
NAAC ACCREDITED "B+" GRADE WITH 2.60 CGPA



DEVASWOM BOARD COLLEGE
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Hand Book & Calendar
2023 - 2024

Name :

Programme :

Class :No.

College Prayer

- ഓം -

സഹ നാവവതു

സഹ നൗ ഭൂനകതു

സഹ വീര്യം കരവാവഹൈ

തേജസ്വി നാവധീതമസ്തു

മാ വിദ്വിഷാവഹൈ

ഓം ശാന്തിഃ ശാന്തിഃ ശാന്തിഃ !!

ആ പരംപൊരുൾ ആയ ബ്രഹ്മം വിദ്യാസ്വരൂപത്തെ പ്രകാശിപ്പിച്ച് നമ്മെ ഒരുമിച്ച് രക്ഷിക്കട്ടെ; ആ അനശ്വരമായ ശക്തി വിദ്യാപ്രാപ്തിക്കു സമർത്ഥമായ ബുദ്ധിശക്തി തന്നെ നമ്മെ ഒരുമിച്ച് പോഷിപ്പിക്കട്ടെ; വിദ്യാപ്രാപ്തികൊണ്ടുള്ള തേജസ് നമുക്കൊരുമിച്ച് സമ്പാദിക്കാം; അതിനുവേണ്ടി നമ്മൾ പഠിച്ചതെല്ലാം ശോഭനവും സഫലവും ആകട്ടെ; നാം തമ്മിൽ യാതൊരു ദേഷ്യവും തോന്നാതിരിക്കട്ടെ. ആധി ദൈവികവും, ആധി ഭൗതികവും, ആധ്യാത്മികവും ആയ ശാന്തി നമ്മിൽ എല്ലായ്പ്പോഴും വിളയാടട്ടെ!!

(ക്രഷ്ണയജുർവേദം)

- ഓം -

ഓം പൂർണ്ണമദഃ പൂർണ്ണമിദം

പൂർണ്ണാത്പൂർണ്ണമുദഃച്യതേ,

പൂർണ്ണസ്യ പൂർണ്ണമാദായ

പൂർണ്ണമേവാവശിഷ്യതേ

ഓം ശാന്തിഃ ശാന്തിഃ ശാന്തിഃ !!

ഉപനിഷത് പ്രതിപാദ്യമായ ആ പരംപൊരുൾ (ബ്രഹ്മം) പൂർണ്ണം ആകുന്നു. ഈ ജഗത്തും പൂർണ്ണം ആകുന്നു. പൂർണ്ണത്തിൽ നിന്ന് പൂർണ്ണം എടുത്തിട്ട് പൂർണ്ണം തന്നെ അവശേഷിക്കുന്നു. ആധിഭൗതികവും, ആധ്യാത്മിക, ആധിദൈവികവും ആയ ശാന്തി നമ്മളിലുണ്ടാവട്ടെ.

(ശുക്ലയജുർവേദം)

Personal Record

Name :

Programme of Study :

Class & Class No. :

Admission No. :

Blood Group :

E-mail id :

Father's / Mother's Name :

Contact No. :

Residential Address :

Local Guardian's Name :
(if any)

Contact Address with :
Phone No.



Devaswom Board College Thalayolaparambu

Motto

The motto of our Institution "Equity, Quality and Excellence"

Vision

To uplift the socially, educationally and economically vulnerably section of the community and to address the modern challenges of the emerging scenarios of the new world through a combination of planned and organized development activities in the field of higher education.

Mission

To impart value based and quality education in a student friendly environment

To nurture in students the qualities of responsible citizens, effective leaders and innovators

To bridge the gap between the individual and the society, especially the needy and the downtrodden through committed extension activities

To help the students to develop their latent potential and ensure their social compatibility to shoulder the responsibilities of later life

To make students better achievers through effective guidance and constant encouragements from the teachers

To stimulate students in learning through diverse intellectual, physical and cultural programmes

To promote and integral system of the research and application among students by incorporating the current changes and innovations in the curriculum

To mobilize and make accessible all modern resources such as information and communication technology to foster global competency.

IMPORTANT TELEPHONE NUMBERS
Mahatma Gandhi University

Vice Chancellor	:	0481 2731001
Pro-Vice Chancellor	:	0481 2731005
Registrar	:	0481 2731007
Controller of Examinations	:	0481 2731000
Director of College		
Development Council	:	0481 2731013 2731030
Public Relations Officer	:	0481 273260
University enquiry	:	0481 2731020
Director of Physical Education	:	0481 2732368
Director of Student's Services	:	0481 2731031
University Union	:	0481 2731024
N.S.S. Programme Co-Ordinator	:	0481 2731029

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**DEVASWOM BOARD COLLEGE
THALAYOLAPARAMBU**

PROFILE

Devaswom Board College, Thalayolaparambu, the most prominent co-educational institution run by the Travancore Devaswom Board, was established in the year 1965. At present the college is affiliated to Mahatma Gandhi University, Kottayam. The College is situated in Thalayolaparambu, a rural area far from the din and hustle of city life. The college campus is spread across both sides of the Thalayolaparambu - Ernakulam road. It is a scenic spot of natural beauty spread over 20 acres of greenery all around. The idyllic picturesque and serene ambience of the College provides an ideal environment for higher learning.

The Travancore Devaswom Board is an autonomous body constituted under Travancore Cochin Hindu religious Institutions Act XV of 1950. The Constitution of the board is based on the covenant entered into by His Highness SreeChithiraThirunalBalaramaVarma, the Maharaja of Travancore in May 1949 concurred and guaranteed by the Government of India. The Board is entrusted with the task of administration of about 1206 Hindu Temples of the erstwhile princely State of Travancore. The Board consists of a President and two members. As per the amendment of the Act in 2007, among the members, one shall be a person belonging to SC/ST community nominated by the Hindu Members of the Legislative assembly of Kerala and the President by the Hindu Members of the Council of Ministers.

Now the tenure of the Board is for a period of two years. The Board has a Secretariat headed by the Secretary and its headquarters is at Nanthencode, Thiruvananthapuram. The power of administration is vested with the president and two members of the Board.

The Honorable Devaswom Board of 1963-67 under the able leadership of Sree Manguzi Madhavan (President) and Sri. Makkapuzha Vasudevan Pillai and Sri. Kesavan Potti (members) gave impetus to the birth of this temple of learning. The dynamic leadership of Sri. K.R. Narayanan, former Vaikom MLA and former General Secretary of SNDP Union along with the unanimous support of the local leaders fuelled the process of materializing this great dream within a span of time.

This college is situated in Thalayolaparambu Panchayat of Vaikom Taluk where 82% of the population is below poverty line. By offering educational opportunities, this college has played a crucial role in the progressive social and economic transformation of this area. It is a dream come to true for the needy and the poor of this area.

MANAGING BOARD

Hon. PRESIDENT : Adv. K ANANDAGOPAN

Hon. MEMBERS : Sri. S S Jeevan

: Sri. G Sundareshan

Hon. SECRETARY : Sri. G Baiju

Special Officer : Dr. D K Sathish

SUCCESSION LIST OF PRINCIPALS

Prof. K. Vasudevan Nair	1965-1971
Prof. M.R.T. Nair	1971-1972
Prof. K. Vasudevan Nair	1972-1973
Prof. P.S. Bhaskaran Pillai	1973-1974
Prof. S.G. Pilali	1974-1979
Prof. M.R.T. Nair	1979-1982
Prof. P.S. Bhaskaran Pillai	1982-1984
Prof. K.R.C. Nair	1984-1988
Prof. V. Sakuntala Bhai	1988-1991
Prof. S. Gopalakrishna Pillai (in-charge)	1991-1992
Prof. K. Ramachandran	1992-1993
Prof. Dr. K.N. Radhakrishnan Nair	1993-1994
Prof. N. Gopala Pillai (in-charge)	21.03.94 to 02.04.1994
Prof. T.K. Bhanumathy	1994-1996
Prof. Dr. K.N. Radhakrishnan Nair	1996-1998
Prof. L. Meenakshy Amma	27.07.98 to 01.09.1998
Prof. A.K. Somasekharan Nair	1998-2000
Prof. R. Hariharan Pillai (in charge)	1.4.2000 to 15.04.2000
Prof. R. Radhakrishnan	2000-2001
Prof. K. Reveendranathan Nair	2001-2002
Prof. H. Sadasivan Pillai	01.04.02 to 19.10.02
Prof. N. Suresh	20.10.02 to 31.03.03
Dr. S. Devika Antharjanam	02.04.03 to 15.09.07
Prof. P. Sreekumari (in-charge)	13.12.07 to 15.09.08
Dr. S. Sivakumar (in-charge)	15.09.08 to 04.05.09
Dr. D. Radhakrishna Pillai (in-charge)	04.05.09 to 08.06.09
Dr. S. Devika Antharjanam	08.06.09 to 31.03.11
Dr. P. Vijayalekshmi	01.04.13 to 31.05.13
Dr. M. N. Radhakrishnan Nair	01.06.13 to 31.05.15
Dr. Padmanabha Pillai	01.06.15 to 31.05.17
Dr. R. Jayapal (in-charge)	01.06.17 to 03.12.17
Dr. R. Anitha	04.12.18 .

PRINCIPAL

Dr. R Anitha

MA, NET, B.Ed, Ph.D, PGDJ

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DEPARTMENT OF BOTANY

1. Dr. Nisha A MSc, MPhil, PhD

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2. Dr. Arathy M S MSc, MPhil, BEd, PhD

Assistant Professor

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3. Smt. Ajitha D MSc, BEd, NET

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DEPARTMENT OF CHEMISTRY

1. Dr. Deepa C S MSc, NET, PhD

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4. Smt. Saritha K M MSc, NET, BEd, MPhil

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5. Dr. Sandhya V Satheesh MSc, MPhil, PhD

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6. Dr. Aparna Mohan MSc, NET, PhD

Assistant Professor

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Faculty on contract

1. Ms. Agnees George MSc.

DEPARTMENT OF COMMERCE

1. Dr. Jayasree S K M.Com, BEd, SET, NET, PhD

Assistant Professor & H.O.D

Mob: 8281450084 Mail id: jayasreesksreevilas@gmail.com

2. Mr. Unnikrishnan V M.Com, NET

Assistant Professor

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Faculty on contract

3. Mr. Sreeraj N R M.Com, MPhil, NET

4. Dhanya Vijayan M.Com, NET, SET, BEd

DEPARTMENT OF ECONOMICS

Faculty on contract

1. Maneesha C S MA, B.Ed, NET

DEPARTMENT OF ENGLISH

1. Smt. Indu K S MA, NET, B.Ed, PGDJ

Associate Professor & H.O.D

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2. Mr. Asish Martin Tom MA, NET, B.Ed

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4. Dr. Malini Murali MA, NET, PhD

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Faculty on contract

- | | |
|----------------------------|-----------------|
| 5. Smt. Arathy Raj | MA, NET, M.Phil |
| 6. Smt. Arundhathi G | MA, NET |
| 7. Smt. Jelitta Joy | MA, BEd, NET |
| 8. Smt. Ann Treesa James | MA, NET |
| 9. Smt. Rajalakshmi V Nair | MA, MEd, NET |
| 10. Smt. Keerthana Vijayan | MA. BEd, SET |

DEPARTMENT OF HINDI

1. Dr. DeepaKumari MA, MPhil, NET, PhD
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Faculty on contract

- | | |
|------------------------|---------------------|
| 2. Aswathy C R | MA, MPhil, NET |
| 3. Dr. HajiraRinza K M | MA, MPhil, BEd, PhD |
| 4. Dr Shalini P | MA, MPhil, PhD |

DEPARTMENT OF HISTORY

Faculty on contract

1. Dr. Sajitha D V MA, MPhil, PhD

DEPARTMENT OF MALAYALAM

1. Dr. Remya G MA, MPhil, MEd, SET, NET, PhD
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5. Dr. Archana V S MA, MPhil, BEd, SET, NET, PhD

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6. Abhijith K Bose MA, NET, PhD

7. Anupama K K MA, NET, BED

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Faculty on contract

6. Ms. Anu K John MSc, BEd, SET, NET

DEPARTMENT OF PHYSICAL EDUCATION

1. Dr. Rajith T R M.P.Ed. MPhil, Ph.D

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1. Mr. Ramkumar V R MSc, NET

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Faculty on contract

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Devaswom Board College, Thalayolaparambu.

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4. Dr. Sumithra Sivadas Menon MSc, NET, PhD
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6. Dr. Aswathy G MSc, NET, PhD
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Faculty on contract

1. Dr. Archana L.S. MSc. NET, MPhil, PHD

DEPARTMENT OF POLITICAL SCIENCE

1. Smt. Beenamol K P MA, MPhil, NET
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2. Dr. Sumesh N MA, NET, PhD
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Faculty on contract

3. Sri. Smithosh M M MA, BEd, NET

DEPARTMENT OF SANSKRIT

1. Dr. Vijay Kumar M MA, PhD
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Faculty on contract

2. Dr. Sherin P S MA, BEd, SET, PhD

DEPARTMENT OF STATISTICS

Faculty on contract

1. Smt. Gloria K T MSc

DEPARTMENT OF ZOOLOGY

Faculty on contract

1. Smt. Renjani Prasad MSc, MPhil, SET, NET, BEd

NON-TEACHING STAFF

Junior Superintendent

1. Sri. Hajikumar K

Head Accountant

2. Sri. G. Anilkumar

U.D. Clerks

3. Sri. Manoj M

4. Sri. K K Harilal

5. Sri. Anilkumar K B

L.D. Clerks

6. Sri. S. Ashok Kumar

L D Store Keeper

7. Sri. Sijukumar M V

Mechanic

8. Sri. Girish B. Nair

Laboratory Assistants

9. Sri. S. Surendran Nair

Office attendant

10. Vinitha Kaladharan

Temporary Staff

11. Sri. Anoop MS (Librarian)

12. Smt. Jeseena Seethy (Computer Assistant)

13. Sri. Unnikrishnan R (Lab Assistant)

14. Sri. Vishnu K (Lab Assistant)

15. Smt. Sheeja P K (Lab Assistant)

16. Smt. Sumiko P.S (Office Assistant)

17. Smt. Bindu Raj R (Office Assistant)

18. Sri. Pramod Kumar A K (Lab Assistant)

19. Sri. Devarajan P T (Lab Assistant)

20. Smt. Subha Rajan (Office Assistant)

21. Smt. Aparna C (Office Assistant)

22. Smt. Renamol V R (Office Assistant)

23. Sri. Bineesh V P (Security)

24. Sri. P P Anil Kumar (Watcher)

DEPARTMENTS

Botany

The Department of Botany was started in the year 1977 with three faculty members under Prof. To cater to the interests of degree students, the Department maintains a collection of preserved plant materials, herbal garden with plants of ethnic importance and a butterfly garden. A collection of herbaria of the locality is also maintained.

Chemistry

The department was established in 1965 and elevated as an Under Graduate department in 1979 with Dr. P K Saraswathyamma as the HoD. Subsequently it was upgraded as a Post Graduate department in 1999. It has well equipped laboratories for physical, inorganic and organic branches and they are second to none. The department has been consistently maintaining good results at undergraduate and postgraduate levels. In 2018, the University elevated the department as a Research Department.

Commerce

The department of commerce started functioning with the introduction of the Commerce group of Pre-Degree in 1967. It became a full fledged UG department in the year 2001 with the introduction of B.Com (Marketing) model II vocational degree course. From 2017 onwards it started to offer B.Com (Finance and Taxation) as a model II vocational degree course. The department is credited with excellent academic results since its inception.

Economics

The Department of Economics was started in the year 1965 as part of the Pre-degree course. Now it functions as an associating department of Political Science and engages classes for Economics as a complementary course.

English

The Department has been functioning since 1965 as a language department and started providing the graduate programme in the

academic year 2014-15. At the graduate level, the department is engaged in teaching students of all the eight departments. Since the majority of our students are from rural areas, the department strives to improve the soft skill potential along with the teaching of the global language. It makes them competent in tackling the global community. The faculty consists of five members. It has a reference library with books purchased under the major research project. A five year Integrated MA programme in English started in 2020. The course integrates BA and MA English courses in a single frame. The programme has ten semesters and approaches literature from an interdisciplinary perspective.

Hindi

The Department of Hindi started in 1965 as part of the language department of D.B College. In 1980 it became an independent Department with the sanctioning of a BA Degree course. Even in its infancy the department drew wide attention by producing remarkable results at the university level. The students of this department bag ranks in the MG University Degree examination repeatedly over the years. The department also organises various national seminars and talks for the benefit of students.

History

The Department of History functions as an associating department of Political Science and engages classes for History as a complementary course.

Malayalam

The Department was established as a Degree Department with Prof. K. Vishnu Namboothri as the HoD in 1972. Later it was elevated to a Post Graduate Department in the year 1998. This Department not only nurtures the love for mother tongue among students but also creatively engages in the contemporary socio-cultural milieu through seminars, workshops, lectures and other cultural programmes relating to theater, performing arts etc. The Department is equipped with a fully fledged digital theater that offers valuable opportunities for the students to get

acquainted with films and other visual media. In 2022, the department got recognised as a Research Department under M G University with two guides.

Mathematics

The department of Mathematics started functioning in the year 1965. It became a Degree Department in 1981 with Statistics and Physics as subsidiaries and subsequently a Post Graduate Department in 1993. The department is equipped with a computer lab which is easily accessible for the students of the department. At the Degree level the department cultivates a mathematical temperament among the various science departments as Mathematics is the language of Science. The department in collaboration with its vibrant Alumni Association organises collegiate and inter-collegiate seminars, workshops, lectures etc. for the benefit of the student community and the public.

Physical Education

The department of Physical Education started functioning in 1965 with an aim to make the students physically and mentally fit and thereby promote their participation in various competitions. The Department possesses a well equipped gymnasium, basketball court, cricket net and kho-kho court. It also provides ample facilities for games like football, kho-kho etc. Students of our college actively participate at University level sports and games. Moreover the Department offers opportunities to those students who are not able to participate at the university level to perform and prove their efficiency in the "House competitions" conducted every year on the Sports day.

Physics

The department was established in the year 1965 under the able guidance of Prof. V.R. Damodara Kaimal. In the beginning, the department offered only Pre-Degree courses. In the year 1980, B.Sc. Degree course was introduced. In 1995, the Department became a Postgraduate Department. The department lab is equipped with sophisticated instruments and has a well furnished computer center with unlimited internet facility. The department conducts exhibitions for the

public and the student community and often coordinates national seminars and invited talks for the benefit of the student community.

Politics

The Department of Political Science started functioning in the year 1972 under the able guidance of Prof. D.R. Sreedharan Nair. It is one of the oldest U.G departments in this Institution. Many of its former students occupy key positions in different organisations. The list includes famous politicians, Members of Legislative Assembly, cine artists, teachers and others. The department effectively empowers the students to critically evaluate the various shades of state, national and international politics through many learner centered activities. "Vox Populi", an exhibit of national and international events displayed daily on an exclusive notice board is one such example for this endeavor. Moreover the department celebrates national and international days of importance by organizing seminars and talks on relevant topics.

Sanskrit

The Department has been functioning since 1965. Sanskrit is taught in B.A/ B.Sc / B.Com Courses as a second language. Now the Department offers classes for M.A Malayalam too as a complementary course.

Statistics

The Department started functioning in 1983. Statistics is taught as a complementary course at the degree level.

Zoology

The Department has been functioning since 1965. A well qualified and accomplished faculty has existed in the department ever since its inception which has been responsible for the credible results year after year.

PROGRAMMES OF STUDY

The college offers instructions in the following programmes:

UNDER GRADUATE LEVEL (Semester System)

B.A.

1. Hindi (Core course) with Journalism and Functional Hindi & Tech.terminology (Complementary) (30 seats).
2. Malayalam Language and Literature (Core course) with Kerala Culture and Sanskrit(Complementary)(40 seats)
3. Politics (Core course) with General Economics and Historical Roots of Modern World (Complementary)(50 seats)
4. English (Core course) with History and English Literary Movements (Complementary) (30 seats)

B.Sc.

1. Mathematics (Core) with Statistics and Physics (complementary) (48 Seats)
2. Physics (Core) with Mathematics and Chemistry (complementary) (32Seats)
3. Chemistry (Core) with Mathematics and Physics (complementary) (32 Seats)
4. Botany (Core) with Chemistry and Zoology (Complementary) (32 Seats)

B.Com.

1. B.Com (Finance and Taxation) - 32 seats

POST GRADUATE PROGRAMMES (Semester System)

1. M.Sc. Mathematics (20 seats)
2. M.Sc. Physics (Electronics Specialisation) (10 seats)
3. M.Sc. Chemistry (15 Seats)
4. M.A. Malayalam (15 Seats)
5. Integrated M A Programme in English

List of Open Course Offered for 5th Semester Degree Courses

Sl. No.	Name of the course	Department
1	Madhyama Padanam	Malayalam
2.	Applicable Mathematics	Mathematics
3.	Physics in daily life	Physics
4.	Chemistry in Everyday Life	Chemistry
5.	Agribased Micro Enterprises	Botany
6.	Human Rights in India	Politics
7.	Fundamentals of Accounting`	Commerce
8.	Film Studies	Hindi
9.	Health and Life Skills of Education	Physical Edu.
10.	English for careers	English

**MAHATMA GANDHI UNIVERSITY, KOTTAYAM
REGULATIONS FOR UNDER GRADUATE
PROGRAMMES UNDER CHOICE BASED CREDIT
SYSTEM 2017**

Preamble

Mahatma Gandhi University introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under Direct Grading System. Subsequently, the Kerala State Higher Education Council constituted a committee of experts headed by Prof. B. Hridayakumari, to study and make recommendations for the improvement of the working of the Choice Based Credit and Semester System in colleges affiliated to the Universities in the State. The State Government accepted the recommendations of the Committee and the Syndicate and the Academic Council of the Mahatma Gandhi University has resolved to reform the existing CBCSS regulations. Accordingly Regulations for Under Graduate Programmes under Choice Based Course-Credit.. Semester System and Grading, 2013, was introduced in the University from the Academic year 2013-14 onwards, under the Indirect Grading System. The University Grants Commission, in order to facilitate student mobility across institutions within and across the states, insisted on introducing a uniform grading system in the Universities. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2016-17 academic year onwards. The Academic Council held on 18th July 2016 resolved to postpone the implementation of the regulations and syllabi for UG Programmes and to implement from 2017-2018 academic year after detailed discussions with the experts and other take holders. On the basis of the suggestions put forth by the joint meeting of Faculties and also based on the discussions and suggestions in the workshops conducted for the purpose, Chairpersons of various faculties submitted modified draft Regulations, Scheme and Syllabi and textbooks for various undergraduate Programmes and the Standing committee of the Academic Council at its meeting held on 5th May 2017 resolved to recommend to the Academic council to approve the modified Regulations, Scheme and Syllabi and textbooks for various undergraduate programmes. Hence it becomes necessary to issue

modified Regulations as follows.

1. TITLE

1.1. These regulations shall be called "**MAHATMA GANDHI UNIVERSITY REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED CREDIT SYSTEM 2017**"

2. SCOPE

- 2.1. Applicable to all regular Undergraduate Programmes conducted by the University with effect from 2017 admissions, except for Professional and B.Voc. Programmes. Also applicable to Distance / Private Under graduate Programmes with suitable modifications. Undergraduate Programmes In Management Studies are included as non-professional programmes.
- 2.2. Examinations of the courses being run under the Distance / Private registration scheme shall be conducted annually.
- 2.3. Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.
- 2.4. The provisions supersede all the existing regulations for the Regular / Distance / Private Undergraduate programmes to the extent here prescribed.

3. DEFINITIONS

- 3.1. 'Academic Week' is a unit of five working days in which the distribution of work is organized from day one today five, with five contact hours of one hour duration on each day.
- 3.2. 'Choice Based Course' means a course that enables the students to familiarize the advanced areas of core courses.
- 3.3. 'College Coordinator' is a teacher nominated by the College Council to coordinate the continuous evaluation undertaken by various departments within the college. He / she shall be nominated to the college level monitoring committee.
- 3.4. 'Common Course 'I' means a course that comes under the category of courses for English.
- 3.5. 'Common Course II' means additional language.
- 3.6. 'Complementary Course' means a course which would enrich the study of core courses.

- 3.7. 'Core course' means a course in the subject of specialization within a degree programme. It includes a course on environmental studies and human rights.
- 3.8. 'Course' means a portion of a subject to be taught and evaluated in a semester (similar to a paper under an annual scheme).
- 3.9. 'Credit' is the numerical value assigned to a paper according to the relative importance of the syllabus of the programme.
- 3.10. 'Department' means any teaching department in a college.
- 3.11. 'Department Coordinator' is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.
- 3.12. 'Department Council' means the body of all teachers of a department in a college.
- 3.13. 'Faculty Advisor' means a teacher from the parent department nominated by the Department Council, who will advise the student on academic matters.
- 3.14. Grace Marks shall be awarded to candidates as per the University Orders issued from time to time.
- 3.15. 'Grade' means a letter symbol (A,B,C,etc.), which indicates the broad level of performance of a student in a Paper / Course / Semester / Programme.
- 3.16. 'Grade Point' (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.
- 3.17. 'Institutional Average (IA)' means average mark secured (Internal + external) for a course at the college level.
- 3.18. 'Open Course' means an optional course which the student is free to take at his / her will. Open course shall be a non-major elective course offered by the Departments other than the parent Department.
- 3.19. 'Parent Department' means the department which offers core course / courses within an undergraduate programme.
- 3.20. 'Programme' means a three year programme of study and examinations spread over six semesters, the successful completion of which would lead to the award of a degree.

- 3.21. 'Semester' means a term consisting of a minimum 90 working days, inclusive of tutorials, examination days and other academic activities within a period of six months.
- 3.22. 'University Average (UA)' means average mark secured (Internal + external) for a course at the University level.
- 3.23. 'Vocational Course' (Skill Enhancement Course) means a course that enables the students to enhance their practical skills and ability to pursue a vocation in their subject of specialization.
- 3.24. Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes of the University.

4. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

- 4.1. Eligibility for admissions and reservation of seats for various Under graduate Programmes shall be according to the rules framed by the University in this regard, from time to time.

5. DURATION

- 5.1. The duration of U.G. programmes shall be 6 semesters.
- 5.2. There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months vacation during April / May.
- 5.3. No student shall be allowed to complete the programme by attending more than 12 continuous semesters.

6. REGISTRATION

- 6.1. The strength of students for each programme shall be as per the existing orders, as approved by the University.
- 6.2. The college shall send a list of students registered for each programme in each semester giving the details of courses registered including repeat/re-appearance courses to the University in the prescribed form within 45 days from the commencement of the Semester.
- 6.3. Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the

examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

- 7.1. The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course (s), (c) Complementary Vocational Courses, and (d) Open Course.
- 7.2. There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.
- 7.3. Credit Transfer and Accumulation systems can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- 7.4. A separate minimum of 30% marks each of internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester / Programme, only F grade will be awarded for that Semester / Programme until he/she improves this to D Grade or above within the permitted period. (See Clause 5.3)
- 7.5. Students who complete the programme with "D" Grade in Mahatma Gandhi University "Regulation for Under Graduate Programmes under Choice Based Credit System 2017" will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- 7.6. Students discontinued from previous regulation CBCSS 2013, can pursue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017" after obtaining readmission. These students have to complete the programme as per Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017."
- 7.7. The Practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

PROGRAMME STRUCTURE

Model I BA/B.Sc.

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the Programme	120
c.	Credits required from Common Course I	22
d.	Credits required from Common Course II	16
e.	Credits required from Core course and Complementary courses including Project	79
f.	Open Course	3
g.	Minimum attendance required	75%

Model II BCom.

a.	Programme Duration	6 Semesters
b.	Total Credits required for successful completion of the Programme	120
c.	Credits required from Common Course I	14
d.	Credits required from Common Course II	8
e.	Credits required from Core and Complementary / Vocational courses including Project	95
f.	Open Course	3
g.	Minimum attendance required	75%

9 EXAMINATIONS

9.1 The evaluation of each paper shall contain two parts.

- i) Internal or In- Semester Assessment (ISA)
- ii) External or End-Semester Assessment (ESA)

9.2 The internal to External assessment ratio shall be 1:4 Both internal and external marks are to be rounded to the next integer. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	S - Outstanding	10
85 to below 95	A+ - Excellent	9
75 to below 85	A - Very Good	8
65 to below 75	B+ - Good	7
55 to below 65	B - Above Average	6
45 to below 55	C - Satisfactory	5
35 to below 45	D - Pass	4
Below 35	F - Failure	0
	Ab - Absent	0

10 CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula:-

$CP=C \times GP$, where C is the Credit and GP is the Grade point.

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-

$SGPA=TCP/TC$, where TCP is the Total Credit Point of the semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

$CGPA= TCP/TC$, where TCP is the Total Credit Point of that programme.

Grade Pont Average (GPA) of different category of courses viz. Common Course Vocational course, Core Course is calculated using the formula:-

$GPA=TCP/TC$, where TCP is the Total Credit Point of a category of course. TC is the total credit of that category of course.

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below.

Percentage of Marks	Grade
9.5 and above	S - Outstanding
8.5 to below 9.5	A+ - Excellent
7.5 to below 8.5	A - Very Good
6.5 to below 7.5	B+ - Good
5.5 to below 6.5	B - Above Average
4.5 to below 5.5	C - Satisfactory
3.5 to below 4.5	D - Pass
Below 3.5	F - Failure

11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the university at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below.

11.1 For all courses without practical

- a) Marks of external Examination : 80
- b) Marks of internal evaluation : 20

GPA	Grade
Attendance	5
Assignment / Seminar / Viva	5
Test papers (2x5=10)	10
Total	20

11.2 For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

- a) Marks of external Examination : 60
- b) Marks of internal evaluation : 15

Components of Internal Evaluation	Marks
Attendance	5
Assignment / Seminar / Viva	5
Test papers (2x4=8)	8
Total	15

- c) For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components of Internal Evaluation of Practical	Marks
Attendance	2
Test papers (1x4=4)	4
Record*	4
Total	10

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge. All three components of internal assessments are mandatory.

11.3 For projects

- a) Marks of external evaluation : 80
- b) Marks of internal evaluation : 20

Components of External Evaluation of Practical	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation / data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
76 - 79	2
75	1

Decimals are to be rounded to the next higher whole number

12 ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

13 SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva - voce in the 6th semester for each course.

14. INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. There responsibility of evaluating the internal assessment is vested on the teacher (s), who teach the course.

14.1 Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level complaint portal.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in - charge as members.

Level 2 : College Level:

A committee with the Principals Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3:University Level

A Committee constituted by the Vice-Chancellor as Chairman, ProVice-Chancellor, Convener-Syndicate Standing Committee on Students Discipline and Welfare, Chairman - Board of Examinations as members and the Controller of Examination as member - secretary.

- 14.2 The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester.

14.3 The internal evaluation marks / grades in the prescribed form at should reach the University before the 4th week of October and March in every academic year.

15. EXTERNAL EXAMINATION

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

15.1 Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University / College union / Co-curricular activities by treating them as present for the days of absence, on production of participation / attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining re admission.

15.2 All students are to do a project in the area of core course. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice-Chancellor to those new generation programmes and programmes on performing arts where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

15.3 There shall be supplementary exams only for fifth semester. Nationally registered candidates can also apply for the said supplementary examinations. For re appearance / improvement for other semesters the students can appear along with the next batch

- 15.4 A student who registers his /her name for the external exam for a semester will be eligible for promotion to the next semester.
- 15.5 A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- 15.6 A candidate who has not secured minimum marks / credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently. There shall be improvement for internal evaluation.
16. All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

17. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She / he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type / problem solving type and long essay type questions.

18. RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list. Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted for fixing the rank / position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

19. PATTERN OF QUESTION PAPERS

a) Without Practical

Sl. No	Pattern	Marks	Choice of Questions	Total marks
1	Short Answer / Problem type	2	10/12	20
2.	Short essay / problem	5	6/9	30
3.	Essay / Problem	15	2/4	30
Total				80

a) With Practical

Sl. No	Pattern	Marks	Choice of Questions	Total marks
1	Short Answer / Problem type	1	10/12	20
2.	Short essay / problem	5	6/9	30
3.	Essay / Problem	10	2/4	20
Total				60

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examinations of practical papers will be decided by the concerned Board of Studies / Expert Committees.

20. MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information.

- Name of the University
- Name of the College
- Title & Model of the Undergraduate Programme.
- Name of the Semester
- Name and Register Number of the Student.
- Date of publication of result.

For details visit mgu.ac.in

- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.
 - (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
 - (I) The total credits and total credit points in the semester.
 - (j) Semester Grade Point Average (SGPA) and corresponding Grade.
 - (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
 - (I) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade (SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade for the total programme.
- 21.** There shall be 3 level monitoring committees for the successful conduct of the scheme. They are-
- a. Department Level Monitoring Committee (DLMC), comprising HOD and two senior most teachers as members.
 - b. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and AO/ Superintendent as members.
 - c. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registraras members and the Controller of Examinations as member secretary.

22. TRANSITORY PROVISION

Not with standing any thing contained in these regulations, the Vice Chancellor shall, for a period of one year from the date of coming in to force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

Annexure III
Reverse side of the Mark Cum Grade Card
(COMMON TO ALL SEMESTERS)

Description of the Evaluation Process Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7 - point Scale based on the percentage of Total

Marks (Internal + External) as given in Table I. (Decimals are to be rounded to the next whole number)

Credit point and Credit point average Grades for the different Semesters and over all Programme are given based on the corresponding CPA, as shown in

Result	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and <95	A+ Excellent	9
Equal to 75 and <85	A Very Good	8
Equal to 65 and <75.	B + Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and <55	C Satisfactory	5
Equal to 35 and <45	D Pass	4
Below 35	F Failure	
	Ab Absent.	

Credit point (CP) of a paper is calculated using the formula
 $CP=C \times GP$

where C is the Credit; GP is the Grade Point

Grade Point Average (GPA) of a Course / Semester or Programme (cumulative) etc. is

calculated using the formula $GPA = \frac{TCP}{TC}$

where TCP is the Total Credit Point; TC is the Total Credit

CPA	
Equal to 9.5 and above	S - Outstanding
Equal to 8.5 and < 9.5	A+ - Excellent
Equal to 7.5 and < 8.5	A - Very Good
Equal to 6.5 and < 7.5	B+ - Good
Equal to 5.5 and < 6.5	B - Above Average
Equal to 4.5 and < 5.5	C - Satisfactory
Equal to 3.5 and < 4.5	D - Pass Below
Below 3.5	F - Failure
	A - Absent

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a paper. For a pass in a programme, a separate minimum of Grade D is required for all the individual papers. If a candidate secures F Grade for any one of the paper offered in a Semester / Programme only F grade will be awarded for that Semester / Programme until he/she improves this to D GRADE or above within the permitted period.

PG COURSE

The P.G Syllabus is restructured to suit the credit & semester system to be followed by the affiliated college under MG University Kottayam from the Academic Year 2019-2020.

INTERNAL ASSESSMENT

The evaluation of each course shall contain two parts such as internal / In semester Assessment (IA) and External / End Semester Assessment (EA). The ratio between internal and external examinations shall be 1:3. The internal and external examinations shall be evaluated using direct grading system based on five point scale.

Distribution of weights & components of theory and practical.

Theory		Practicals	
Component	Weights	Component	Weights
Attendance	1	Attendance	1
Assignments	1	Laboratory Involvement	2
Seminar	2	Test-[Best of Two]	2
2- Test Papers	2	Record	2
		Viva	1

Split up of attendance grade & components of seminar & assignment

Attendance		Assignments		Seminar	
% of Atten.	Grade	Compon.	Weights	Compon.	Weights
90%>=	A	Punctuality	1	Area or Topic	1
85%>= &<90%	B	Review	1	Review/Refe.	1
80%>= &85%	C	Content	2	Content	2
75%>= &<80%	D	Conclusion	1	Presentation	2
<75%	E	References	1	Conclusion	1

Devaswom Board College, Thalayolaparambu.

Letter Grade	Letter Grade	GradePoint(G)	GradeRange
A	Excellent	4	3.50 to 4.00
B	Very Good	3	2.50 to 3.49
C	Good	2	1.50 to 2.49
D	Average	1	0.50 to 1.49
E	Poor	0	0.0 to 0.49

RATE OF FEES 2023-2024

No.	ITEM	BA/BSc/BCom	MA/MSc
1	Admission	80	160
2.	Library	105	105
3.	Medical inspection	10	10
4.	Students Aid Fund	10	10
5.	Audio visual Fee	30	30
6.	Calender Fee	35	35
7.	Stationary Fee	55	55
8.	Association Fees	55	55
9.	Magazine Fee	55	55
10.	Athletic Fee	105	105
11.	Students Affili. Fee	600	800
12.	University Union Fee	55	55

Devaswom Board College, Thalayolaparambu.

13.	Sports Affiliation Fee	225	400
14.	Students Welfare Fee	35	35
15.	Matriculation Fee	265	265
16.	Students Insurance Premium	23	23
17	Tuition Fee	1050	1890

LAB FEE	I DC	II DC	III DC	I PG	II PG
Maths	160	160			
Phy / Che	425	425	265	1260	1260
Botany	585	585	265		

Defaulters of fees are not eligible to get attendance. They will be getting attendance only from the date of readmission

**UNIVERSITY EXAMINATION & OTHER FEES
(C.B.C.S.S.)**

1.	Matriculation Certificate	Rs. 100 (late fee 50)
2.	Migration Certificate Fees	Rs.100
	Migration Certificate to SSLC holders (inclusive of matriculation fee)	Rs.150
3.	Degree Certificate	Rs.210
4.	P.G Certificate	Rs.280
5.	Registration as Matriculate	Rs.100
6.	Provisional Certificate / Rank Certificate	Rs.75
7.	Eligibility Certificate for admission to a course of study	Rs.100
8.	Scrutiny of marks of Uty. Exam	Rs.140
9.	Revaluation	Rs. 350 per paper
10.	Cancellation of Examination	Rs. 50 per paper
11.	Cancellation of whole Exam / Registration	Rs. 250 per paper
12.	Recognition of Examination of other Boards	Rs.300
13.	Ph.D. Certificate	Rs.300

Miscellaneous

	Confidential Mark List	Rs.150
	Additional copy for Higher Studies:	Rs.75
	Confidential Mark list for Employment Purpose	Rs.250
	Additional Mark list for employment purpose	Rs.125
	Exemption from Shortage of Attendance	
	Annual / Semester 10 days	Rs. 280
	20 days	Rs. 560
	Duplicate /Additional Mark list of Pre-degree/ Degree/Post -graduation	Rs.1000
	Duplicate for the Second time and thereafter	Rs.3000
	Duplicate Migration Certificate	Rs.400
	Duplicate Hall Ticket	Rs. 200

ATTENDANCE & LEAVE OF ABSENCE

- 1) Attendance shall be marked at the beginning of each class, whether lecture, practical, composition or tutorial by the member of the staff-in-charge of the class.
- 2) Students should occupy their respective seats before attendance is taken. They should not leave the class room nor should latecomers enter the class room without the permission of the member of staff-in-charge of the class.
- 3) For purpose of attendance, all working days are counted as whole days irrespective of the working hours. The days that will be taken into account are those marked as working days in the college calendar or notified by the Principal.
- 4) A working day is divided into 5 periods, each of one hour duration. The attendance in the various daily periods shall be added together and shall form one single total. The attendance for physical training shall be calculated separately.
- 5) Students should get 75% of the attendance in each semester and if they fall short, the deficiency will be condoned only if the University is satisfied that the absence was for reasons beyond the control of the student. Deficiency beyond 20 days will in no account be condoned and exemption will not be granted for more than one academic semester in any course of study

- 6) A student coming to the class late without leave shall lose half day attendance unless otherwise recommended by the member of the staff-in -charge of the class.
- 7) If leave is required for the afternoon session only, the student should appear in person before the head of the department concerned and get the application for leave recommended.
- 8) Application for leave should be made in the form as given below, to the Principal through the recommending authority, by the student himself before-hand. In unavoidable and unforeseen circumstances, the application may be submitted on the very day of the return to the College.
- 9) Semester attendance certificate shall not be granted unless the student has got three fourth of the attendance prescribed by the College in the programme of instruction and for physical training to the satisfaction of the authorities and his/ her progress and conduct have been found satisfactory.

GENERAL DISCIPLINE

1. Be clean and decorous in dress, language and behaviour.
2. Every morning we begin our work with a prayer song. All students are expected to join the prayer.
3. Rise from your seats when the teacher enters the class-room and remain standing till he takes his seat or till you are allowed to sit down. Greet your teacher appropriately when he/ she comes.

4. No student will enter or leave the class-room when the session is on without the permission of the teacher concerned.
5. Students are expected to be properly dressed.
6. Students are strictly prohibited to be in the college campus with folded dhotis.
7. Students are expected to spend their free hours in the Library/ Reading room. They should not loiter along the verandhas or crowd at the gate or about the offices.
8. Smoking, consumption of liquor, use of different items of pan masala etc. are injurious to health, and hence strictly prohibited in the college campus.
9. Do not disfigure the walls, doors, windows, furniture etc. with graffiti, bills, engravings etc.
10. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have unwholesome influence on his fellow students, shall be removed from the college.

HUMAN VALUES AND PROFESSIONAL ETHICS CODE OF CONDUCT FOR VARIOUS STAKEHOLDERS

Principal

- PRINCIPAL is in a position that requires a host of leadership qualities and must be able to coordinate different activities
- All actions should be such that they uphold integrity, dignity, efficiency and decorum
- Must never discriminate the teaching faculty, non teaching faculty or the students on the basis of gender, colour or creed
- Maintain composure when dealing with sensitive and raging matters among students and staff
- Be objective and factual in making decisions

Teachers

- TEACHERS should be role models and facilitators
- Should be committed to their work, uphold integrity, dignity, decorum and efficiency
- Must impart to the students knowledge, must inspire the students and encourage them by helping them identify their talents
- Must show empathy to the students and try to mould the character of the students so that they become committed individuals in the society
- Should keep updating themselves about current advancements in their field and be involved in research activities
- Treat their peers as their equals
- Refrain from involving in other part time jobs that would hinder their teaching

Students

- STUDENTS must always show respect to their teachers
- Should try to imbibe all what the teachers are asking them to do and use their critical faculty in their thinking while forming opinions
- Should not involve in any activities that would result in bringing disharmony in the campus
- Should go to the Library or go home when there isn't any class and avoid loitering around the campus
- Should avail themselves of all opportunities presented before them, so as to hone their inborn skills
- Should help their peers by providing emotional support and also treat them as equals

Administrative Staff

- ADMINISTRATIVE STAFF should be responsible for the tasks assigned to them
- Should be polite and cordial to the teaching faculty, students and all those they have to interact with
- Should maintain a congenial environment in the office

KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടെയും രക്ഷകർത്താക്കളുടെയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റംമൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ, മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാക്കാൻ സാദ്ധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ

അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ, ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം :- ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ : - ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിന് പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിൻമേൽ, 2 വർഷം വരെ ആകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ 10000 രൂപ വരെ ആകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാവേണ്ടതുമാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :- 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ 3 വർഷക്കാലത്തേക്ക്, മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

6. വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്തത് :- 1. മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് 7-ാം ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമ ദൃഷ്ട്യാ സത്യം ഉണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടൻതന്നെ, പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചുകൊടുക്കേണ്ടതുമാണ്.

2. ഒന്നാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കാവുന്നതായി കരുതാവുന്നത്:- വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം തടയുന്നതിനും അശ്ലീല ചുവയുള്ള സിനിമാറ്റിക് ഡാൻസുകളും, ഫാഷൻ ഷോകളും നിർത്തലാക്കിക്കൊണ്ടുള്ള സർക്കാർ ഉത്തരവ്.

01.03.2005 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (ആർ.റ്റി.) നം 346/05/ഉ.വി.വ. പ്രകാരം വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും ഫോട്ടോഗ്രഫി സൗകര്യമുള്ള മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും, സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവയും നിർത്തലാക്കിയിരിക്കുന്നു.

**ANNEXURE 1
AFFIDAVIT BY THE STUDENT**

(This matter has to be typed on a non-judicial stamp paper of ₹ 20/-)

I,..... (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms , having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day), of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month),(year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE II
AFFIDAVIT BY THE PARENT / GUARDIAN**

(This matter has to be typed on a non-judicial stamp paper of ₹ 20/-)

1. Mr./Mrs./Ms. (full name of parent /guardian) father/ mother/ guardian of, (full name of student with admission/registration/ enrolment number), have been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this day of month of year.

Signature of Deponent
Name:
Address:
Telephone / Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the..... (day), of (month),..... (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day), of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

COLLEGE LIBRARY & READING ROOM

Our College Library and Reading Room function on all working days from 9.30 am. to 4.30 pm. It's functioning is controlled by a Librarian, who is assisted by other staff members.

Rules and Regulations of the Library:

1. Books are issued to students only on producing Identity Card and Membership Card.
2. Books are issued from 10 am to 4 pm.
3. Books borrowed from the library should be handled safely. The borrower is responsible for this.
4. Books of reference will not be lent out.
5. Books issued to students shall not be retained by them for more than a fortnight from the date of issue or for a shorter period fixed by the Principal. If the due date falls on a holiday or a day on which the library is closed for any reason, the books must be returned on the next working day.
6. In case of failure to return a book on the due date, the student is liable to pay a fine of one rupee per day of delay for each book.
7. If any book is lost or damaged, the borrower will have to replace the book or a fine three times the cost of the book or pay compensation as may be fixed by the Principal.
8. If the library card is lost, a duplicate can be obtained on payment of Rs. 50/-
9. A catalogue of all books is available with the librarian.
10. Books once taken from the shelves need not be replaced on the shelves by students themselves; but should be left for arrangement on the table with the instruction "Books to be shelved" (to avoid misplacement of books).

11. The Librarian shall submit to the Principal every month a list of students who have incurred fine during the month, and also statement of books overdue from students for necessary action.
12. All arrears of library fine due shall be paid by students before the receive their hall tickets for the University Examination or before they receive their Transfer Certificate.
13. Smoking is strictly prohibited in the library.
14. Silence should be maintained in the library/reading room
15. A display Board enlisting the available journals, magazines and periodicals will be maintained in the reading room every day.
16. Use of mobile phone is strictly prohibited inside the library and the campus
17. A student cannot renew a book more than 2 times.
18. Books will be issued everyday for P.G & 3rd year degree students

COLLEGE UNION

The College Union comprises all students of the college. Those who are on the rolls at the time of the election have the right to vote and contest in the elections of the College Union in compliance with University orders.

The main objective of College Union is to train the students of the college in the duties and rights of citizenship. Besides, it promotes opportunities for their development by organizing debates, seminars, workshops, tours and such other programmes. The College Union is expected to organize sports, cultural and recreational programmes too.

The Union Executive Committee consists of the Honorary Treasurer, Staff advisor, Chairman of the College Union, Vice-Chairman, General Secretary, Arts Club Secretary, Chief Student Editor, two University Union Councilors, one elected representative each from IDC, IIDC, III DC, I PG, II PG and two Lady Representatives elected by and from among themselves.

There are various subordinate associations under the College Union, based on the students' optional subjects. The office-bearers of these associations will be elected by the students of faculties concerned.

The Principal is the ex-officio Treasurer and Patron of the College Union. Expenses for the activities of the College Union require the prior sanction of the Union Executive except in emergencies.

COLLEGE MAGAZINE

The College Magazine is published once in every year. This is done with a view to encourage the creative talents of students on literary and similar fields of academic interest. The Editor of the College Magazine shall be elected directly by and from among the students of the College. 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
- 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
- vi. Two staff members to be nominated by the Principal.

The Principal shall be the final authority in all matters pertaining to the magazine.

CONDUCT CERTIFICATE & TRANSFER CERTIFICATE

No transfer certificate will be issued to those from whom there are dues to the college. No fee will be levied from those who apply for T.C. within one year after leaving the college. A fee for Rs 10/- will be levied from those who apply for T.C. after the lapse of one year from the date of leaving the college. An additional fee of Rs. 25/- will be levied from those who apply for duplicate copy of the T.C. with the affidavit signed by First Class Magistrate/Notary Public. Every Student should take his/her T.C. at the end of his/her course and produce it when he/she is admitted to the next course.

No student who has previously studied in any recognized school or college shall be admitted to the college until he presents the Transfer Certificate showing the following details:

- a) The name of the student in full -
- b) The date of birth as entered in the admission register.
- c) The dates on which he was admitted to and on which he left the institution.
- d) The class in which he studied at the time of leaving it.
- e) If it is on the time when annual promotions take place; whether he is qualified for promotion to a higher class, and
- f) That he has paid all fees or other amounts, due to that institution in respect of the academic year in which certificate of medical inspection or health card if any, from the institution in which he last studied. Every Transfer Certificate issued to students from a college or other institution after being registered for a University Examination shall contain in addition to those prescribed above the following details also:

- a. Name of examination of the University for which the student has been last presented from the college,
- b. Register number of the student and date of examination,
- c. Whether the student has appeared for the examination,
- d. The parts and division in which he has passed, and
- e. The parts and division in which he has failed.

Note: - Transfer Certificate to a student who has been **enrolled** for a University Examination shall be issued only after the **provisional result of the examination is published** and every such **certificate shall contain the details of the parts** or division in which he **has passed and the parts or division in which he has failed**.

No student shall be admitted to a College or any other Institution pending the production of Transfer certificate.

Every such certificate shall be endorsed with the admission number under which the student is enrolled and shall be filed for reference and inspection.

Conduct Certificate

Conduct Certificate is a document, which the student has to earn. It will not be issued as a matter of course. The general behavior of the students will be reflected in that document.

ASSOCIATIONS

1. Parent - Teacher Association (P.T.A.)

The college has a Parent Teacher Association. It works as per the constitution and bye-law issued by the Government.

Constitution of the Parent Teacher Association

1. Name - The name of this Association shall be 'The Parent Teacher Association D.B. College Thalayolaparambu.'
2. Office - The Office of the Association shall be located at the College.
3. Aims and objectives - The aims and objectives of the Association shall be as follows:
 - a) To foster and promote good relationship among the members of the 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. for the benefit of students showing high proficiency in their studies.
 - d) To provide amenities to the students of the college

Membership

- a) The parents/guardians of all the students of the college during an academic year shall be eligible to be members of the Association

- b) Every members shall pay membership @Rs. 10/- per annum.
- c) When a student is removed from the rolls of the college the parent / guardian of the student shall ipsofacto ceases to be a member of the Association.
- d) The Principal and the other members of the Teaching Staff shall ipsofacto be members of the Association.
- e) The activities of the Association are guided by the Executive committee as approved by the general body
- f) The PTA will collect donations from guardians & public.

2. ALUMNI ASSOCIATION- FORERUNNERS

An Alumni Association '*FORERUNNERS*' functions actively in the college. The students who have passed out from the college are eligible to be the members of the association. It organizes various activities for the well being of the Institution. The second saturday in the month of May is celebrated as the Alumni day by the college every year.

3. ASSOCIATION

All the teaching and non-teaching staffs of the college are ipsofacto members of the association.

4. NATIONAL CADET CORPS (NCC)

Enrolment in the National Cadet Corps is for able-bodied students of the college except those studying in postgraduate classes.

Attendance in the N.C.C. will be given due weightage and progress shown there will count for the session marks awarded to the students. The progress certificate of students who fail to put in the required percentage of attendance in the N.C.C. will not be sent up for the University Examination.

A minimum percentage of attendance at N.C.C. parade is compulsory. Those who do not have the minimum attendance in the N.C.C. parades/ classes will not be allowed to sit for the University examinations unless they obtain previous exemption from the University

Aim:- The aims of the N.C.C. are (1) To develop character, commandership, the ideal of service and capacity for leadership in the young men and women. (2) To stimulate their interest in the defence of the country. (3) To build up a potential reserve of officers to enable the armed forces to expand rapidly in a national emergency.

Enrollment- Applications for enrolment will be called for by the N.C.C. Officer of the units at the beginning of the academic year.

Training:- The cadets enrolled will undergo a minimum of 6 hours service training per week and attend an annual training camp of 10 days duration.

Examination:- Cadets who have the required attendance to their credit and have shown sufficient progress can appear for B & C Certificate examinations conducted by the Ministry of Defence, Government of India at the end of the second and third year of training respectively. Cadets will have no liability to render active service but those who pass B and C certificate examinations will be given preference for joining the armed forces. NCC training will be treated as additional qualification while making recruitments to Public Service.

5. NATIONAL SERVICE SCHEME (N.S.S.)

National Service Scheme is a noble experiment in the academic sphere. It inculcates the spirit of voluntary work among the students and

Membership: . Membership in N.S.S. organization is voluntary, strictly on selective basis and is open for both boys and girls. Each student is subject to its discipline and code of behaviour. Every student attending the N.S.S. will be required to work the minimum of time equivalent to 120 hours each academic year. Those who complete 240 hours of work in 2 years and also attend a 10 day camp are eligible to get a certificate and grace grade points from the University.

Application: Application for enrolment will be called for by the Programme Officer of the Unit at the beginning of each academic year.

Membership in N.S.S. and a certificate to that effect from the University will be treated as additional qualification for admission in higher studies and recruitments to public service/jobs.

6. OTHER ACTIVITIES AND FACILITIES

1. Career Guidance Cell

A Career Guidance Cell has been functioning in the college since 1996. This cell gives Guidance, for the all round development and provides information on course & careers. It also organizes several competitive exam training programmes and workshops for students.

2. Auxiliary Clubs

The following auxiliary clubs are formed for the promotion of interest and proficiency in extracurricular activities of the students. The clubs function under the guidance of staff members.

a. Quiz Club

The Quiz club nurtures the needs of students with high potential and I.Q. and trains them to be competent in the battle of wits.

b. Music Club

The college has a well functioning music club. Talented students are selected and given ample opportunity to put out their best performance.

c. Tourism Club

The Tourism Club of our college started functioning in the year 2002 with the motto "Spreading the Spirit of Tourism". The club organizes seminars, group discussions, tourism quizzes, trekking, hiking, identification of tourist spots etc. for the members of the club with the help of tourism department. Tourism camps, study tours and other state level programmes are arranged for selected members of the Tourism Clubs. The membership is limited to 60 students as directed by the Department.

d. Science Forum

Science forum has been formed with the main intention to inculcate scientific awareness in students and thereby making science learning interesting for them.

The executive committee of the 'Science Forum' comprises of a convener as the president, a secretary (from the students) and two members (from the teaching staff). The number of students who can register in the forum is restricted to 50. It organises seminars, quiz (science) - competitions.

e. Campus Theater

The club aims to bring together literature, music, acting, costume designing, management, hone the acting skills of the students, to instill in them a spirit of team work and friendship through theater. It hopes to produce plays enriching the cultural ambience of the campus.

f. Film Club

Film club occupies a special place in every student's heart. The objectives of the Film Club are to help students to make short video films, To conduct Seminars, Workshops, Quiz Competitions and Film Festivals etc.

g. Human Rights Forum

The Human Rights Forum of the college aims at inculcating awareness about human rights which will pave the way for a brave new world where people will stand shoulder to shoulder to uphold one another's rights. The club actively organize seminars, talks and debates related to human rights.

h. Bhoomithrasena Club

The Bhoomithrasena Club aims at providing glimpses of the wonderful ways of nature through its nature camps, visits to National Parks, Sanctuaries and orientation camps. The students are made aware of the umpteen ways through which our mother earth has blessed and motivated us to develop an eco-friendly attitude to preserve and conserve our invaluable legacy. The club encourages the students to live in harmony with nature by engaging them in engrossing pursuits such as bird watching, sapling, planting, nurturing, caring and protecting plants, exhibitions, slide shows, camps and other periodical programs are organized with the help of World Wide Fund for Nature India.

i. Fitness & Yoga Centre

Yoga classes are conducted for the enhancement of intellectual, psychological and physical fitness of the staff and students. The college has a well- equipped fitness center.

j. Women's Forum

This forum aims at empowering and developing the personalities of the College's women students. It organizes programmes for the benefit of both the students and the local community and it seeks to enable students to do well in life, regardless of gender.

k. Excursions and Study Tours

Excursions and study Tours to various places of interest are conducted every year. It is compulsory for the Chemistry and Botany students. Others can conduct tour only on the permission of the head of the institution. These outings help the students to see the different parts of the country, to enjoy the companionship, to experience travel and to learn more on their respective area of studies.

l. Socials:

Usually the students organize a get-together to "Welcome" new comers at the beginning of the year and a "Farewell" at the end of the academic year to bid "adieu."

m. Photocopying Centre

Photocopying facility is available in the College.

n. Days of Celebration in the College

Independence Day, Republic Day, Union Inauguration, Onam, Kerala Day, Christmas, Women's Day, Sports Day and College Day are celebrated with great fervor and enthusiasm. Competitions are conducted on these occasions and prizes are awarded to the winners.

o. College Canteen

The canteen has separate sections for staff and students. Varieties of food are served in the canteen. Meals and snacks are provided at affordable price.

p. College Cafeteria

'Laughter is brightest where food is best', the college cafeteria is the retreat point for everyone in the college and is the ideal place where a lot of exchange of ideas and thoughts happen over a cup of coffee. It is with this motto that the college nurtures it's such go to points.

q. The Thalayolaparambu D.B. College Employees Cooperative Society No. K 661

The Society functions for the benefit of the employees of the college. The society issues loans and advances for its members on liberal grounds. It has instituted cash awards for the children of the members who secure top marks in various exams. It conducts a Savings Bank and chits for the benefit of the stakeholders. The society also runs a consumer store to cater to the needs of the staff as well as the students.

r. The College Employees Co-operative Society Ltd.No. 320

All students are advised to get themselves enrolled as members of the society, and help in the realization of the objectives explained here under to their own obvious advantages. The society runs a book center in the campus from where students can purchase all the text books and other related books at a concessional rate.

s. Counselling Centre

Professional help is given to help students who have emotional troubles, psychological and learning related problems. The centre is assisted by a group of trained and experienced teachers. It is a place where a student can feel comfortable to share and seek non-critical support.

The Objectives of the Society are:

- a. The encouragement of thrift and self help.
- b. The purchase of the college utensils and other necessities from

d. The conducting of such other activities as is incidental or conducive to the attainment of the above objectives.

Note :- The byelaws of the society have been published separately to which the attention of students is specially invited.

t. Women's Waiting Room

The retiring room is meant for the use of Women students only. Entry of men students into the room is strictly prohibited.

u. Endowment / Scholarship and Prizes:

Name of the Awards

1. Post Matric Scholarship
2. Central Sector Scholarship
3. State Merit Scholarship
4. Hindi Scholarship
5. Muslim Nadar Girls Scholarship
6. Sanskrit Scholarship
7. Suvarna Jubilee Merit Scholarship
8. C. H. Muhammed Koya Scholarship
9. Blind/ PH Scholarship
10. Higher Education Scholarship

Only first year Degree/ PG students are eligible to apply for the above scholarships. In addition to this, PTA of this college offers PTA Endowments for all Degree and PG Courses

Prof. C.R.T. Memorial Award

A sum of Rs. 500/- awarded to the top scorer in the part I English of the B.A/B.Sc classes on the basis of the marks secured by them at the final year university exams.

Prof. S.G. Pillai Memorial Award

A Prize of Rs. 1500/- given to the student who secures the highest mark in Zoology university exam from the college (B.Sc Botany) in honour of the late Prof. S.G. Pillai (Former Principal) instituted by his wife.

Prof. Mampuzha Appukuttan Award

A sum of Rs. 1001/- awarded every year to the top scorer in the B.A Malayalam examination from this college in honour of late Prof. C. K. Appukuttan (Rtd Head of the Department of Malayalam) instituted by his son.

Prof. Gopalan Chettiar Memorial Award

A sum of Rs. 500/- awarded every year to the top scorer in B.A. Hindi examination instituted by the Department of Hindi.

Prof. P.S. Saraswathy Amma Memorial Endowment

A cash award of Rs.1000/- instituted the memory of Prof. P.S. SaraswathyAmma, retired faculty, Physics, by her daughter Dr.Maya to the topper in B.Sc Physics (Main).

Prof. M. R. Leelamma Endowment

A sum of Rs. 1000/- awarded every year to the top scorer in the sixth semester B. Sc Chemistry examination.

Prof. K. K. Asokan Endowment

A sum of Rs. 1000/- awarded every year to the top scorer in the fourth semester M.Sc Chemistry examination.

B.Sc. Botany (Main) Topper Award

A cash award of Rs. 1125/- instituted by P. Sreekumari, former HOD Botany, is given to the topper in B.Sc. Botany (Main)

P. Chandrasekharan Nair Memorial Endowment

A cash award of Rs 5625/- instituted by Syamkumar C P and his brother SarathChandran Nair (Alumnus 1988-1992) in memory of their father, to the DB College, Thalayolaparambu team (Men's) winning First

prize/Second prize in inter collegiate Volley Ball Tournament conducted by MG University

N. Gouri Amma Memorial Endowment

A cash award of Rs 4500/- instituted by Syamkumar C P (Alumnus 1988-1990) and his brother Sarathchandran C Nair (Alumnus 1990 - 1992) in memory of their grandmother, to the D B College Thalayolaparambu team winning First prize / Second prize /A grade in Thiruvathirakali in MG University Youth Festival

K N Parameswaran Pillai Memorial Endowment

A cash award of Rs.1125/- instituted by Syamkumar C P (Alumnus 1988-1990) and his brother Sarathchandran C Nair (Alumnus 1990-1992) in memory of their grandfather, to the D B College Thalayolaparambu team winning First prize / Second prize in Aksharalokam competition, in M.G. University Youth Festival

B. Komalavalli Endowment

A cash award of Rs. 4500/- instituted by P. Vijayachandran Nair, Alumnus (1965-67) in memory of his sister, to the D B College team winning First prize /Second prize/A grade in Group Song (Indian) in M.G. University Youth Festival

R. Parameswaran Nair Memorial Endowment

A cash award of Rs. 1125/- instituted by P. Vijayachandran Nair, Alumnus (1965-67) in memory of his father to the D B College Thalayolaparambu team winning First prize/ Second prize in Quiz in M.G University Youth Festival

G. Parameswaran and K. Sarasamma Memorial Award

A cash award for Rs.1000/- instituted by Dr. S Lalimol, former H.O.D of Malayalam, in memory of her parents to the final year MA topper in Malayalam

A.K. Achuthan Nair and K.I. Sarojini Amma Memorial Award

A cash award for Rs.1000/- instituted by Dr. Ambika A Nair, former H.O.D of Malayalam, in memory of her parents to the first year MA topper in Malayalam

COLLEGE CALENDAR 2023-24

JUNE - 2023

Date	Day	PARTICULARS
1	Thursday	College reopens after Mid summer Vacation
2	Friday	IQAC Meeting
3	Saturday	
4	Sunday	
5	Monday	World Environment Day
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Second Saturday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	World Blood Donor Day
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	Vayana Dinam
20	Tuesday	
21	Wednesday	Yoga Day
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	Bakrid
29	Thursday	
30	Friday	

JULY - 2023

Date	Day	PARTICULARS
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Second Saturday
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	Karkidaka Vavu
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	Kargil Vijay Divas- NCC
27	Thursday	
28	Friday	Muharam
29	Saturday	
30	Sunday	
31	Monday	

AUGUST - 2023

Date	Day	PARTICULARS
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Hiroshima Day -NCC
7	Monday	
8	Tuesday	Orientation Programme -I st UG and I st PG students
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Second Saturday
13	Sunday	
14	Monday	
15	Tuesday	Independence Day
16	Wednesday	
17	Thursday	
18	Friday	I st Internal for V th and III rd Sem
19	Saturday	World Photography Day
20	Sunday	
21	Monday	I st Internal for V th and III rd Sem
22	Tuesday	I st Internal for V th and III rd Sem
23	Wednesday	I st Internal for V th and III rd Sem
24	Thursday	I st Internal for V th and III rd Sem
25	Friday	College Closes for Onam holidays
26	Saturday	
27	Sunday	
28	Monday	Ayyankali Jayanthi, Uthradam
29	Tuesday	Thiruvonam
30	Wednesday	Sree Narayana Guru Jayanthi
31	Thursday	

SEPTEMBER - 2023

Date	Day	PARTICULARS
1	Friday	
2	Saturday	
3	Sunday	
4	Monday	PTA - V th and III rd Sem
5	Tuesday	Teachers Day PTA - V th and III rd Sem
6	Wednesday	Sreekrishna Jayanthi
7	Thursday	
8	Friday	International Literacy Day
9	Saturday	Second Saturday
10	Sunday	
11	Monday	
12	Tuesday	I st Internal for I st Sem UG
13	Wednesday	I st Internal for I st Sem UG
14	Thursday	I st Internal for I st Sem UG Hindi Divas
15	Friday	I st Internal for I st Sem UG
16	Saturday	Ozone Day
17	Sunday	
18	Monday	I st Internal for I st Sem UG
19	Tuesday	
20	Wednesday	
21	Thursday	International Peace Day
22	Friday	Sree Narayana Guru Samadhi
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	Nabi Dinam
28	Thursday	
29	Friday	
30	Saturday	

OCTOBER - 2023

Date	Day	PARTICULARS
1	Saturday	
2	Sunday	Gandhi Jayanthi
3	Monday	
4	Tuesday	Mahanavami
5	Wednesday	Vijayadashami
6	Thursday	
7	Friday	
8	Saturday	Second Saturday
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	Deepavali
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	

NOVEMBER - 2023

Date	Day	PARTICULARS
1	Wednesday	Kerala Piravi Dinam
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Second Saturday
12	Sunday	
13	Monday	II nd Internal for I st Sem UG
14	Tuesday	II nd Internal for I st Sem UG
15	Wednesday	II nd Internal for I st Sem UG
16	Thursday	II nd Internal for I st Sem UG
17	Friday	II nd Internal for I st Sem UG
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Constitution Day or Law Day
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

DECEMBER - 2023

Date	Day	PARTICULARS
1	Friday	World AIDS Day
2	Saturday	
3	Sunday	International Day of Persons with Disabilities
4	Monday	
5	Tuesday	World Soil Day
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Second Saturday
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	College closes for Christmas holidays
23	Saturday	
24	Sunday	
25	Monday	Christmas
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

JANUARY - 2024

Date	Day	PARTICULARS
1	Monday	
2	Tuesday	Mannam Jayanthi
3	Wednesday	College reopens after Christmas holidays
4	Thursday	I st Internal for VI th and IV th Sem
5	Friday	I st Internal for VI th and IV th Sem
6	Saturday	
7	Sunday	
8	Monday	I st Internal for VI th and IV th Sem
9	Tuesday	I st Internal for VI th and IV th Sem
10	Wednesday	
11	Thursday	
12	Friday	National Youth Day
13	Saturday	
14	Sunday	Second Saturday
15	Monday	Indian Army Day
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Republic Day
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

FEBRUARY - 2024

Date	Day	PARTICULARS
1	Thursday	
2	Friday	World Wetland Day
3	Saturday	
4	Sunday	World Cancer Day
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Second Saturday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	National Science Day
29	Thursday	

MARCH - 2024

Date	Day	PARTICULARS
1	Friday	
2	Saturday	
3	Sunday	World Wildlife day
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	Shivarathri, International Day for Women
9	Saturday	Second Saturday
10	Sunday	
11	Monday	II nd Internal for VI th and IV th Sem
12	Tuesday	II nd Internal for VI th and IV th Sem
13	Wednesday	II nd Internal for VI th and IV th Sem
14	Thursday	Pi Day II nd Internal for VI th and IV th Sem
15	Friday II nd	Internal for VI th and IV th Sem
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	World Water Day
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	College closes for Mid summer vacation
28	Thursday	Maundy Thursday
29	Friday	Good Friday
30	Saturday	
31	Sunday	Easter

TIME TABLE					
	I	II	III	IV	V
I Day					
II Day					
III Day					
IV Day					
V Day					

IMPORTANT DAYS

National Youth Day	Jan. 12	Nagasaki Day	Aug. 9
Army Day	Jan. 15	Quit India Day	Aug. 9
Republic Day	Jan. 26	International Youth Day	Aug. 12
Martyr's Day	Jan. 30	Independence Day	Aug. 15
Valentine's Day	Feb. 14	National Sports Day	Aug. 29
National Science Day	Feb. 28	Teacher's Day	Sept. 5
International Women's Day	March 8	World Literacy Day	Sept. 8
World Consumers Day	March 15	Hindi Day	Sept. 14
World Disabled Day	March 15	International Day	
World Forestry Day	March 21	for the Elderly	Oct. 1
World Day of Water	March 22	World Vegetarian Day	Oct. 1
World Health Day	April 7	Gandi Jayanthi Day	Oct. 2
World Heritage Day	April 18	World Animal Day	Oct. 2
Earth Day	April 22	Air Force Day	Oct. 8
World Book Day	April 23	World Food Day	Oct. 16
World Press Freedom Day	May 3	UN Day	Oct. 24
World Red Cross Day	May 8	World Thrift Day	Oct. 30
Mother's Day	May 9	National Rededication Day	Oct. 31
Anti - terrorism Day	May 21	Keralapiravidinam	Nov. 1
Common Wealth Day	May 24	Children's Day	Nov. 14
International Day of Families	May 15	Worlds AIDS Day	Dec. 1
Anti - Tobacco Day	May 31	International Day of	
World Environment Day	June 5	Disabled Persons	Dec. 3
Reading Day	June 19	Flag Day	Dec. 7
Father's Day	June 21	Human Rights Day (UN)	Dec. 10
World Anti-Narcotic Day	June 26	Kisan's Day	Dec. 23
Doctor's Day	July 1		
World Population Day	July 11		
Hiroshima Day	Aug. 6		

Devaswom Board College, Thalayolaparambu

APPLICATION FOR TRANSFER CERTIFICATE (Specimen Copy)

Name

Class and subject.....

Roll No/ Admission No./Class No.....

Year of study in the college.....

Details of Fee concessions/Scholarship/Stipend held.....

.....

Register No. and Year.....

Whether all the dues to the college have been paid.....

Signature of Applicant

Place :

Date :

Verification of dues (i) Fees (2) Departments (3) General
Library

Certify that the above person is known to me and his/her
conduct and character are.....

Seal

Head of the Department

(Signature and name)

**Devaswom Board College,
Thalayolaparambu**

**APPLICATION FOR LEAVE
(Specimen Copy)**

Name

Class Main No.....

Number of days of leave required :

From To

.....

Reason for applying

.....

..... Total No. of

day's leave taken to date

Signature of guardian

Signature of Student

Date :

Class Teacher :

Principal :

National Anthem

Jana gana, mana adinayaka jaya he
Bharatha bhagya vidhata
Panjav, Sindh, Gujarat, Marata,
Dravida Utkala Vanga
Vindhya Himachala Jamuna Ganga
Uchala Jaladhi taranga
Tava shuba name jage
Tava shuba ashisha mahe
Gahe tava jaya gatha
Jana gana, mana adinayaka jaya he
Bharatha bhagya vidhata
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya Jaya he!