the students.

Motivated and dedicated Teaching and non-teaching staff, a well organized P.T.A. and disciplined students keep the Government College as a high place of education and culture.

The college has been Accredited with a CGPA of 2.28 on a four point scale at B Grade valid for a period of five years from 05-05-2014.

Two PG courses, MA Economics and MA Malayalam and commerce research centre were also sanctioned by the Government during 2018-19.

PROGRAMMES

The College imparts instructions in the following Programmes:

Degree Programmes (C.B.C.S.S):

(1) B.Com (Six semesters Course)

Part I- English

Part II- Malayalam/Hindi

Part III- Accountancy (Main)

(2) B.A. HISTORY (Six semesters Course)

Part-I English

Part-II Malayalam/Hindi

Part-III History main with Political Science and Economics as Complementary papers.

(3) B.A. ECONOMICS (Six semesters Course)

Part-I English

Part-II Malayalam/Hindi

Part-III Economics main with Indian History and Political Science as Complementary papers

(4) B.A. MALAYALAM (Six semesters Course)

Part-I English

Part-II Malayalam/Hindi

Part-III Malayalam main with Sanskrit and Kerala Culture as Complementary papers.

(5) B.Sc. PHYSICS AND COMPUTER APPLICATIONS (Six semesters Course)

Part-I English

Part-II Malayalam/Hindi

Part-III Physics and Computer Applications

(6) B.Sc. MATHEMATICS (Six semesters Course)

Part-I English

Part-II Malayalam/Hindi

Part-III Mathematics with Physics and Computer Application as
Complementary papers.

Open Courses for Degree Courses

- 1) Human Resources Management - Department of Economics
- 2) History of Human Right Movement. - Department of History
- 3) Basics of Accounting. - Department of Commerce
- 4) Computer networking and Internet Application - Department of
Computer Science.
- 5) Health and Fitness Education - Department of Physical Education
- 6) Operation Research . -Department Of Mathematics
- 7) ChalachithraPadanam. - Department of Malayalam

PG Programmes

- 1) **M.A. History (4 Semester Course)**
- 2) **M.Com. Finance (4 Semester Course)**
- 3) **M.A Malayalam (4 Semester Course)**
- 4) **M.A Economics (4 Semester Course)**

ADDITIONAL PROGRAMMES

- (1) **Additional Skill Acquisition Programme (ASAP)** is conducted to impart skills for easy employment of graduate students.

- (2) **Walks with a Scholar (WWS)** scheme is implemented to arrange Specialised mentoring programmes for selected students in under graduate programmes.

- (3) **Scholar Support Programme (SSP)** conducted for under graduate students to provide additional academic support.

- (4) **Remedial Courses** are conducted to provide additional academic support to students belonging to SC,ST,OBC and minority communities.

- (5) **NET/SET coaching**-Provided to PG Students of History and Commerce.

- (6) **Entry into Service Scheme** - Provides coaching for various competitive examinations.

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme (NSS) is a noble academic extension programme envisioned at national level, with a view to bring our academic institutions closer to the society. It is an educational programme for personality development of the students through community service. The basic concept of National Service Scheme is to give an extended dimension to the Higher Education system and orient the students to community service while they are studying in an educational institution. This is to create social consciousness among students, by establishing a meaningful linkage between the campus and the community, especially the rural community. The cardinal principle of the programme is that it is organised by the students themselves and both students and teachers through their combined participation in social service, get a sense of involvement in the task of national development. Fulfilling this vision of extending social services of the academic community, the National Service Scheme of Government College, Nedumangad has been playing a pivotal role since its inception in forming a well organised linkage between the campus and the community and it has grabbed many honours for its outstanding performance.

The NSS unit of our college has been doing several activities on and off the campus upholding social responsibility for many years with the cooperation of principal, staff, PTA and the students. The NSS unit emphasize the motto “NOT ME, BUT YOU “ that reflects the essence of democratic living and upholds the need for selfless service.

We have always integrated development of the college with development of the society. Each year the NSS unit of the college introduces several new and innovative programmes.

The activities under NSS are classified unde, 1. Regular activities which are undertaken during the working days of the semester and 2. Special camping activities for 7 days duration in the adopted villages /urban slum during vacation.

ADMISSION AND WITHDRAWAL

1. The minimum age prescribed in the Ordinance of the University for admission of students to the B.Com./B.A./B.Sc. is 16 years on 1st October of the year of admission. No exemption from this rule will be granted under any circumstances.
2. Students are ordinarily admitted only at the beginning of the first term of the first year of the Degree Course.
3. Students joining the College incur the liability to pay the fees for the whole year:
 - a. Provide that if a student after obtaining the transfer certificate from one college under the Directorate is admitted to any other college under the Directorate for the same course he/she shall not be called upon to pay over again the fees already paid for the term to the college, which issued the T. C.
 - b. if a student leaves a private college in one place and join college in another place under the Directorate during the course a term consequent on the transfer of his/her parent who is a Government Servant he/she is liable to pay the prescribed fee only for the period during which the student's name is on the rolls of the college under the Directorate.

For admission to the M. A. course the applicants should have secured 45% marks in Part III. For the languages groups those securing 50% marks in Part I English or Part II (for languages other than English) will also be eligible (The 2% concession in marks for O.B.C. students will be applicable). For SC/ST students the minimum shall be 35% marks (Vide Letter No. Acad. I. 4104/88 dated 22-8-1988 from the University of Kerala).

Fifteen per cent of the total seats for each of the courses is reserved for candidates belonging to Scheduled Tribes.

Five per cent of the total seats for each of the M.A./M.Com.course is reserved for candidates belonging to Socially and Educationally Backward Communities provided that a candidate eligible for the benefit of reservation if the aggregate income (i.e. income of all members in his/her family from all sources taken together) is less than ? 1,00,000 (Rupees One Lakh only) per annum and as proof they should produce income certificate.

4. All candidates for admission must present at the time of admission transfer certificate from the college they last attended. conduct certificates and course certificates.

5. Students who had their education outside the territorial limit of the University of Kerala must produce:

- a) Migration Certificate from the University at which they were last educated; and
- b) University Certificate qualifying them for admission to the Course which they wish to undergo.

6. No student will be enrolled or allowed to attend any class until the fees due from him have been paid.

7. Students who are admitted after the re-opening date will lose attendance for the days preceding admission and the days so lost will be counted as days of absence for reckoning attendance for the year.

8. A student applying for his transfer certificate must have paid all fees of other dues to the College. If his/her application for such certificate is not received within one year of leaving the college he she will be liable to pay a penalty fee of Rs15

9.

- a) A student who has not been promoted from the junior class should inform the Principal before the re-opening date in writing whether he intends to continue his studies in this college or not. Otherwise he will be treated as having discontinued his studies and his transfer certificate will be issued according to Rule 8.

b) Applications for transfer certificates should be made to the Principal with a statement showing the class and group last studied with year and if the certificate is required for joining some other college, the name of that college.

10. A student applying for a transfer certificate or return of his S.S.L.C. or any other certificate from the college office must have cleared all his dues to the college.

11. Students of the junior classes who do not secure promotion to senior class and who have informed the Principal as per rule 9 (a) should rejoin the college and pay fees on the re-opening day after summer vacation or as otherwise directed. A seat cannot be reserved for a student who does not comply with this direction.

12. Students who do not secure promotion in two successive attempts will not be allowed to continue in the college.

CONCESSION TO STUDENTS

- 1) All students belonging to Scheduled Castes, Scheduled Tribes., Kudumbi., Other Backward Communities and Christians converts from them securing admission to the college will be given concession.
- 2) Students belonging to Scheduled Castes, Scheduled Tribes and Kudumbi Community and converts from Scheduled Castes and Scheduled Tribes will be given the following concession:
 - a. full fee concession,
 - b. A lump sum grant for purchase of books and dress and monthly stipend.
- 3) The Other Backward Communities and Christians converts student will be given full fee concession on production of necessary community and income certificates from the Tahsildars concerned. Students who have produced certificates for concession while studying in the junior class must again produce the certificates in the senior class at the beginning of the academic year and get the concession renewed.
- 4) All Scheduled Castes Scheduled Tribes OEC Christian convert K. P.C R. and FC, S. E. B. C, O B. C students should submit their applications for full fee concession to the Principal within 15 days from the date of their admission to the college or re-opening of the College as the case may be.
- 5) Government employees who have joined the College after obtaining leave for study purposes will not be given concession tor the period of leave without allowances.
- 6) If a Scheduled Caste. Scheduled Tribe or Kudumbi student who is in receipt of concession. from the State Government is awarded scholarship or financial assistance from the Government of India or any other source so much of the amount of such financial assistance from outside source shall be short claimed from the Department of Backward Communities and in the case of the Other Backwards Communities and Christian convert students who have been awarded financial assistance from other sources the entire value of concessions received from the State shall be got refunded to the credit of the Department of Scheduled Caste

Students Aid Fund

Deserving students are giving aid under this scheme.

Concession under the Kumara Pillai Commission Report

Fee concession to Degree and Postgraduate students are available under the K P. C. R. The income limit for degree students is Rs. 1,00,000 and postgraduate students is Rs,1,00,000 per annum.

SCHOLARSHIPS

1. Higher Education Scholarships (HES)
2. University Merit Scholarship (UMS)
3. Post Metric Scholarship (PMS)
4. Center Sector Scholarship (CSS).
5. State Merit Scholarship (SMS)
6. Merit Scholarship to the Children of School Teachers (MSCT)
7. Hindi Scholarship (HS) '
8. Muslim Nadar Girls Scholarship (MNS)
9. Sanskrit Scholarship (SSE),
10. Suvama Jubilee Merit Scholarship (SJMS)
11. C. H. .Muhammedkoya Scholarship (MGS)
12. Blind/PH Scholarship (BPHFC)
13. Music Fine Arts Scholarship (MFAS)
14. Scholarship for dependent of Jawans (JS)
15. Merit-cum-Means Scholarship.
16. Indira Gandhi single girl child Scholarship.

ENDOWMENTS AND CASH AWARDS

1. Professor Sreekumari Amma Endowment is awarded to a student of this college who secures the highest mark in Physics in the final year degree University Examination.
2. Sri M. R. Sivasankaran Nair Endowment sponsored by her daughter Professor M. Asha former Principal (2011-2013) 'is awarded to a student of this college who secures the highest mark in Part-III History in the final year degree University Examination. .
3. Professor K. Prema Endowment is awarded to a student of this college who secures the highest mark in English in the fourth semester degree , University Examination.
4. Cash award sponsored by PTA, awarded to students who excel in academics, sports and cultural activities.
5. Professor G. Chandrika Devi Endowment for the best outgoing student of this college.

RULES FOR FEE COLLECTION

1. Tuition fees will be collected at the starting of each semester. The first instalment of fees including the special fees prescribed and Caution Deposit will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of re-opening of the college. In the case of Junior classes, the instalments of tuition fees due till the date of admission with special fees and Caution Deposit will be collected on the date of admission.
2. Subsequent instalments will be collected on or before the 7th consecutive working days of the month concerned. The Principal of the college may fix the due date for collection of fees for each instalment for various classes within the seven consecutive Working days.
3. If any student fails to pay the fees or special fee on the due date he/she shall be liable to pay a fine of Rs5 along with the fees or special fee on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
4. If the fees or special fees, with the fine of Rs 10, is not paid on or before the last date fixed for the fine of Rs10, an additional fee of Rs50 will be charged in Re-admission fee. If the fees and lines of an instalment are not paid before the last opportunity given for payment of that instalment the name of the student will be removed from the rolls of the College with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the College. If the student is to be re-admitted, he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. The re-admitted students will get the benefit of attendance only from the date of re-admission.
5. The last opportunity for payment of an instalment of fees is defined as the last working day previous to the due date of the succeeding instalment. But in the case of the last instalment. i.e., the fee due for January the last opportunity is fixed as 5th March. If the 5th March happens to be a holiday then the last working day previous to such date will be considered as the last Opportunity.

6. The names of defaulters of an instalment should be published on the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.
7. Students who are admitted for a term for making up shortage of attendance for the course which the student was undergoing should pay on third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such of those former students of the respective colleges should be admitted as term students.
8. In the case of casual student's (undergoing one year's course) all fees including special fees and caution deposit due for the whole year will be collected at the time of admission.
9. Every student is liable to pay the prescribed fee for the Whole term during any part of which his/her name under the rolls of the college.
10. A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another College so affiliated during the course of a term consequent on the transfer of any of his/her parents who is/are the employee of Government or otherwise is liable to pay the prescribed fees for the term concerned in both the colleges.
11. In the case of Students admitted late after the commencement the academic year the fees for the preceding months. If any must be collected at the time of admission.

RATES OF FEES

(i) B.A/ B. Com/ B.Sc. Mathematics

- (a) Admission Fee - Rs.75 .
- (b) Tuition Fees - Rs1000 .
- (c) Special Fees ;-
1. Library Fees- Rs100
 2. Athletic Fee- Rs100
 3. Stationery - Rs50
 4. Calendar Fee - Rs30
 5. Medical Inspection - Rs10
 6. Accidental Insurance Scheme - Rs25
 7. Women s Study Unit - Rs10
 8. Magazine Fee - Rs50
 9. Association Fee - Rs50
 10. Students Aid Fund Fee - Rs 25
 11. Visual Education Fee -Rs25
 12. Scout and Guides - Rs5
 13. University Union Fee - Rs50
 14. Sports Affiliation Fee -Rs25
 15. Caution Deposit -Rs360
 16. Lab -Rs500

(ii) M.A/M.Com. (Semester Course)

- (a) Admission Fee - Rs150

(b) Tuition Fees - Rs1,800

(C) Special Fees;-

1. Library Fee - Rs100
2. Athletic Fee - Rs100
3. Stationery Fee - Rs50
4. Calendar Fee - Rs30
5. Medical Inspection Fee - Rs10
6. Accidental Insurance Scheme - Rs25
7. Women's Study Unit. - Rs10
8. Magazine Fee - Rs50
9. Association Fee - Rs50
10. Students Aid Fund Fee - Rs25
11. Visual Education Fee - Rs25
12. Scouts and Guides. - Rs5
13. University Union Fee - Rs50
14. Sports Affiliation Fee - Rs25
15. Caution Deposit - Rs600

(iii) B.Sc. Physics with Computer Application

(a) Admission Fee - Rs75

(b) Tuition Fees - Rs3,000

(c) Special Fees

1. Library Fee - Rs100
2. Athletic Fee - Rs100
3. Stationery Fee -Rs50

4. Calendar Fee -Rs30
5. Medical Inspection Fee –Rs.10
6. Accidental Insurance Scheme - Rs.25
7. Womens Study Unit –Rs.10
8. Magazine Fee –Rs.50
9. Association Fee -Rs50
10. Students Aid Fund Fee –Rs. 25
11. Visual Education Fee –Rs. 25
12. Scouts and Guides –Rs.5
13. University Union Fee - Rs. 50
14. Sports Affiliation Fee - Rs. 25
15. Caution Deposit (Refundable) - Rs360
16. Lab Fee - RS. 500

Every student in the College shall be liable to pay the prescribed fee for the whole term, during any part of which his/her name is on the rolls of the college.

Note:- a)The rates of fees given above are liable to change.

b) S. C./S .T/O. E. C. students are exempted from payment of Caution Deposit, all other category students should pay the Caution Deposit.

On the dates fixed for any particular class. Fees will not be accepted from students of other classes. 'Fees will not be accepted on any day after 2 p.m (Vide G. O. No. 89/SLI/80/Fin. dated 26-12-1980). To avoid inconvenience students are advised to bring the exact amount of fees. For every payment made to the office a receipt will be issued by the Accountant which should be produced if and when called upon to do so.

The above rules are subject to modification.

ATTENDANCE AND LEAVE OF ABSENCE

1. Students are not permitted to absent themselves without leave for the whole or part of a day.
2. Absence without leave for part of a day will entail forfeiture of attendance for the whole day.
3. A student absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls. A student seeking re-admission after such removal should pay the prescribed re-admission fee of Rs50.
4. Leave of absence should be obtained from the Principal on the recommendation of the Head of the Department. As far as possible, leave should be obtained beforehand. If the grounds of application for leave are not clear or satisfactory, the student may be called upon to explain or the leave may be refused. Exemption from attendance will not be considered if leave has not been obtained in the prescribed form.
5. Application for leave for a period may be made to and granted by the teacher in-charge of the work in that period. In that case a chit signed by the teacher concerned must be forwarded to the office.
6. Students who are Obligated to leave a class owing to in disposition must obtain endorsement from the teacher in-charge of the class at the time in support of their application for leave.
7. Application for leave for more than three days at a time should be supported either by a letter from parent/guardian or by a medical certificate in cases of illness.
8. The minimum attendance prescribed by the University is three fourth of the number of the working days in the academic year. Exemption from shortage of attendance (subject to maximum of 20 days) 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.
9. Duty leave for physical education activities Will be granted only athletes representing the college or the University in various matches tournaments and sports events.
10. A student deputed to participate in matches, tournaments and sports events, should submit his/her leave application duly recommended by the Physical Director to the. Head of the Department (Main subject) for necessary action not later than one week after the event.
11. The maximum period for which duty leave can be granted to a student for sports and athletic activities will be limited to 10% of the total number of working days.

Note:- The students who leave the College are advised to get the refund of their caution deposit immediately, as unclaimed caution deposits till lapse to Government after a specified period.

CODE OF CONDUCT

Students of the College are expected to conduct themselves within and outside the College in accordance with the best standard of manners and behaviour.

Soon after admission, each student, will be given an identity card which he should always carry with him and produce on demand.

Students are required to make as little noise as possible in the college premises and in moving from one room to another.

After the first bell at the end of each working period, an interval of 5 minutes will be allowed during which all the students must re-assemble in their places for the next class.

*N.B.:-*The following rules of the Education Code which are applicable to the students of the College also are republished for their information and guidance:

1. Every student shall be properly dressed
2. Every student shall be salute the teachers on the occasion of his first meeting them for the day within the College premises.
3. On the teacher entering the classroom, the students shall rise and remain standing till they are desired to sit or till the teacher takes his seat.
4. No student shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
5. Students are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the express permission of the Principal.
6. Any student:-
 - (a) Who is persistently insubordinate, (b) who is repeatedly. Or willfully mischievous, (c) who is guilty of fraud or malpractice in connection with examinations or (d) who, in the opinion of the Principal, is likely to have an unwholesome influence on his fellow students shall be removed from the rolls. The removal Shall be either temporarily or permanent according to the gravity of the offence.
7. Students are expected to help maintain the premises of the College tidy, clean and healthy and abstain from disfiguring the walls by sticking notices or by scribbling spitting in open spaces and other similar un civic acts. Dustbins are placed at important corners and all waste materials such as paper bits, leaves etc., should be deposited in them.

IDENTITY CARDS

All students of this college should possess identity cards duly signed by the concerned Professors and Principal. If the Identity card is irrecoverably lost duplicate Identity card will be issued only after Rs30 is remitted to Government.

COLLEGE LIBRARY

The College Library consists of a general Library.

LIBRARY RULES'

- a) The College Library consists of a Reference Library and a General Library.
- b) Library will be opened from 9.30 am to 4. 30 pm. on all Working days. Library books will be issued on all working days (Monday to Friday).
- c) The number of books a student can borrow is as given below and the books will be issued only on production of identity Card:

B.A /BCOM-3

BSc Physics-3

M.A/M.Com-3

- d) A student can keep the borrowed book for two weeks. Books must be returned on the due date. Books can be renewed for a further period of two weeks if there is no reservation for them.
- e) Absence from College will not be accepted as an excuse for not returning books in time. If the due date or return falls on a week end or on short holidays the books must be returned the next working day.
- f) All books shall be returned by the first of March for the annual stock verification.

- g) A student failing to return books on or before the due date shall pay a fine of Rs1 per day for each book.
- h) Transfer Certificates will be issued only to students who have returned all the books and paid up all fines.
- i) All books taken by the teaching and non-teaching staff are to be returned in time for the annual stock verification. All books are to be returned if a member of the staff takes leave for more than a month.
- j) Dog-earing the pages of books, scribbling on them and tearing pages are strictly prohibited. Anyone found guilty of thus misusing books will be fined at the discretion of the Principal.
- k) Students will be held responsible for the loss or damage of books lent to them. In case of loss or damage, penal cost as per rules with line will be collected.
- l) Sub-lending of books is not allowed.
- m) Books from the reference library shall not be taken outside the library.
- n) Strict silence shall be observed in the library.
- o) These rules apply to the general library in the college. In all matters regarding the library the decision of the Principal shall be final.

CONSTITUTION OF THE PARENT-TEACHER ASSOCIATION

1. Name

The name of this Association shall be the Parent-Teacher Association Government College, Nedumangad.

2. Office

The office of the Association shall be located at Government College, Nedumangad.

3. Aims and Objectives

The aims and objects of the Association shall be:-

- a) To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.
- b) To create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.
- c) To institute Scholarships, prizes, medals etc. to benefit student's showing a high proficiency in their studies.
- d) To provide sure amenities to the students of the College.

4. Membership

- a) The Parents/Guardians of all students on the rolls of the College during a year shall be eligible to be members of the Association.
- b) Every member shall pay an annual membership fee of ₹ 50 (Rupees fifty) to the Association.
- c) When a student is removed from the roll of the College the Parent/Guardian of the student shall ipso facto cease to be a member of the Association.
- d) The Principal and the other members of teaching Staff shall ipso facto be members of the Association.

5. Administration

- a) The Administration of the Association shall vest in an Executive Committee here in after referred to as the Committee elected for the purpose.
- b) The Committee shall consist of :
 - I. A President;
 - II. A Vice President;
 - III. A Secretary elected from among the members of the teaching staff; and

- IV. Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.
- c) The terms of office of the committee shall be for a period of one year (the year for the purpose shall be the calendar year).
- d) A Committee once elected shall continue to hold office till a new committee assumes charge.

6. Powers and responsibilities of the Executive Committee

Subject to the approval of the General Body of the Association the committee shall have the following powers:

- a) To manage all affairs of the Association to incur and meet all necessary expenses and do all such acts as are not inconsistent with these rules.
- b) To enlist members.
- c) To hold meetings of the committee at least once in a term of oftener if deemed necessary.
- d) To periodically check the registers and the other records of the Association and to scrutinize fee statement of accounts.
- e) To scrutinize the annual report, the audited statement of accounts for the year and for the ensuing year to be placed before the General Body.
- f) To implement all decisions taken by the General Body.
- g) To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.
- h) To fill up any casual vacancy in the committee by co-option. To form sub-committees for specific purposes.

7. Duties of the office bearers

President:

- a) The Principal shall be Ex-officio President and the Treasurer of the Association.
- b) He/She shall have control over the affairs of the Association and shall preside over all committee meeting and the meetings of the General Body.
- c) He shall have powers to convene meetings of the Committee and of the General Body either on his own initiative or on the written requisition of at least 5 members in the case of the committee, and 25 members in case of General Body meetings.
- d) He shall be the sole custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, passbooks etc.

- e) He shall have powers to prepare the Accounts of the Association and to incur such expenditure as may be approved by the Committee.
- f) He shall maintain proper records of all receipts and payments and such records shall be presented before the committee at its meetings.
- g) He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the committee and the General Body.
- h) He shall keep an imprest advance of Rs 500 to meet unforeseen expenses. The balance amount shall be deposited in any scheduled bank approved by the General Body.

Vice President:

- a) He shall be elected from among the parents/guardian.
- b) In the absence of the President the Vice President Shall perform all the duties of the President.

The Secretary:

He shall have the following powers:

- a) To enroll members.
- b) To maintain proper registers and records to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.
- c) To convene meetings of the committee or of the General Body when authorised to do so by the President.
- d) To keep a correct record of the proceedings of all committee and general body meetings.
- e) To perform all other functions as may be assigned to them from time to time by the President or by the Committee.
- f) To incur such expenditure as may become necessary.

8. Committee Meetings

- a) The quorum for a meeting of the committee shall be six.
- b) The President shall preside over all committee meetings and in his absence the Vice President. In case the Vice President is also absent the members of the committee present shall nominate one from among themselves to be the President of the meetings
- c) .Three days notice shall ordinarily be give for all committee meetings.

- d) Special meetings of the committee may be convened by the President at the written request of at least 4 members of the committee.
- e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

9.

- a) The General Body shall be the supreme authority concerning all matters of the Association.
- b) The General Body shall meet at least once a year or oftener, if necessary.
- c) The business to be transacted at the annual meeting shall include the following: -
 - I. To receive the annual report regarding the activities of the Association;
 - II. To examine the audited statement of accounts of the Association for the year;
 - III. To approve the budget proposals for the ensuing year;
 - IV. To consider any amendment to bye-laws;
 - V. To elect office bearers for the ensuing year.
- d) The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members of the rolls whichever is less
- e) Seven days notice shall ordinarily be given for all meetings of the general body either by direct intimation or by publishing such information in local dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the general body meeting.
- f) A special meeting of the general body shall be convened at the written requisition of at least 25 members or when authorised to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meetings also.
- g) The President and in his absence the Vice President shall preside over all meetings of the general body In the absence of both any member elected from among the members present shall preside.
- h) All decisions of the general body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote

10. General

- a) The Association shall give a common seal, which shall be in the safe custody of the President/Secretary.

- b) Any document executed by the Association shall be signed by the President and the Secretary.
- c) In case of any legal Proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries
- d) In case of dissolution of the Association at any time all its records and funds shall be taken. over by the President and disposed of in a manner to be decided by the general body.
- e) None of the above rules shall be altered, amended or rescinded except at a meeting of the general body at which 2/3 of the members present record their votes in favour of the suggested changes:
 - (1) The Principals are given the option of collecting subscription @ 10 per Student per annum or collect it as a lump sum at the time of admission.
 - (2) The term of office of the committee will be one calendar year. In exceptional circumstances the committee will be allowed to continue till the new committee assumes office with permission of the Director of Collegiate Education.
 - (3) Instead of the clause 10 (e) in the above rules, the following is to be substituted: 'No provision under these rules shall be amended or deleted or altered without Specific approval from the Director of Collegiate Education to do so.

RESIDENCE AND TUTORIAL SUPERVISION

- (1) All Students who do not live with parents or guardians or with their own families should reside in an approval hostel or in lodgings approved by the College.
- (2) Each Student on being admitted to the College will be assigned to the care of one of the Lecturers (Group Tutor) whom he should consult on all matters where advice is required whether in studies or in the ordinary affairs of daily life.
- (3) All leave applications should be submitted to the Principal through the Group Tutor.
- (4) Opinion of the Group Tutors and the Disciplinary Committee will be taken into consideration in assessing the conduct and progress of every student in the College.
- (5) Students shall forward to their Group Tutor information regarding their residence in the following form:

- 1. Name of Student;
- 2. Permanent Home Address:
- 3. Class and Group:.....
- 4. Local address:
- 5. If in Hostel Date of Admission:

Station

Date..... Signature

SCHOLARSHIPS AND PRIZES

List of Scholarships and prizes available to students of this college.

Scholarships:

1. National Scholarships
2. National Scholarships to Children of School Teachers
3. Scholarships for the Handicapped
4. Kerala State Government Scholarships
5. University Merit Scholarship for the Degree Course
- 6 Government of India Hindi Scholarships .
7. India Government Scholarships to Scheduled Castes Scheduled tribe and Other Backward Classes .
8. Loan Scholarships.

Rules for the Award of National Scholarships

In order that no really brilliant students is prevented on the ground of poverty alone from pursuing an academic career the Government of india have formulated a National Scholarships Scheme during the Five Year Plan, for the award of matriculation education. The awards under the Scheme will be made on the basis of the results of the qualifying Examination. .

Duration and Renewal of Scholarships.

- (1) The Scholarships once awarded Will be tenable up to the end of the Course.
- (2) The Scholarships will be renewed from year to year subject to good progress and the fulfillment of the condition indicated below:
 - (a) The renewal of the scholarship will depend upon promotion to the next class and upon the scholars, obtaining a percentage of 50 marks in the aggregate in the terminal examination, which determines promotion. (b) Where an examination referred to in (a) above a scholar fails to obtain promotion and 50% marks in the promotion of examination, the scholarship will be suspended for one academic year but will be renewed on his achieving the requisite standard in the following annual examination.

- (3) If scholar shows unsatisfactory progress during the course of his studies or gives up the chosen course of studies before its completion without the prior approval of Government of India or is irregular in attendance the scholarship will be cancelled. In all these matters, the decision of Government will be final and binding.
- (4) A Scholarship once cancelled Will not be restored.
- (5) Good conduct and regularity in attendance are also implied conditions for the continuance of the scholarship.
- (6)
- (i) The Scholarship .will be renewed tor each successive years subject to what is stated above on the basis of an annual progress report to be submitted by the Head Of the Institution where the scholar is studying. It will be the duty of the scholar to see that as soon as the result of the annual examination is declared the proforma of the annual progress report as given in Annexure I is got filled by the Head of the Institution and dispatched to the State Government/Union. Territory concerned quoting the reference number of the letter under which the award is initially communicated to the scholar this will enable the State Government/UnionTerritory Concerned to process the renewal of the scholarship expeditiously.
 - (ii) (ii) The Head of the Institution is expected to bring to the notice of the . State Government/Union Territory any adverse report that may have been necessitated due to habitual irregularity, misbehaviour, participation in strike, etc.; and if necessary, suggest suspension or cancellation scholarship.

Rules for the Award of National Scholarships for Children of Primary and Secondary School Teachers.

General

As a measure of recognition of the important services rendered by the Primary and Secondary School Teachers in the Country and further as a measure of indirect assistance to them, the Government of India have included in the Third Five Year Plan a Scheme for the award of merit scholarships to enable meritorious children of such teachers to pursue University Education. The scholarships will be awarded on the results of the School Leaving Examination every year.

Coverage and Eligibility

1. The Scholarship scheme will cover such children of all working teachers of Primary and Secondary Schools including teacher employed in the institutions for the handicapped and the children of civilian teachers in schools run by the Ministry of Defence who pass the School Leaving Examination in the year in which the awards are made.
2. Children who have passed the qualifying Examination in a year prior to the Year of award may not be considered. Renewal of scholarship for the same course Will depend upon the promotion to next class, other rules are same as that of the National Scholarship

Rules for Award of Kerala State Government Scholarship

General

In order that no really bright student is prevented on the ground of poverty alone from pursuing an academic career the Government of Kerala have formulated a scholarship scheme during the Third Five Year Plan for the award of Scholarship for Education in Colleges and also to student of Government Music Academies.

The awards under the scheme will be made to those who have passed the following examinations:

1. +2 or equivalent Examination.
2. First Degree Examination viz., B. A. /B. Sc. /B. Com

Coverage and Eligibility

(i)

- a) Those candidates who obtain 50 per cent marks in the aggregate in the qualifying examination for the admission to the course and who came within the merit list of candidates will be eligible for the grant of scholarships subject to the means test mentioned below:

In the case of Postgraduate courses the marks obtained for optional subject (Main and Subsidiary with practical) alone will be considered.

- b) The mere eligibility for award of scholarships does not confirm on any candidate the right to secure a scholarship.

(ii) The awardee under the scheme will not be allowed to receive any other scholarship or full fee concession or stipend. In case he is in receipt of any such award the same must be surrendered and the amount if any, received under the letter, refunded before the benefit of the State Scholarship can be claimed.

Duration and Renewal of Scholarship

The Scholarships sanctioned will be renewed to the succeeding classes of the same course,

(i) The renewal of award of the scholarships is subject to satisfactory progress of the fulfilment of conditions indicated below:

- a) The renewal of the award of the scholarships will depend upon promotion to the next higher class and the scholars obtaining a percentage which determines of 45 per cent of marks in the aggregate in terminal examination promotion.
- b) If a scholar shows unsatisfactory progress during the course of his studies, or is irregular in attendance the scholarship will be cancelled. In all these matters the decision of the scholarship awarding authority will be final and binding.
- c) Good conduct and regularity in attendance as certified by the head of the college are also conditions for the continuance of the scholarship.
- d) The award of scholarship will be renewed for each successive year, subject to what is stated above or the basis of annual progress report to be submitted by the head of the institution where the scholar is studying.
- e) The head of the institution is expected to bring to the notice of the scholarship awarding authority any adverse report regarding habitual irregularity, misbehavior, etc. of the scholar and if necessary suggest cancellation of scholarship.

CONSTITUTION OF COLLEGE UNION AND AFFILIATED ASSOCIATIONS

1. The Union shall be called the Nedumangad Government College Students Union.
2. All the students enrolled in the College shall be the members of the Union. They shall have the right to vote and contest in all the elections on the College Union.
3. The objectives of the Union shall be:-
 - a) to train the students of the college in the duties and rights of citizenship;
 - b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students;
 - c) to organize debates, seminars, work squads, touring parties and such other functions; and
 - d) to promote Opportunities for students to organise sports, arts and other cultural, educational, social and recreational activities that are incidental and conducive to the above objects.
4. The College shall institute a 'College Union Fund'. It shall collect the prescribed fees from students towards Union activities along with the first instalment of tuition fees at the beginning of each academic year and shall credit the same to the College Union Fund
5. The College may have one or more Associations or Clubs or Forums under the College Union according to the different subjects and languages taught at the Degree or Postgraduate level in the College, or as accessitated by the circumstances in the College, and a student can be member of one or more Associations depending on his subject/subjects of study.
6. The tenure of office of the College Union shall be one academic year.

Note:- For the purpose of College Union activities the academic Year shall be from June 1st to May 31st of each year.

Affiliated Associations

1. Commerce Association
2. History Association
3. Economic Association
4. Physics Association
5. Malayalam Association
6. Mathematics Association.

Executive Committee. -The College Union shall have an Executive Committee consisting of-

1. The Chairman
2. The Vice-Chairman.
3. The General Secretary.
4. The Councillor Councillors to the university Union.
5. The Editor of the College Magazine
6. The Arts Club Secretary.
7. The Secretary for Sports.
8. One member representing the students of each year of the Degree and Postgraduate courses, elected by the students of the respective years from among themselves.
9. Two members elected by the lady students of the College from among themselves as far as mixed colleges are concerned.
10. One member representing the students belonging to the Scheduled Castes or Scheduled Tribes to be nominated by the Executive Committee belongs to Scheduled Castes/Scheduled Tribes.
11. The Honorary Treasurer and staff advisor (Ex-officio).

1. **The Chairman:**-The Chairman shall preside over all meetings and other functions of the Union and regulate and control the meetings In the absence of the Chairman, the Vice Chairman shall preside at the meeting. If both the Chairman and Vice-Chairman are absent, the members present shall elect one from among themselves as the Chairman for the meeting
2. **The Vice-Chairman:**- In mixed Colleges the Vice-Chairman shall be a lady student. The Vice-Chairman shall perform the duties of the Chairman in his absence or as per the request of the Chairman.
3. **General Secretary-** He shall issue notices for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all union activities. The General Secretary shall take steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the Union.

4. **The University Union Councillor(s).**--The number of councillors from each college will be restricted to one where the strength of the students is less than 500 and to two where it is 500 or more. The Councillor(s) elected by the students will represent the students of the College in the University Union.
5. **The Editor.**---No student of the final year class of a particular course shall be eligible for election as the Editor of the College Magazine. The Editor shall be responsible for the publication of the College Magazine. There shall be an Editorial Board to help the Editor in the discharge of his duties. The Editorial Board shall consist of :-
 - (i) The Principal;
 - (ii) The Editor (Convener);
 - (iii) The Chairman of the College Union;
 - (iv) The General Secretary of the College Union;
 - (v) Three student members to be nominated by the Executive Committee; and
 - (vi) Two staff members to be nominated by the Executive Committee; and
 - (vii) Two staff members to be nominated by the Principal.
6. **The Arts Club Secretary:**-It shall be his duty to organize activities for promoting the artistic talents of the students of the College.
7. **The Secretary for Sports:-** The Secretary for sports shall be nominated by the Executive Committee from among the students of the College. He shall organize activities in the field of sports and games, with the help and co-operation of the General Athletic Committee constituted by the Principal.
8. **Secretaries of Association:-** Each Association shall have a Secretary who shall organise its activities. In a Degree College each subject may have a Subject Association where membership shall be restricted to students studying the subject as the main subject at the Degree or Postgraduate level. The Head of the Department concerned shall be the President of the Association.
9. **Honorary Treasurer:-** The Principal of the College shall be the Patron and Honorary Treasurer of the College Union. He can depute a staff member to perform his duties in his absence or if he so desires. The Honorary Treasurer shall be an ex-officio member of the College Union Executive Committee without voting power.
10. **Staff Advisor:-**It shall be competent for the Principal to nominate as senior member of the teaching staff of the College as the Staff Advisor of the College Union. The Staff Advisor shall be an ex-officio member of the Executive Committee without voting power.

11. Accounts:- The funds of the College Unions shall be held by the Honorary Treasurer. Expenses of the Union activities shall be met from this fund with the prior sanction of the Executive Committee. except on occasions of emergency. The Honorary Treasurer shall cause to keep regular accounts of the income and expenditure of the Union.

12. Meetings:

- A. The Executive Committee shall meet at least once in two months. For all ordinary meetings, there shall be a notice of three clear days. Quorum for the meetings shall be not less than one half of the total number of the members of the committee.
- B. The Executive Committee shall take decisions by simple majority at its meetings and the Chairman shall have a casting vote.

13. Functioning:

- a) The College Union Executive Committee shall formulate the general policy and also guide the activities of the Union. It shall prepare at the beginning of each academic year an annual financial estimate for all activities of the Union and Subordinate Associations or Clubs.
- b) The College Union shall endeavour to organise a student center to promote club activities like indoor games, photographic clubs, hobby clubs and so on. The College Union Office shall also be housed here. Where a separate building is not available. the Principal may allocate separate space for this purpose.
- c) In all matters concerned with the college union. the final decision rests with the Union Executive Committee, but an appeal shall lie to the patron, when there is a dispute.

GOVT. COLLEGE, NEDUMANGAD

SUCCESSION LIST OF PRINCIPALS

1. Prof. K. Sreedharan Nair	1981-83
2. Prof. T.M. GopinathaKurup	1983-85
3. Prof. K. Rama Warriar	1985-87
4. Prof. Jerald Alexander	1987
5. Prof. K. Rama Warriar	1987-89
6. Prof. S. Selvamony	1989-92
7. Prof. Rachel Daniel	1992
8. Prof. JameelaBeevi	1992-94
9. Prof. Hilda Joseph	1994
10.Prof.R.Hariharasubramonialyer	1994-95
11.Prof. ChandravalliThampuran	1995-96
12.Prof. G Chandrika Devi	1996-98
13.Prof. C.S.Chandrika	1998-1999
14.Prof. S.Mohana Kumar	1999-2001
15.Prof. S.Valsala	2001-2002
16.Prof. G.Prasanna	2002-2003
17.Prof. R.SreekumariAmma	2003-2004
18.Prof. B. Uma	2004-2005
19.Prof. J.Prakash Francis	2005-2006
20.Prof. A.SaudaBeevi	2006-2007
21.Dr.K.K. Radha	2007-2008
22.Prof. A. RoohalathuBeevi	2008-2010
23.Prof.S.Valsalakumari	2010-2011
24.Prof.M. Asha	2011-2013
25.Prof.K. Prema	2013-2014
26.Dr.A.N. Padmakumari	2014
27.Prof. S.SudarsananPillai	2014-2015
28.Dr.VVijayan	2015-2016
29.Dr.D K Sathish	2016-2017
30.Dr.Anilkumar J	2017
31.Dr. Mini.I	2018

STAFF LIST

(A) Teaching Staff (As on 01/01/2018)

Principal : Dr.Mini.I

1. Department of Malayalam

1.	Dr.Alex.L.	Vice Principal	Assistant Professor
2.	Sri.RaviKumar.M.G		Assistant Professor
3.	Saleena.S		Assistant Professor
4.	Ms.Beenakrishnan.S.K.		Assistant Professor
5.	Aneeshya.P.Mohan		Guest Lecturer
6.	Dr. Aswathy.J.S		Guest Lecturer

2. Department of History

1	Sri.Swapnakumar.K.		Assistant Professor
2	Dr.S.Subhash		Assistant Professor
3.	Dr.Sunilkumar.R.		Assistant Professor
4.	Smt.Bijikumary.P.		Assistant Professor
5.	Smt.Shyma Jacob		Assistant Professor
6.	Sri.Thushad.T		Assistant Professor
7.	Smt.Athira Shaji		Assistant Professor
8.	Lekshmi.S.J.Nair		Assistant Professor

3. RESEARCH AND PG Department of Commerce

1.	Sri.Vijayan.K		Assistant Professor
2.	Dr.Anzer.R.N		Assistant Professor
3.	Dr.Rajesh.T		Assistant Professor

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|----|--------------------|---------------------|
| 4. | Dr.Biju.A.V | Assistant Professor |
| 5. | Sri.Nazeem.A | Assistant Professor |
| 6. | Sri.SujanKumar.K.G | Assistant Professor |
| 7. | Smt.Indurajani.R | Assistant Professor |
| 8. | Smt.Reenakumary.D | Assistant Professor |
| 9. | Dr.Rajasree | Guest Lecturer |

4.Department of Economics

- | | | |
|----|-------------------------|---------------------|
| 1. | Smt.Sibi Natuvilakkandy | Assistant Professor |
| 2. | Sri.Nandu.C.J | Assistant Professor |
| 3. | Smt.Gopika.G.G | Assistant Professor |
| 4. | Shabna J.S | Guest Lecturer |

5.Department of Physics

- | | | |
|----|------------------|---------------------|
| 1. | Dr.Reshmy.V.K | Assistant Professor |
| 2. | Smt.Gopika.M.S | Guest lecturer |
| 3. | Smt.Parvathy.R.J | Guest lecturer |
| 4. | jitha.V.J | Guest lecturer |

6.Department of Mathematics

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|----|-------------------|---------------------|
| 1. | Sri.R.Suresh | Assistant Professor |
| 2. | Sri.Syamlal.S | Assistant Professor |
| 3. | Sri.Toby.B.Antony | Guest lecturer |
| 4. | Vipin Mohan | Guest lecturer |

7. Department of Computer Science

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|----|-------------------|---------------------|
| 1. | Dr.GladstonRaj.S. | Assistant Professor |
| 2. | Dr.Bindulal.T.S | Assistant Professor |

4.Department of English

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|----|---------------------|---------------------|
| 1. | Sri. VinuRajesh.G | Assistant Professor |
| 2. | Dr.Manju.R. | Assistant Professor |
| 3. | Sri.RajeshKumar.C.R | Guest Lecturer |

4. Smt.Sangeetha.G.S Guest Lecturer

11. Department of Political Science

1. Sri.Muneer.M Assistant Professor

12. Department of Physical Education

1. Dr.PraveenKumar.T.K Assistant Professor

13. Department of Hindi

1. Dr.Rajeev.R Assistant Professor

14. Department of Sanskrit

1. Sabha T Thaj Guest lecturer

(A)Non-Teaching Staff (As on 01-01-2018)

Sl. No.	Name	Designation
1.	Sri.Nazimudeen.M	Senior Superintendent
2.	Sri.Manoj.K.S	Head Accountant
3.	Sri.RajmohanNair.V	Senior Clerk
4.	Smt.Sindhu.V.G	Senior Clerk
5.	Smt.Prija.G.S	Senior Clerk
6.	Smt.Renjini.C.B	Clerk
7.	Sri.Sujith.G	Librarian(Employment Exchange)
8.	Sri.StalinMarshal.T.R.	UD Typist
9.	Sri.Santhosh Kumar	Attender
10.	Sri.Pushakaran	Office Attendant
11.	Sri.AnilKumar.S	Office Attendant
12.	Sri.Baiju.L	Office Attendant
13.	Sri.Rajesh.C	Office Attendant
14.	Sri.MohanM.M.	Sanitation Worker
15.	Smt.Vidhya.L.V	Sanitation Worker(Kudumbasree)
16.	Sri.Joy.H	Sweeper
17.	Smt.Ambika.O	Sweeper
18.	Sri.Sajumon.M	Night Watchman
19.	Sri.Jovin Stanley	Night Watchman

ADMINISTRATION

The internal Administration of the college is vested in the principal who acts in consultation with the college council.

1. The College Council shall consist of the Principal and Heads of Departments of each subject of study.
2. The Principal shall be the ex-officio President of the council. The Council shall appoint one member as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.
3. The General Administration of the college shall vest in the Principal subject to the control of the Director of the Collegiate Education. Some of the General Administrative work may be entrusted to the member of the Council under the general supervision of the Principal, e.g. Library, Athletics, Maintenance of buildings and grounds etc.
4. The Council is empowered to consider and report on any question concerning accommodation, courses of instruction or rules of discipline referred to it by the Principal but shall not interfere in any manner with the General Administration of the College which is vested in the Principal, acting under the orders of the Director of Collegiate Education.
5. All questions of promotion, term certificate and scholarships shall ordinarily be decided by the Council.
6. All cases of serious misconduct on the part of students involving loss of their term certificate or their removal or expulsion from the College shall be dealt with by the Principal ordinarily in consultation with the College Council.
7. Meeting of the Council shall be convened at such times as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two of the members.

8. Not less than three days notice of a meeting shall ordinarily be given to each member. The notice should ordinarily be accompanied by the agenda paper.

9. It shall be the duty of the Secretary to give notice of the meeting of the Council. to keep a record of the proceedings of such meetings and to forward to the Director of Collegiate Education through the Principal. copy of the proceedings of each meeting.

10. The Principal, or in his absence, the senior-most Professor present shall take the chair at all meetings of the Council.

11. Not less than a majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the Chairman are equally divided. The Chairman shall have a casting vote. The Principal may overrule the decision of the College Council, but in such cases he shall make a report to the Director of Collegiate Education setting forth his reasons for doing so.

12. The Chairman shall be the sole judge of any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.

13. The budget shall be formed by the Principal consultation with the member of the Council and forward to the Director of Collegiate Education.

14. Notwithstanding anything contained in the forgoing rules. It shall be competent to the Principal to dispose of any matter which should ordinarily be disposed of by the Council.