

2020-21



**GOVERNMENT
COLLEGE,
ATTINGAL**



Academic Calendar



Government College
Attingal, Thiruvananthapuram
(Accredited by NAAC with B Grade)

2020 - 21



(Affiliated to the University of Kerala)

Telephone: 0470 - 2622398

E-mail: govtcollegeattingal@gmail.com

Website: <http://www.governmentcollegeattingal.in/>



Be Enlightened Through Education

(Vidyakondu Prabudharakuvin)

Be enlightened through Education is the motto of the College. The Vision and Mission of the College are encapsulated in this motto. The College as per this motto seeks to generate enlightened, humane and dynamic individuals for the selfless service of the society. Enlightenment leads to empowerment and realisation of the true purpose of life. It provides fresh insights into the individual which will deepen his humanitarian attitude and his awareness of the contemporary social issues which in turn will lead to his constructive and active participation in solving the problems of society and there by helps in the establishment of an egalitarian, equitable and prosperous society.

Contents

Sl. No.	CONTENTS	Page No.
1	Institutional Vision, Mission and Objectives	4
2	A Brief History of the College	5
3	Succession List of Principals, List of teaching and non-teaching staff	6 - 13
4	Administration	13 - 15
5	Courses of Study	16 - 19
6	Choice Based Credit and Semester System (CBCSS)	20 - 24
7	Attendance and Leave of Absence	25 - 26
8	Dress Code and Behaviour	26 - 27
9	Library Rules	28 - 29
10	Rules for Collecting Tution Fees	29 - 31
11	Courses offered by CACEE	31 - 32
12	Fee Concession to Students	34
13	Issue of Transfer Certificate	34 - 37
14	Rules for refund of Caution Deposit	37 - 38
15	College Examinations	38 - 39
16	Tutorial System	39 - 40
17	Medical Inspection to Students	40 - 41
18	College Magazine	41
19	Scholarships and Prizes	41 - 42
20	N.C.C. and N.S.S.	42
21	Co-operative Society	42
22	Ladies Hostel	42 - 43
23	Parent Teachers Association	43 - 50
24	Support Services and Clubs	50 - 51
25	Calendar 2020-21	51
27	General Time table	62

1. INSTITUTIONAL VISION, MISSION AND OBJECTIVES

Our VISION

Education chisels man to be a complete whole, ignites the spark of righteousness in him, endows him with intellect and clarity of vision, grants him the capacity to empathize and renders him ways and means to engage dynamically in the building of the society.

Our MISSION

To emerge as a premier public sector educational institution that imparts state-of-the art education to learners to inculcate a holistic sense of responsibility and foster confidence and self-discipline enabling them to engage with opportunities and adversity.

Our OBJECTIVES

1. To create a centre of academic excellence by imparting a new spirit of development-oriented education suited to the social needs.
2. To ensure quality education through curricular, co-curricular and extra-curricular activities by ensuring peaceful, learner friendly, progressive and democratic ambience.
3. To link what is learned in classrooms to the world outside and enable students to have a right attitude towards life.

2. A BRIEF HISTORY OF THE COLLEGE

The Government College Attingal was started as a Junior College in August, 1975. The institution was formally inaugurated on 29/8/1975 by Sri. Vakkom Purushothaman, the then Hon. Minister for labour. Prof. H. M. Kassim who was initially appointed as the Special Officer, later became the first Principal of the College. With the opening of this college, a long felt need for a Higher Educational Institution for this area was fulfilled.

The College started functioning with a student strength of 160 in 2 batches of Pre-degree class of 80 students each. In view of the heavy rush for admission more batches were sanctioned by the University of Kerala during the succeeding academic years. The Institution was raised to the status of a first grade College during the academic Year 1978-79 with the introduction of B.Com. Degree programme. In 1979-1980, Economics was introduced at the Under Graduate level. MA Economics was started during the year 1993-94. When the Government decided to de-link the Pre-degree courses from colleges within a time span of 3 years, one third of the total batches of Pre-degree were delinked during the year 1997-98 and the remaining two-thirds were reduced during 1998-99. From 1999-2000, there were no admission for Pre-degree courses.

The BA Communicative English course (Three Main System – TRIPOS) was started with the aid of the UGC during the academic year 1997-98 for a single batch up to 2000-2001. The Postgraduate course in Commerce was started during the year 1998-99. BA History was started during the academic year 1999-2000. B.Sc. in Polymer Chemistry was started in the year 1995.

The College has been conducting short duration courses through Centre for Adult Continuing Education & Extension (CACEE) of the University of Kerala since July 2004. The courses offered in this scheme include; Certificate Course in Library and

Information Science, Certificate Course in Computerized Accounting with Tally and Diploma in Computer Applications. The Economics Department of the College was upgraded as a Research Centre in the academic year 2010-2011. Postgraduate Programme in Polymer Chemistry was started in 2012-13. The Commerce Department upgraded itself as a Research Centre during the academic year 2014-15. In 2018-19, B.Sc. Mathematics and MA English were introduced. The Community College Scheme of U.G.C has been started with two diploma courses in Automobile Engineering and Hospitality Management respectively. The college now is an approved Skill Development Centre (SDC) of ASAP initiated by the Government of Kerala. The College also offers Professional Diploma in Logistics and Shipping through the Centre for Continuing Education Kerala (CCEK) from 2018 onwards.

3. SUCCESSION LIST OF PRINCIPALS

Name	From	To
H.M. KASSIM	05/07/1975	18/06/1979
K.N. BALAKRISHNAN NAIR	18/06/1979	09/04/1981
A.G. RAMACHANDRAN NAIR	09/04/1981	16/05/1981
R.N. BALAKRISHNAN NAIR	16/05/1981	17/06/1981
S. PONNAYYAN (ADDL.CHARGE)	17/06/1981	11/12/1981
A. VENKITARAMAN	11/12/1981	31/3/1982
P.G. EDWIN	05/04/1982	31/03/1984
K. CHANDRA PRABHA	01/04/1984	31/03/1989
M.SAROJINI	24/04/1989	27/07/1989
M.GAUTAMAN	27/07/1989	31/03/1991

K. SUDEVAN (ADDL.CHARGE)	31/03/1991	03/02/1991
C.P. RAMAN MENON	03/12/1991	31/03/1992
C.P. ARAVINDAKSHAN	22/06/1992	05/04/1993
K. PADMAVATHY	05/04/1993	16/06/1993
K. RADHAKRISHNAN	21/01/1993	14/02/1994
BABU RAJENDRAPRASAD	14/02/1994	22/09/1994
K. N. GANGADHARAN	22/09/1994	31/05/1995
P. SAHADEVAN	14/07/1995	17/06/1996
S. SIVARAMAKRISHNAIYER	01/07/1996	31/03/1997
J. ANDREWS (ADDL.CHARGE)	01/04/1997	24/01/1997
P. SARASWATHI AMMA	24/01/1997	17/07/1998
A.N. GOPALAKRISHNAN	17/07/1998	31/03/1999
N. ARAVINDAKSHAN (ADDL.CHARGE)	08/04/1999	16/09/1999
B. LEELA	16/09/1999	06/08/2001
C.HARIHARAN	10/08/2001	31/05/2002
S. N. SASIDHARAN (ADDL.CHARGE)	01/06/2002	15/08/2002
A. NAZIMUDEEN	16/08/2002	26/06/2003
Dr. M. S. SUSEELAN	01/07/2003	31/05/2005
B. SARASWATHY AMMA	22/07/2004	31/03/2005
Dr. GOPALAKRISHNAN NAIR	16/05/2005	17/08/2005
J. LAILA BEEVI	25/08/2005	28/04/2006
Dr. K. NIRMALAKUMARI	03/05/2006	31/03/2007
P. BABU (ADDL.CHARGE)	01/04/2007	26/07/2007
Dr. J.W. CHRISTAL FLORY	01/08/2007	31/03/2008

Dr. K. LALITHA	01/04/2008	18/07/2009
M.GEETHAKUMARY	20/07/2009	31/03/2011
C. SATHYAN	01/04/2011	26/06/2011
T. SYLAJAKUMARI	27/06/2011	31/05/2012
C. SATHYAN	01/06/2012	20/09/2012
Dr. M. SAINUDEEN	20/09/2012	30/03/2013
C. SATHYAN	01/04/2013	17/05/2013
Dr. BEENA GOPINATH	17/05/2013	31/05/2013
C. SATHYAN	01/06/2013	05/06/2013
Dr, THOMAS KURUVILA	06/06/2013	24/06/2013
C. SATHYAN	25/06/2013	16/07/2013
Dr. FRANCIS SUNNY	17/07/2013	31/05/2014
Dr. M. L. PREMA	01/06/2014	24/07/2014
Prof. K.B. LAILA	25/07/2014	31/03/2015
Dr. M.L. PREMA	31/03/2015	31/05/2015
M. MATHAI	01/06/2015	03/06/2015
Dr. SUJATHA	04/06/2015	24/06/2015
Dr. ANITHA DAMAYANTHI	02/07/2015	31/07/2016
S V ANIL KUMAR (IN CHARGE)	01/08/2016	09/09/2016
Dr. ANITHA DAMAYANTHI	10/09/2016	17/07/2017
LAKSHMI CHANDRASEKHAR (IN CHARGE)	18/07/2017	08/08/2017
Dr. SHEELA S	09/08/2017	26/12/2017
Dr. THARA G S	27/12/2017	26/06/2019
Dr. V. MANIKANTAN NAIR	27/06/2019	31/03/2020
Dr. SEETHA LEKSHMI V (Addl. Charge)	01/04/2020	23/07/2020

Dr. SUNIL JOHN	24/07/2020	
----------------	------------	--

3.1. TEACHING FACULTY

Sl. No.	Name & Designation	Contact Number	email
Principal			
1	Dr. Sunil. John. J Principal	9447392221 04702622398	govtcollegeattungal@gmail.com
Department of Commerce			
2	Sri Sunil S Asst. Prof. (HOD)	8129418236	sunilayilamap75@gmail.com
3	Dr. Anitha S. Asso. Prof.	9495124793	anithasreedas@gmail.com
4	Dr Gracious J. Asso. Prof.	9447211471	graciousjames@gmail.com
5.	Dr. K.Pradeep Kumar Asso. Prof.	9846262612	kpradeep68@gmail.com
6	Dr. Binu R Asst Prof.	8281429636	binurm@gmail.com
7	Dr. Sarun S G Asst Prof.	8547229783	drsarunnair@gmail.com
8	Dr. Manikantan G Asst Prof.	9744114184	manipanayara@gmail.com
9.	Dr. Shanimon.S Asst Prof.	9496291982	shanimonimon@gmail.com
10	Dr. Sunilraj.N.V Asst Prof.	9048771382	sunilrajgoureesham@gmail.com
Department of Economics			
11	Dr. M.P. Abraham Asso Prof. (HOD)	9497454121	abrahammp2010@gmail.com

12	Dr. Seethalekshmi. V Asst Prof. (Vice Principal)	9400780914	sithadeepu@gmail.com
13	Dr. Shibu A S Asst Prof.	9446601831	shibuasanand999@gmail.com
14	Dr. Lekshmi. L Asst Prof.	9495434511	lakshmipalonill@gmail.com
15	Smt. Shalini Lawrence Asst Prof.	8129433501	maryshalinilawrence@gmail.com
16	Sri. Gopakumar. K Asst Prof.	9497813035	gopaneco@gmail.com
18	Smt. Sashila. A Asst Prof.	9748877880	sashila.a@gmail.com
19	Smt. Krishnaprabha C.B Asst Prof.	9747703458	krishnaarunodayam@gmail.com

Department of English

20	Smt. Lakshmi Chandrasekhar Asst Prof. (HOD)	8547408305	lakshjayantha@gmail.com
21	Sri. Bimal Edwin Asst Prof.	9961448089	bimaledwin@hotmail.com
22	Smt. Anulekshmi. U.G Asst Prof.	7293160101	anulekshmiug@gmail.com
23	Smt. Arati Pratab Asst Prof.	9496365665	aarathipratap47@gmail.com
24	Dr. Nisha. N Asst Prof.	9846657926	nishaaneesh@gmail.com
25	Dr. Nevil Stephen S Asst Prof.	8921589730	nevilstephens@gmail.com
26	Smt. Ganga. R Asst Prof.	8281177092	gangar87@gmail.com
27	Smt. Lekshmi. P Asst Prof.	7907283084	lekshmishani@gmail.com

Department of Hindi			
28	Dr. Dhanya. B Asst Prof.	8921668255	drdhanyabs@gmail.com
Department of History			
29	Dr. Sandhya. J. Nair Asst Prof.(HOD)	9895680708	sandhyajnr85@gmail.com
30	Dr. Unnikrishnan. S Asst Prof.	9857558566	unnicampus@gmail.com
31	Smt. Thushara. P.S Asst Prof.	8383900194	thusharaayoor@gmail.com
Department of Malayalam			
32	Dr. Selvamony. K.B Asst Prof.	9496711836	selvamonykb@yahoo.com
Department of Mathematics			
33	Sri. Sibukumar. D Asst Prof. (HOD)	9400679663	sibudamodar@yahoo.co.in
Department of Physical Education			
34	Sri. Jairaj. J Asst Prof.	9446966326	jairaj.sree@gmail.com
Department of Physics			
35	Smt. Jasmin. M Asst Prof.	9846348289	jasminmmmd@gmail.com
Department of Political Science			
36	Sri. Pradeepkumar. K Asst Prof.	9447590112	pradeeppolicodu@gmail.com
Department of Polymer Chemistry			
37	Dr. Sumi. V.S Asst Prof. (HOD)	9495538663	sumisasidharan2006@gmail.com
38	Smt. Prabha. J Asst Prof.	9447151726	prabhabinu27@gmail.com
39	Smt. Thushara. R Asst Prof.	9495700338	thusharakollam@gmail.com

40	Dr. Bhagyasre. J.B Asst Prof.	9946215456	malkuttu@gmail.com
41	Smt. Archana. V.P Asst Prof.	8547135746	archanavp.vp7@gmail.com
42	Dr. Dhanya Augustine Asst Prof.	9497102849	dhanya.augastine@kaust.edu.sa
43	Smt. Angeo Varghese Asst Prof.	9446555790	angeova@gmail.com

3.2. LIST OF NON-TEACHING STAFF

Sl.No	Name	Designation
1	Smt. Mary Nirmala M	Senior Superintendent
2	Smt. Sheeba L	Head Accountant
3	Smt. Varsha V	Senior Clerk
4	Smt. Rajalekshmi G R	Senior Clerk
5	Smt. Hilda S	Senior Clerk
6	Sri. Najeem S	Senior Clerk
7	Smt. Soorya.M	Senior Clerk
8	Smt. Shibi Basheer	Clerk (Supernumery)
9	Smt. Smitha Rani S	Librarian - Grade IV
10	Smt. Shylaja O	Typist (Supernumery)
11	Smt. Shyla V.	Attender
12	Smt. Sajeena A.	Attender
13	Sri. Sajeew S.	Lab Assistant

14	Smt. V.Jalaja	Office Attendant Hr.Grade
15	Sri. Vinod G	Office Attendant
16	Sri. Jayan.G	Office Attendant
17	Sri. Shamnad S	Office Attendant (Supernumery)
18	Sri. Sasidharan Nair M	Office Attendant (Supernumery)
19	Sri. Harisankar T P	Office Attendant
20	Sri. Siyadkhan U	Night Watchman
21	Sri. Sandeep V	Night Watchman

4. ADMINISTRATION

The Principal of the college who acts in consultation with the college council is vested with the power to run the internal administration of the college. The following rules have been framed by the Government for the working of the College Council:

1. The College Council shall consist of Principal, Head of Department of each subject of study and two elected members from the teaching staff and college Librarian. The Principal shall be the ex-officio President of the Council. The Council shall appoint one of the members as a secretary. The member so appointed shall hold office for one year but shall be eligible for re-election.
2. The general administration of the college shall be vest with the principal subject to the control of the Director of

Collegiate Education. Some of the general administrative work is done with the help of the Council under the general supervision of the principal, E.g. library, athletics, maintenance of the buildings and grounds etc.

- 3.** All questions of promotion, authentic certificate and scholarship shall usually be decided by the Council
- 4.** All cases of serious misconduct on the part of the students requiring punishments like forfeiture of their term or certificates or their removal or their expulsion from the college shall be default with by the principal usually in consultation with the College Council.
- 5.** Meeting of the Council shall be convened at such times as the principal may consider necessary. The Principal shall also convene a meeting when required to do so by the Director of the collegiate education or on the written requisitions of not less than two of the members.
- 6.** Not less than three-day notice of the meeting shall ordinarily be given to each member. The notice should generally be accompanied by the agenda.
- 7.** It shall be the duty of the secretary to give notice of the meeting of the council, to keep a record of the proceeding of such meeting and to forward to the Director of the collegiate education through the Principal copy of the proceedings of the meeting.

- 8.** The Principal or in his/her absence, the senior most professor present shall take the chair at all meeting of the Council.
- 9.** 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 votes of the Chairman are equally divided, the Chairman shall have a casting vote. The Principal may over rule 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.
- 10.** The chairman shall be the sole judge of any point of order, they may call any members to order and shall have power to make any action as may be necessary to enforce his/her decision.
- 11.** The budget shall be framed by the Principal in consultation with the members of the Council and forwarded to the Director of Collegiate Education.
- 12.** Not with standing anything contained in the foregoing rules, the Principal shall be competent to dispose of any matter which should ordinarily be disposed of by the Council.

5. COURSES OF STUDY

The college offers the following programmes as per the curriculum of University of Kerala

1. BA Economics
2. BA History
3. B Com
4. BSc Mathematics
5. BSc Polymer Chemistry
6. M Com
7. MA Economics
8. MA English
9. MSc Polymer Chemistry
10. PhD in Economics
11. PhD in Commerce

5.1. UNDERGRADUATE PROGRAMME

Part-I- English

Part-II Additional language: Malayalam, Hindi, Arabic (Any one)

Part-III-Optional Subjects: The following optional subjects are offered in combination with the subsidiaries mentioned against each: Main Subject Subsidiary subjects.

PROGRAMME	Subsidiaries	Eligibility for admission
BA Economics BA History	History, Politics, Economics, Politics	A pass in the Higher secondary examination with Arts papers or equivalent

BCom	Computer Applications	A pass in the Higher secondary with three Commerce papers or equivalent.
BSc Polymer Chemistry	Mathematics & Physics	A pass in the Higher secondary with three Science papers or equivalent.
BSc Mathematics	Physics Statistics	A pass in the Higher secondary with three Science papers or equivalent.

5.2. POSTGRADUATE PROGRAMME

MA Economics	Agricultural & Industrial Economics (Optional)	Degree in the Economics, Mathematics or Statistics with minimum 45% of total mark.
MA English		Degree in English language and literature or Degree in any discipline with eligible marks in General English
M.Com.	Financial Management (Optional)	Degree in Commerce with minimum 45% of total mark.
MSc Polymer Chemistry	Polymer Chemistry	Degree in Polymer Chemistry & General Chemistry.

5.3. THE NUMBER OF SEATS SANCTIONED

Sl. No	Programme	Total Strength with marginal increase	General Merit	SC/ST	OBC/OEC	Others
1	BA Economics	40	20	8	8	4
2	BA History	36	18	7	7	4
3	B. Com.	44	22	9	9	4
4	BSc Polymer Chemistry	35	18	7	7	3
5	BSc Mathematics	20	10	4	4	2
6	MA Economics	18	9	4	4	1
7	M.Com.	18	9	4	4	1
8	MSc Polymer Chemistry	15	8	3	3	1
9	MA English	20	10	4	4	2

Ph.D. PROGRAMME

The post graduate Departments of Commerce and Economics of this college has been recognized by the University of Kerala as a Research Centres.

Supervising Teachers

Commerce

1. Dr. Pradeep Kumar K
Associate Professor
2. Dr. T Rajesh
Associate Professor
3. Dr. Anzer R N
Assistant Professor
4. Dr. Vijila V
Assistant Professor
5. Dr. Sarun S.G'
Assistant Professor

Economics

1. Dr. Mothi George
Assistant professor
2. Dr. Renjith Abraham
Associate Professor
3. Dr. Binu Kumar
Assistant Professor

The Centre has an extensive Central library with more than 5000 books and computer lab with internet connection. Applications are invited every January and July for admission to the Ph.D. Programme as notified by the University of Kerala.

6. CHOICE BASED CREDIT AND SEMESTER SYSTEM

6.1. Evaluation and Grading

The evaluation of each course shall consist of two parts

1. Continuous evaluation (CE)
2. End semester evaluation (ESE)

The CE and ESE ratio shall be 1:4 for both courses with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE is for a total of 100.

Continuous Evaluation (CE)

Attendance (Max. Marks 5)

The allotment of marks for attendance shall be as follows:

Attendance less than 75%	1 Marks
75% & less than 80%	2 Marks
80% & less than 85%	3 Marks
85% & Less than 90 %	4 Marks
90% & above	5 Marks

Assignment or Seminars: (Max Marks 5)

Each student shall be required to do one assignment or one seminar for each course. Valued assignments shall be returned to the students. The seminars shall be organized by the teacher /teachers in charge of CE and the same shall be assessed by a group of teachers including the teacher/teachers in charge of that course. Assignments/Seminars shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc. and inform the same to the student. Due weight shall be given for

punctuality in submission. Seminars shall be similarly evaluated in terms of structure, content, presentation, interaction etc.

Announcement of results of CE

The results of the CE shall be displayed within 5 working days from the last day of a semester. Complaints regarding the award of marks for CE if any, have to be submitted to the Head of the Department within 3 working days from the display of results of CE. These complaints shall be examined by the Department Committee and shall arrive at a decision, which shall be communicated to the student.

The statement of marks of all the students shall be approved by the Department Committee, countersigned by the principal and forwarded to the Controller of Examinations within 15 working days from the last day of the semester. The University has the right to normalize the CE, if required, for which separate rooms shall be framed.

End Semester Evaluation (ESE)

End semester Evaluation of all the courses in all the semesters shall be conducted by the University. The results of the ESE shall be arranged to be published according to the examination calendar prescribed by the University Level monitoring Committee (ULMC), which shall not exceed 45 days from the last day of the examination (See clause 7.4)

The project/Dissertation work can be done either individually or by a group not exceeding five students. However, Viva-Voce based on the Project /Dissertation work shall be conducted individually. The topics shall either be allotted by the supervising teacher or be selected by the students in consultation with the supervising teacher. The report of the Project/Dissertation shall be submitted to the Department in

duplicate before the completion of the sixth semester. There shall be no continuous assessment for Dissertation/ Project work.

A board of two examiners appointed by the University shall evaluate the report of the Project/Dissertation work. The detailed Guidelines regarding the conduct and evaluation of the project/Dissertation will be framed by the Boards of studies concerned.

There shall be a General Co-Ordinator to be nominated by the College council, for the conduct of all these activities. A statement testifying the participation of the students shall be forwarded minimum required attendance by attending such programmes during the 5th Semester. In such cases, the details about participation shall be forwarded to the controller of examinations, by the college authorities along with the continuous evaluation (CE) results of the 5th semester.

Promotion to Higher semesters

Students who complete the semester by securing the minimum required attendance as specified in clause 7.11 and who have registered for the end semester evaluation conducted by the University of each semester alone shall be promoted to the next higher semester.

Repetition of the semester Courses:

Students who fail to secure the minimum required aggregate attendance during a semester shall be given one chance to repeat the semester along with the subsequent batch of students after obtaining re-admission, subject to provision contained in clause 6.1 and they will have to repeat the CE for all courses.

Re-appearance of failed students

Student who fails shall have to re-appear for the ESE of the same along with the next regular batch of student. Candidates who fail to score 'E' grade in the ESE in any of the course/courses concerned with next regular batch of students. The number of chances or such appearances is limited five and the same have to be done with in a period of 12 continuous semesters including the semester in which they have first appeared.

However, students who failed to secure SCPA of 4.00 have to reappear for the ESE with the next regular batch of students for such courses for which they have secured the least grade for improving the SCPA. Here also the number of the same (Except the marks for attendance) along with next regular batch of students.

Improvement of ESE

Candidates who have successfully completed the semester, but wish to improve their marks of the end semester evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students. In this case, the better marks obtained shall be considered for the calculation of SCPA.

Grace Marks

Grace Marks shall be awarded for sports/ Arts/NCC/NSS in recognition of meritorious achievements.

Mark cum Grade sheet

The University under its seal shall issue to the students a Mark cum Grade sheet on completion of each semester indicating the details of courses, credits, marks for CE and ESE, grades, grade points, credit points, and semester credit point average (SCPA) for each course.

The consolidated mark cum grade sheet issued at the end of the final semester on completion of the program shall contain the details of all courses taken during the entire program including additional courses taken over and Grade sheet shall also indicate all the Audit courses (Zero credit) successfully completed by the student during the whole program.

No student shall be eligible for the award of the Degree unless he/she has successfully completed a program of not less than six semesters duration and secured at least 120 credits (excluding credits for social service/Extension activities) as prescribed by the regulations

The degree to be awarded shall be called Bachelor's Degree in the respective discipline (E.g., B.Sc. in Chemistry, B.A. in English, B. Com. etc.) as specified by the Boards of Studies and in accordance with the nomenclature specified by the act and status of the University.

*CCPA(S) is CCPA for specialized subjects. (It is computed in a similar manner but without considering the language courses, foundation course for language and open course.)

Monitoring of the Programme

Monitoring of the First-Degree programmes shall be done by committees at three levels viz., Department level monitoring committee (DLMC), College Level Monitoring Committee (CLMC) and University level monitoring committee (ULMC)

7. 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 for failure 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 for rs.10/-.
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 ground of application for the leave is not clear or satisfactory, the student may be called upon to explain or the leave may be rejected.
5. Application for leave for a period may be granted by the tutor of the student.
6. Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in – charge of the class at the time.
7. Application for leave for more than three days should be supported either by a letter from the parent/ guardian or by a medical certificate in case 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 absence on satisfactory grounds.

9. Duty leave for physical education activities will be granted only to 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 Education Director to the Head of the Department concerned (Main Subject) for necessary action not later than one week after the events.
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: - Those students who leave the college are advised to get the refund of their caution deposit immediately, as unclaimed caution deposits will lapse to Government after a specified period. Those students who wish to discontinue their studies should apply for the same at the end of the term or at any rate before the commencement of the succeeding term.

8. DRESS CODE AND BEHAVIOUR

Students of the college are expected to show good manners and behaviour. Soon after admission each student will be given an identity card which he/she should always carry with him and produce on demand. If the identity card is irrecoverably lost, fresh identity cards will be issued only after remitting the fine of Rs.30 to the college office. Students are expected to be quiet in the college premises. After the first bell at the end of each working period, an interval of five minutes will be allowed during which all the students must re-assemble in their places for the next class.

The following rules of the Education Code, which are applicable to the students of the college, are also republished for their information and guidance.

1. Every student shall be dressed properly.
2. Every student should wish the teachers on the occasion of his first meeting them for the day on the campus.
3. On teachers entering the class room, the students shall rise and remain standing till such time as they are required to sit or till the teacher takes his/her seat.
4. No student shall be allowed to leave the classroom without the permission of the teacher or until the classes are 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;
 - (d) Who in the opinion of the principal, is likely to have an unwholesome influence over his fellow students shall be removed from the rolls either temporarily or on permanent basis according to the gravity of the offence.

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 scribing, spitting in open spaces and other similar uncivil acts. Dustbins are placed at important corners and all waste materials such as bits; leaves etc. should be deposited in them.

9. LIBRARY RULES

1. The Library shall be open from 8.30 am to 5.00 pm on all working days of the college.
2. A student is permitted to borrow at a time only two books from the library.
3. Students should maintain absolute silence in the library. They should not remove any Journal or newspaper from the Library.
4. Books will not be renewed. But if there is no reservation for a book, it may be re-issued after return.
5. The transfer or sub-lending of books taken out on loan from the library is strictly prohibited.
6. Books of reference, illustrated and rare books, and special books and collections will not be lent.
7. Uncatalogued and Unnumbered books, current numbers of periodicals, etc. shall not be issued to any students or members of the staff.
8. Every person taking a book out of the library and every reader within the library shall be responsible for the safe custody and preservation in good condition of the books lent to him.
9. Borrowers are responsible for loss or damage to books taken out on loan or for consultation by them. The making of books with ink or pencil, underlining of passage, writing of remarks etc. are strictly forbidden.

10. If a book belonging a set or series is lost or damaged and a new volume is not separately available, the borrower shall be required to replace the whole set of series. The defaced or damaged books set or series will be given to the borrower after it's replaced.
11. Any book may be recalled at any time even if the period of loan has not expired.

10. RULES FOR COLLECTING TUITION FEES

Tuition fees will be collected in the beginning of each term in the case of yearly course. It shall be open for the students to remit the tuition fees in lump at the beginning of the academic year.

The first installment of tuition fee including special fee prescribed will be collected from the students of junior classes, viz., first degree, on the date of admission to the college and from the students of senior classes viz. second and third degree classes on the date prescribed by the principal with in the period of seven consecutive working days beginning from the re-opening of the college.

Subsequent installment will be collected at the beginning of each term on the date prescribed on or before seventh consecutive working days of the term. If any student fails to pay fees or special fees on the due date, he/she shall be liable to pay a fine of Rs. 5 along with the fee before the tenth day after the due date. If the tenth day happens to be a holiday, the next working day will be counted as the tenth working day.

If the fee with fine Rs.5/- is not paid within the prescribed time limit as mentioned earlier, a fine of Rs.10/- will be levied as fine for the next ten days.

If the fee and fines are not paid on or before the twentieth date of the due date the name of such student will be removed from the rolls and re admission fee of Rs.50/- will be levied from them then the fee is remitted such students would be granted attendance as per actual presence or absence as recorded in a separate register kept for defaulter. The last opportunity for clearing one installment will be the date previous to the due date for the succeeding installment.

If the fees and fines of an installment are not paid before the last opportunity given for the payment of that installment, 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 shall not get the benefit of attendance from the date of removal from the rolls of the college and if the student is to be readmitted he/she has to apply for special permission of the principal and also remits all the arrears of fees with fine. The readmitted students shall get the benefit of attendance only from the date of readmission. Thus, a defaulter is not eligible for attendance for the period he/she was out of the rolls of the college even if he/she remits the fee subsequently.

In the case of students studying for the course under semester system the due date of remittance of the semester fee is the date prescribed on or before the seventh working day of the month in which each semester begins. The rules regarding the remittance of fees along with fine etc. are the same as in the case of the students studying for yearly course.

COURSE FEE DETAILS

Particulars of Fees payable for B.A. / B.Sc. / B.Com./
M.Com./M.Sc.

TUITION FEES

- | | |
|-----------------------|-------------------|
| 1. All Degree Courses | Rs.1050 per annum |
|-----------------------|-------------------|

- | | |
|-----------------|-------------------|
| 2. P.G. Courses | Rs.1890 per annum |
| 3. PhD | Rs.1050 Per Annum |

SPECIAL FEES

1. Degree - Rs.480 Per annum + Rs.300/- University affiliation
2. P.G. - Rs.580/- Per annum +Rs.400/- University affiliation

LABORATORY FEES

- | | |
|-------------------------|-----------|
| B.Sc. Polymer Chemistry | Rs. 425/- |
| M.Sc. Polymer Chemistry | Rs.1260/- |

CAUTION DEPOSIT

- | | |
|-----------|----------|
| 1. Degree | Rs 360/- |
| 2. P.G. | Rs.600/- |
| 3. Ph.D. | Rs.1200 |

Miscellaneous

- | | |
|---|----------------|
| 1. Late fee for T.C. | Rs.55/- |
| 2. Fine for Duplicate T.C | Rs.105/- |
| 3. Fine for non-return of Library books | Rs. 1 per day. |
| 4. Duplicate Identity card | Rs. 55/- |
| 5. Readmission Fee | Rs. 55/- |

Note: Rates of fees given above are liable to change.

- * There is an association of parents and teachers in the college for the welfare of the students. The membership of the association is open to parents of all students of the College. The parents are requested to enroll themselves as members of the association by paying membership fee of Rs.30/- per annum and other P.T.A. Charges payable as a lump at the time of admission.

- * Those who seek admission under sports quota should submit the Photo copy of the original application to the department of physical education on or before the last date for receipt [t of applications.
- * The above rules are subject to modification.

11. COURSES THROUGH CENTRE FOR ADULT, CONTINUING EDUCATION AND EXTENSION (CACEE), CCEK and CSS

Sl. No.	Name of Course	Qualification	Duration of Course	Course Fee
1	Certificate Course in Library and information Science	SSLC (pass)	6 Month	4000/-
2	Certificate Course in Computerized accounting	Plus Two (Pass)	3 Month	2000/-
3	Diploma in Computer Application	Plus Two (Pass)	6 Month	6000/-

CENTRE FOR CONTINUING EDUCATION KERALA (CCEK)

Sl. No.	Name of Course	Qualification	Durati on of course	Course fee
1	Professional Diploma in Shipping and Logistics	SSLC	1 Year	Rs.28000

In addition to the above the two advance diploma courses offered by Community College Scheme (CCS) of UGC is ongoing this academic year. The courses are viz. Advance Diploma in Automobile Engineering and Advance Diploma in Hospitality Management. The continuation of the programmes depends on the sanction of UGC for further assistance.

12. FEE CONCESSIONS TO STUDENTS

Scheduled Caste, Scheduled Tribe and other eligible community students are exempted from paying the caution deposit. But the fee for SGPA insurance and student's aid fund will be collected from them.

No fees will be collected from candidates belonging to the scheduled cast and scheduled tribes. Candidates belonging to the other backward classes who are eligible for fee concession according to the existing rules should produce at the time of the interview the income certificate of community from the Tahasildar concerned in the prescribed form. Otherwise, they will not be considered for fee concession. Income limit for fee concession for degree course Rs.24000/- and for P.G Course Rs. 45000/-. Backward community students who discontinue their studies before being sanctioned concessions will be required to pay all fees before their transfer certificates are issued. The students who have already been admitted in any other college under the director of collegiate for the same course; will not be required to pay again the fees (Tuition fees Only) already paid by them to the colleges which issued T.C. provided the student produces a certificate from the principal of the college which issued the T.C. specifying the amount of fees issued by the student with the number and date of chalan and name of treasury in which the amount has been remitted.

- * Full -fee ship lump –sum grant and monthly stipend will be granted scheduled castes, scheduled tribes and other eligible community students as per rule.
- * Students belonging to OBC within the prescribed income limit are eligible for unified fee concession.
- * Educational concession is given to the children of service personnel who have been killed or disabled in action on the front and to the children of political sufferers.
- * Assistance is also given from student's aid fund.

12.1. FEES CONCESSION TO STUDENTS

1. Original Caste Certificate obtained within six months and a passport size photograph signed by himself/herself.
2. True copy of SSLC and HSE
3. Those who have studied courses other than Higher Secondary Course should produce attested copies of certificates of all the courses they studied.
4. Students belonging to OBC, KPCR, & SEBC categories should produce original income certificate along with salary certificate if the parents are employed, pension certificate if the parents are pensioners.
5. Students should produce death certificate if the parents were dead.
6. Students should bring divorce certificate if the parents were divorced.

13. ISSUE OF TRANSFER CERTIFICATE

No transfers certificate will be issued to students from whom there are any dues to the college. No fee will be levied from those who apply for T.C. within one year after leaving the college. A late fee of Rs. 55 will be levied from those who apply for T.C after one year. For duplicate T.C. a fee of Rs.105 will have to be paid

and for which a declaration countersigned by a Judicial Officer not below the rank of I Class magistrate stating that he has not studied anywhere after leaving the College and the T.C. has irrecoverably lost and that if the original certificate is received at any time in future it shall be surrendered before the officer who counter signed the declaration.

13.1 FORMS OF APPLICATION FOR T.C AND CONDUCT CERTIFICATE

1. Name :
2. (a) Class No :
- (b) Main Subject :
- (c) Subsidiary Subjects :
3. Class :
4. Admission No :
5. Date of Admission :
6. University examinations
 appeared through College
 (Reg. No. of the first
 Appearance to be specified) :
7. Whether enjoyed any
 Fee Concession
 SC/ST/OEC/OBC/etc :
8. Whether a member of
 NCC/NSS :

Place:

Date:

Signature of Applicant

13.2 DUES REPORT

- (i) Dues Report from the head of the Department :
- (ii) Professors-in-Charge of Department of Subsidiary Subjects :
- (iii) General Library :
- (iv) Department Library :
- (v) N.C.C /N.S.S :
- (vi) Department of Physical Education :
- (vii) Accounts Section :
- (viii) Head of the department's remarks on the character and Conduct of the applicant :

13.3 FORM OF APPLICATION FOR REFUND OF CAUTION DEPOSIT

- 1. Name (in Block Letters) :
- 2. Class and Group/Subject :
- 3. Roll No/Admission No :
- 4. Years of Study in the College :
- 5. Amount of Caution Deposit to be returned :
- 6. No. and date of receipt received in token of having made deposit :
- 7. Whether T.C. has already been taken, if so state No. and date of T.C. obtained :
- 8. Address (Permanent Home) :
Place:
Date of Application:

Signature of Applicant

The Caution deposit shall be disbursed only to the claimant in person his/her acquaintance obtained in the caution deposit register. The students who are eligible for the concession, such as concession, to OBC/SEBC students, harness fee concession, concession to the children of political sufferers, concession to students who have secured in I Class in the qualifying examination for admission to the respective courses, etc., Should produce necessary documents to prove their eligibility for such concession as per rules at the time of admission. Concession of such students, who fail to do so at the time of admission and apply for concession in subsequent dates, will be eligible for the concession from the date of acceptance of the application by the Principal and the students will not be eligible for the refund of fees already paid.

The admission of the students without paying fees based on the production of documents proving their eligibilities of the concession will be provisional and subject to the submission of formal application for concession on the prescribed form within one month from the date of admission and in any case if the indent later found to be not eligible for the concession, he/she should pay the fees in full. The students should keep the receipt issued from the College for the remittance of Fess and should produce for verification if so, required from the College. Caution deposit for students will be refunded only after surrendering the original receipt for the remittance.

14. RULES FOR THE REFUND OF CAUTION DEPOSIT

At the end of the particular course of study the caution deposit collected from the students will be refunded on receipt of application from the students and after clearing the dues if any on account of:

1. Loss of Library Books.

2. Recovery of fine for breakages of lab equipment.
3. Any other loss caused to properties of the college.
4. Tuition fees, special fees etc.
5. N.C.C, N.S.S, Physical Education, Union and other dues.

Every student gets his caution deposit refunded after the completion of the course. If any student leaves the College without getting the refund within four months after the completion of the course, the whole amount due to the students will be credited to government.

The caution deposit amount will be refunded only if the original receipt issued from the College is produced along with the application for refund of caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund.

15. COLLEGE EXAMINATIONS

1. No student is permitted to absent himself/herself from the examinations without the permission of the Principal. Students absenting themselves from these examinations are liable to be detailed. In case of illness, leave application must be supported by medical certificates.
2. Class tests will be held from time to time by the class teachers. Serious notice will be taken of absence from such examinations without leave. The students should bring their own paper and stationery for such tests.
3. Malpractice at the examinations is looked upon as a grave offence and will be severely dealt with.

16. TUTORIAL SYSTEM

1. All students who do not live with their parents or guardians or with their own families should reside in a hostel or in lodging approved by the College.
2. Each student, on being admitted to the College will be assigned to the care of one of the teachers (Group Tutor) whom should consult in all matters where advice in required, whether in studies or in the ordinary matters 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

The Following is a list of the number of students and their tutors by their courses.

16.1 TUTORIAL SYSTEM

Classes	No. of Students	New List of Tutors
I MA Economics	1-20	Sri. Gopakumar K.

II MA Economics	1-20	Smt. Sashila A
I BA Economics	1-52	Smt. Krishnaprabha C B
II BA Economics	1-51	Dr. Shibu A S
III BA Economics	1-54	Ms. Shalini Lawrence
I M Com	1-16	Dr. Pradeep Kumar K
II M Com	1-16	Dr. Anitha S
I.B Com	1 - 52	Dr. Manikantan. G
II.B Com	1-52	Dr. Binu. R
III B Com	1-53	Dr. Sarun. S.G
I BA History	1-40	Smt. P.S.Thushara
II BA History	1-40	Dr. Unnikrishnan. S
III BA History	1-40	Smt. SandhyaJ.Nair
I M.Sc Poly. Chemistry	1.12	Smt. Angeo Varghese
II M.Sc. Poly. Chemistry	1-12	Smt. Prabha J
I B.Sc. Poly. Chemistry	1-40	Dr. Dhanya Augustine
II B. Sc Poly. Chemistry	1-40	Smt. Archana. V.P
III B.Sc. Poly. Chemistry	1-40	Dr. Bhagyasre. J.B
I B.Sc. Mathematics	1-38	Sri. Sibukumar.D.S
II B.Sc. Mathematics	1-38	Smt. Jasmin. M
III B.Sc. Mathematics	1-38	Smt. Shyla A
I MA English	1-20	Dr. Nisha. N & Dr. Nevil Stephen S
II MA English	1-20	Sri. Bimal Edwin & Smt. Anulekshmi. U.G

17. MEDICAL INSPECTION OF STUDENTS

All students of the first year degree class of the college will have to undergo medical examination during the first term of the academic Year. Those who are suffering from contagious diseases will not be allowed to attend the classes till they are

completely cured of the disease and the certificate to the effect is obtained from a recognized medical officer.

18. THE COLLEGE MAGAZINE

The College Magazine is published once a year- during last term. It is issued to all students and members of the staff.

19. SCHOLARSHIPS AND PRIZES

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

1. National Scholarships.
2. National Scholarships to Children and School Teachers.
3. Scholarships for the Handicapped with Prize value of Rs. 1750/- per year.
4. Kerala State Government Scholarships-
5. University Merits Scholarships to PG Students with Prize value of Rs.6000
6. Government of India Hindi Scholarships.
7. India Government Scholarships to Scheduled Castes, Scheduled tribes and other Backward Classes.
8. National Loan Scholarships.
9. National Science Talent Search Scholarships.
10. Muslim or Nadar Girls Students Scholarships.
11. Sports Scholarships.
12. Sree John Mathai Endowment Scholarships.
13. Cultural Scholarship.
14. Kerala State Suvarna Jubilee Merit Scholarship with Prize value of Rs. 10000/-
15. Indira Gandhi P.G. Scholarship for Single child with prize value of Rs. 20000/-
16. Muslim Girls Scholarship with prize value of Rs. 3000/-

17. University Merit Scholarships for Degree students with prize value of Rs. 2500/-
18. Higher Education Scholarships with prize value of Rs. 15000/-
19. Central Sector Scholarship with prize value of rs. 10000/-
20. Post Metric Scholarships with prize value of Rs. 3000/-
21. Snehapoorvam Scholarship
22. Vidyasamunnathi Scholarship
23. Aspire Scholarship

20. N.C.C. & N.S.S

Two N.S.S. units and one N.C.C. unit of Army wing is well functioning in the College with two Programme Officers of N.S.S and an ANO of NCC.

21. CO-OPERATIVE SOCIETY

A College co-operative store is functioning well in the college that supplies stationaries, text books and offer reprographic facilities to students at concessional rates. All students are the members of the Co-operative society soon after admission to various programmes.

22. LADIES HOSTEL

Admission

The Ladies Hostel of Govt. College Attingal was completed its construction on 2013 and started its functioning on February 2018. It aims to give accommodation to the girls coming from all walks of life and are determined to gain a meaningful educational experience. The hostel is located within the premises of the college campus and have easy access to students. It is functioning as per the instructions and rules and regulations of the Directorate

of Collegiate Education of Government of Kerala. It can accommodate 44 students.

Hostel Committee

The Hostel committee consist of the Principal, Warden and teachers of various departments supervises the activities and functions of the hostel.

Mess Committee,

The mess committee with a mess secretary, selected from among the students is in charge of the mess and the other daily activities of the hostel.

Activities

The hostel provides great support to the students on their academic activities, resulted in achieving ranks on P.G. and NET examinations. Weekly recreation programmes along with monthly meetings are regularly conducting. Students with the support of the staff maintains a vegetable garden in the hostel. A day of every month they clean the surroundings also.

Accommodation for guests

The hostel has sufficient rooms for giving accommodation to the invited dignitaries and the guests who are arriving to attend seminars as scholars and Resource Persons.

23. PARENT-TEACHERS ASSOCIATION

CONSTITUTION OF THE PARENT-TEACHERS ASSOCIATION

1. **Name:** The name of the Association shall be “Attingal Government College Parent-Teachers Association”.
2. **Office:** The Office of the Association shall be located at the Government College, Attingal.

3. **Aims and Objects:** The aims and objects of the Association shall be-

- (a) to foster and promote good relationship among the members of teaching staff, students and guardians of the students.
- (b) to create in its members a keen interest in 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 students showing high proficiency in their studies.
- (d) to provide amenities to the students of the college.

4. **Memberships:**

- (a) The parents/guardians of all the students on the rolls of the College during a year shall be members of the Association.
- (b) Every member shall pay an annual membership fee of Rs.30 to the association.
- (c) When a student is removed from the rolls of the college, the parent/guardian of the student shall ipso facto ceases to be a member of the association.
- (d) The Principal and the other members of the teaching staff shall ipso facto be members of the Association.

5. **Administrations:**

- (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 atleast 4 shall represent the parent-guardians and 4 the teaching staff.
- (c) The term of office of the committee shall be for a period of one year (the year for the purpose shall be the financial year)
- (e) 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 expense and do all such acts as not inconsistent with these rules.
- (b) To enlist members.
- (c) To hold meetings of the committee at least once in a term or oftener if deemed necessary.
- (d) To periodically check the registers and the other records of the Association and to scrutinize statement od accounts.
- (e) To scrutinize the annual report, the audited statement of accounts for the year and for the year and for the ensuring year to be placed before the general body.
- (f) To implements all decisions taken by the General body.

7. Duties of the Office bearers:

- (a) The Principal shall be ex-officio President and the Treasurer of the Association.
- (b) She/he shall have control over the affairs of the Association and shall preside over all committee meetings 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 the 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, pass-book etc.
- (e) He shall have power to operate 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 account prepared and audited and such audited statements shall be placed before the committee and the General body.
- (h) He shall keep an impress advance of Rs.5000 to meet necessary expenses. The balance amount shall be deposited in any scheduled bank approved by the General body.
- (i) If the secretary or any member (teacher) of the executive goes on transfer or long leave the President shall fill up the vacancy.

Vice President:

- (a) He shall be elected from among the parents/guardians.
- (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 the 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 authorized 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 him 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 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 given for all committee meetings.
- (d) Special meetings of the Committee may be convened by the President at the written request of at least 5 members of the committee.
- (e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.

9. General Body

- (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:
 - (1) To receive the annual report regarding the activities of the association for the year.
 - (2) To examine the audited statement of accounts of the Association for the year.
 - (3) To approve the budget proposals for the ensuring year.
 - (4) To consider amendment to bye-laws.
 - (5) To elect office bearers for ensuring year.
- (d) The quorum for a general body meeting shall be 15 or $\frac{1}{4}$ to the total number of members on the rolls whichever is less.
- (e) Seven days notice shall usually be given for all meetings of the General body either by direct information or by publishing such information in local dailies. Non-receipt of such information by any members shall not however invalidate any of the proceedings of the General body meetings also.
- (f) A Special meeting of the General body shall be convened at the- written requisition of at least 25 members or when

authorized 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 have 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 the Secretary.
- (d) In case of dissolution of the Association at any time, all 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 records their vote in a favor of the suggested changes.
The executive committee for the year 2014-15 consists of the following members.

President : DrSunil John
Vice President : Reeja A

Secretary : DrBinu
Parent Members : Sreelatha
SreeLekha

Teacher Members:

1. Dr. K.Pradeep Kumar
2. Mrs. Thushara R
3. Dr MP Abraham
4. Mr. Pradeep Kumar K

24. Support Services and Clubs

Sl. No.	Name of the Service/club	Co-Ordinator /Officer in charge
1	N.C.C	Dr. Sunil Raj. N.V.
2	N.S.S.	Sri. GopakumarK Dr. Sarun.S.G
3	ED CLUB	Dr. Shanimon S
4	Anti-Ragging Cell	Dr. Anitha S
5	Anti-Drug Cell	Sri. Gopakumar. K
6	ASAP	Dr. Nevil Stephen S
7	WWS	Dr. Manikantan G
8	SSP	Ms.Jasmine M
9	Grievance Redressal Cell	Dr. Sumi V S
10	IQAC	Dr. Sunilraj N.V
11	Career Guidance and Placement Cell	Dr. Sarun S.G.
12	Film Club	Ms. Anulekshmi U G
13	Nature Club	Ms. Arathi Pratap
14	Women Cell	Dr. Anitha S.

15	Literary Club	Ms. Ganga R.
16	EDUSAT	Dr. Bhagyasree J B
17	INFLIBNET	Ms. Smitha rani, Dr. Dhanya Augustine
18	Science Club	Ms. Thushara R.
19	Debate Club	Dr. Nisha N
20	History Club	Dr. Unnikrishnan S
21	Hostel warden	Dr. SandhyaJ.Nair
22	Scholarship desk	Ms. Archana V P
23	Bio diversity Club	Sri Pradeep Kumar K
24	Community College	Sri Pradeep Kumar K

Academic Calendar 2020-2021

2020 June			2020 July		
Dat	Day	Particulars	Dat	Day	Particulars
1	Mon	College Re-opens	1	Wed	
2	Tue		2	Thu	
3	Wed		3	Fri	
4	Thu		4	Sat	
5	Fri	World Environment day	5	Sun	
6	Sat		6	Mon	
7	Sun		7	Tue	

8	Mon		8	Wed	
9	Tue		9	Thu	
10	Wed		10	Fri	World Population Day
11	Thu		11	Sat	Second Saturday
12	Fri		12	Sun	
13	Sat	Second Saturday	13	Mon	
14	Sun		14	Tue	
15	Mon		15	Wed	
16	Tue		16	Thu	
17	Wed		17	Fri	
18	Thu		18	Sat	
19	Fri		19	Sun	
20	Sat		20	Mon	Karkkidakavavu H
21	Sun	International Yoga Day	21	Tue	
22	Mon		22	Wed	
23	Tue		23	Thu	
24	Wed		24	Fri	
25	Thu		25	Sat	
26	Fri		26	Sun	

27	Sat		27	Mon	
28	Sun		28	Tue	
29	Mon		29	Wed	
30	Tue		30	Thu	
			31	Fri	Bakrid

2020 August			2020 September		
Date	Day	Particulars	Date	Day	Particulars
1	Sat		1	Tue	Third Onam
2	Sun		2	Wed	Fourth Onam, Sreenarayana Guru Jayanthi H
3	Mon		3	Thu	
4	Tue		4	Fri	
5	Wed		5	Sat	
6	Thu		6	Sun	
7	Fri		7	Mon	
8	Sat	Second Saturday H	8	Tue	
9	Sun		9	Wed	
10	Mon		10	Thu	Sree Krishna Jayanthi H
11	Tue		11	Fri	
12	Wed		12	Sat	Second Saturday H
13	Thu		13	Sun	

14	Fri		14	Mon	
15	Sat	Independence Day H	15	Tue	
16	Sun		16	Wed	
17	Mon		17	Thu	
18	Tue		18	Fri	
19	Wed		19	Sat	
20	Thu		20	Sun	
21	Fri		21	Mon	SreeNarayana Guru Samadhi H
22	Sat		22	Tue	
23	Sun		23	Wed	
24	Mon		24	Thu	
25	Tue		25	Fri	
26	Wed		26	Sat	
27	Thu		27	Sun	
28	Fri	Ayyankali Jayanti H	28	Mon	
29	Sat	Muharam H	29	Tue	
30	Sun	First Onam H	30	Wed	
31	Mon	Thiruvonam H			

2020 October	2020 November
---------------------	----------------------

Date	Day	Particulars	Date	Day	Particulars
1	Thu		1	Sun	Kerala Piravi
2	Fri	Gandhi Jayanthi H	2	Mo n	
3	Sat		3	Tue	
4	Sun		4	Wed	
5	Mo n		5	Thu	
6	Tue		6	Fri	
7	Wed		7	Sat	
8	Thu		8	Sun	
9	Fri		9	Mo n	
10	Sat	Second Saturday	1 0	Tue	
11	Sun		1 1	Wed	
12	Mo n		1 2	Thu	
13	Tue		1 3	Fri	
14	Wed		1 4	Sat	Childern's Day; Depavali H
15	Thu		1 5	Sun	
16	Fri		1 6	Mo n	
17	Sat		1 7	Tue	
18	Sun		1 8	Wed	
19	Mo n		1 9	Thu	
20	Tue		2 0	Fri	

21	Wed		21	Sat	
22	Thu		22	Sun	
23	Fri		23	Mon	
24	Sat	UN Day; Mahanavami H	24	Tue	
25	Sun		25	Wed	
26	Mon	VijayadasamiH	26	Thu	
27	Tue		27	Fri	
28	Wed		28	Sat	
29	Thu	Milad - I Sherif H	29	Sun	
30	Fri		30	Mon	
31	Sat				

2020 December			2021 January		
Date	Day	Particulars	Date	Day	Particulars
1	Tue	World Aids Day	1	Fri	
2	Wed		2	Sat	MannamJayanthi H
3	Thu		3	Sun	
4	Fri		4	Mon	
5	Sat		5	Tue	
6	Sun		6	Wed	
7	Mon		7	Thu	
8	Tue		8	Fri	
9	Wed		9	Sat	Second Saturday

10	Thu		10	Sun	
11	Fri		11	Mon	
12	Sat		12	Tue	
13	Sun		13	Wed	
14	Mon		14	Thu	
15	Tue		15	Fri	
16	Wed		16	Sat	
17	Thu		17	Sun	
18	Fri		18	Mon	
19	Sat		19	Tue	
20	Sun		20	Wed	
21	Mon		21	Thu	
22	Tue		22	Fri	
23	Wed		23	Sat	
24	Thu		24	Sun	
25	Fri	X mas Day	25	Mon	
26	Sat		26	Tue	Republic Day
27	Sun		27	Wed	
28	Mon		28	Thu	

29	Tue		29	Fri	
30	Wed		30	Sat	
31	Thu		31	Sun	

2021 February			2021 March		
Date	Day	Particulars	Date	Day	Particulars
1	Mon		1	Mon	
2	Tue		2	Tue	
3	Wed		3	Wed	
4	Thu		4	Thu	
5	Fri		5	Fri	
6	Sat		6	Sat	
7	Sun		7	Sun	
8	Mon		8	Mon	World Women's day
9	Tue		9	Tue	
10	Wed		10	Wed	
11	Thu		11	Thu	Sivarathri
12	Fri		12	Fri	
13	Sat	Second Saturday	13	Sat	Second Saturday
14	Sun	Valentine's Day	14	Sun	
15	Mon		15	Mon	
16	Tue		16	Tue	
17	Wed		17	Wed	

18	Thu		18	Thu	
19	Fri		19	Fri	
20	Sat		20	Sat	
21	Sun	mother tongue day	21	Sun	
22	Mon		22	Mon	
23	Tue		23	Tue	
24	Wed		24	Wed	
25	Thu		25	Thu	
26	Fri		26	Fri	
27	Sat		27	Sat	
28	Sun		28	Sun	
			29	Mon	
			30	Tue	
			31	Wed	College Closes for Summer Vacation

2021 April			2021 May		
Date	Day	Particulars	Date	Day	Particulars
1	Thu	Pesaha	1	Sat	May Day
2	Fri	Good Friday	2	Sun	
3	Sat		3	Mon	
4	Sun	Ester	4	Tue	

5	Mon		5	Wed	
6	Tue		6	Thu	
7	Wed	World Health Day	7	Fri	
8	Thu		8	Sat	Second Saturday
9	Fri		9	Sun	Mother's Day
10	Sat	Second Saturday	10	Mon	
11	Sun	Vishu	11	Tue	
12	Mon		12	Wed	
13	Tue		13	Thu	Ramadan H
14	Wed		14	Fri	
15	Thu		15	Sat	
16	Fri		16	Sun	
17	Sat		17	Mon	
18	Sun		18	Tue	
19	Mon		19	Wed	
20	Tue		20	Thu	
21	Wed		21	Fri	
22	Thu		22	Sat	
23	Fri		23	Sun	
24	Sat		24	Mon	

25	Sun		2 5	Tue	
26	Mon		2 6	Wed	
27	Tue		2 7	Thu	
28	Wed		2 8	Fri	
29	Thu		2 9	Sat	
30	Fri		3 0	Sun	
			3 1	Mon	

GOVERNMENT COLLEGE, ATTINGAL

MASTER TIME TABLE OF TEACHERS ASSIGNED IN CLASSES w.e.f.01-06-2020 (Odd semester)

Day	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV	V
CH1	AS	A/M/M	SMS	RR	MG	RR	KPK	A/M/M	SMS	MG	RKN	MG	RR	SMS	AS	AS	RR	UV	A/M/M	KPK	SSG	AS	BBS	MG	A/M/M
CH2	SIV	VIV	MG	RKN	RKN	VIV	BBS	SSG	RKN	RKN	SIV	SSG	VIV	BBS	MG	SIV	VIV	MG	SSG	SIV	MG	RKN	SIV	AJ	SSG
CH5	VIV	AS	KPK	SS	SSG	AS	KPK	SS	SMS	SSG	SMS	SSG	VIV	RKN	KPK	SS	SS	SMS	SMS	VIV	SMS	SMS	KPK	KPK	KPK
MDM1	KPK	MG	VIV	SSG	SMS	SMS	KPK	MG	SMS	VIV	SSG	MG	SMS	VIV	VIV	SMS	SSG	KPK	MG	KPK	MG	SSG	SMS	SMS	VIV
MDM3	SS	SIV	RKN	AS	SIV	SIV	SS	RKN	AS	SS	AS	RKN	AS	SS	SIV	AS	RKN	RKN	SS	SIV	SS	AS	AS	AS	RKN
EC1	KPK	AM	A/M/M	AJ	LL	AJ	PK	A/M/M	YDS	KHR	LL	PK	A/M/M	YDS	LL	AM	YDS	KHR	AJ	A/M/M	YDS	KCB	KHR	LL	
EC3	ENU	TPS	BBS	SIV	A/M/M	A/M/M	ENU	SIV	AM	TPS	SIV	AJ	A/M/M	PKK	TPS	ENU	A/M/M	PKK	BBS	SIV	PKK	SIV	A/M/M	ENU	AJ
EC5	OPEN	KCB	SA	SL	ENU	GKK	GKG	SL	KCB	SA	SL	GKG	ENU	OPEN	KCB	GKK	SL	KCB	LL	GKG	OPEN	KCB	SL	GKK	SIV
MEE1	SL	ENU	GKG	GKK	SL	GKK	GKG	SIV	SL	GKG	GKK	SL	ENU	KCB	SA	LL	SA	KCB	LL	ENU	GKK	SL	ENU	KCB	ENU
MEE3	SA	LL	ENU	KCB	SA	LL	ENU	LL	ENU	LL	ENU	KCB	SA	LL	SA	KCB	LL	ENU	SA	KCB	SA	LL	ENU	KCB	ENU
CH1	AJ	SD	A/M/M	SIV	BBS	JM	SD	A/M/M	BBS	JM	AJ	A/M/M	BBS	AJ	R/JMP	0	AM	SD	A/M/M	AJ	JM	SD	A/M/M	AM	SA
CH3	JM	AM	SD	A/M/M	A/M/M	SA	SD	AJ	JM	AM	SD	A/M/M	TR/JMP	0	SD	A/M/M	AJ	JMP	JM	JM	SD	A/M/M	AM	SA	
CH5	O.C	SA	PJ	PJ/SB/SA	SUS	SB	SUS	SA/AVP	AVP	SUS/AVP	OC	SA	SA	TR	AVP	R/SUS/SA	OC	SB/SA	AVP	SB					
MCH1	PJ	SB	SA	JRP	TR	AVP	SUS	PJ	PJ	SA	JRP	TR	SUS	AVP	SB	JRP	SB	SB	SB	PJ	JRP	JRP	JRP	JRP	JRP
MCH3	SA	TR	AVP	AVP	TR	TR	TR	TR	TR	TR	PJ	SB	PJ	PJ	JRP	PJ	SA	PI	AVP	SUS	AVP	SUS	AVP	SUS	AVP
H51	BBS	KHR	A/M/M	PK	AM	KHR	PK	AJ	A/M/M	AM	JS	KHR	AM	A/M/M	AJ	AM	JS	PK	AJ	PK	A/M/M	AM	SIN	JS	SIN
H53	TPS	G2	AJ	SIN	A/M/M	A/M/M	TPS	BBS	G2	BBS	G2	BBS	PK	A/M/M	TPS	G2	TPS	A/M/M	BBS	PK	TPS	PK	TPS	A/A/N	TPS
H55	O.C	SIN	SIN	KHR	TPS	SIN	SIN	KHR	TPS	SIN	O.C	SIN	SIN	O.C	SIN	O.C	SIN	SIN	SIN	O.C	SIN	TPS	TPS	TPS	KHR
MT1	SD	BBS	A/M/M	SJ	G	G	JM/G3	0	A/M/M	AM	BBS	SD	G	SJ	A/M/M	AM	BBS	MMV	SD	SJ	G	A/M/M	AM	SD	JM
MT3	NS	G	G1	MMV	A/M/M	A/M/M	NS	G	G	SD	G	NS	A/M/M	JM	G1	NS	A/M/M	G	JM/G3	SD	JM	A/M/M	NS	G1	
MT5	G2	G1	SD	SD	G2	SD	G1	SD	G2	G1	SD	G1	SD	G1	SD	G2	SD	G2	G1	SD	G1	SD	G1	SD	SD
MEH1	LC	YDS	RR	LC	YDS	RR	LC	YDS	RR	LC	RR	RR	LC	RR	RR	YDS	RR	RR	RR	RR	RR	RR	RR	RR	RR
MEH3	0	0	IMA	CH1	0	0	0	IMA	0	0	0	0	0	CH1	IMA	0	0	0	0	CH1	IMA	0	0	0	