

STUDENTS' HANDBOOK 2024-25



MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE COLLEGE

[Reaccredited by NAAC with A' Grade & Affiliated to the University of Calicut]

MUKKAM

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PRAYER

**In the name of Allah, The Most Beneficent,
The Most Merciful. Praise to be Allah, Lord
of the worlds,
Most Beneficent, Most Merciful.
Owner of the Day of Judgement. Thee do
we worship,
Thee do we ask for help Guide us to the
right path.
The path of those on whom Thou bestowed
Thy Grace Not (the path) of those who earn
Thine anger, nor those who go astray.**

PERSONAL DETAILS

Name :

Class :

Roll No :

Admission No :

Name of Tutor :

Blood Group :

Name of Parent/Guardian :

Home Address :

Email ID :

Mobile :



കോളേജ്ഗീതം

രചന: പ്രൊഫ. ഹാഷിം. കെ. കെ, Rtd. (Dept. of Malayalam)

മാലനാടിന്തിലകംചാർത്തുചൊരക്ഷരഗേഹവിത്
സാഹിബിനോർക്കകൾ പാവനമാക്കിയശാദ്യലതിരവിത്.
(മാലനാടിന്...)

ഇവിടെയൊരുജ്ജ്വലജ്ഞാനവസന്തംപുലർന്നുവിലസിടാൻ
കലയുടെസർഗ്ഗനിലാവൊളിപ്പരിൽ തൂപകർന്നിടാൻ.
(മാലനാടിന്...)

അണിചേരുകനംഅഹഹൊവികയാകണ്ണികൾ ചേർന്നിടാൻ
യുഗപരിണാമകാഹളമൃതിപടവമേന്തുകനം
മൃഗവിചാരമുഖകൾ ചിന്തിക്കുന്നിടാൻ
സേവനപാതയിൽ തിന്മയെവെല്ലാംആശങ്കയെന്നേടാം.
(മാലനാടിന്...)

റഹ്മാൻ പൊരുളുകൾ വാഴ്ത്തിനമുക്കായ്സൗഹൃദമേകിടാം
അനാഥരഗതികൾ അശരണർക്കായ് ഒരുകൈനൽകിടാം
അകമെരിയോർക്കായ്സാന്ത്വനമേകികനിവിൻ കടലാവാം
ഒരൊറ്റുളയിരിന്നുടലായ്തീരാംവാനിലുയർന്നിടാം
പിന്നനടിന്നുപമിപ്പിയിൽ തിമർത്തുകളിയാടാം
സമസ്തസുന്ദരസുരഭിലരാഗംസദാപിമുളിടാം.
(മാലനാടിന്...)

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INTRODUCTION

Muhammed Abdurahiman Memorial Orphanage (MAMO) College is a first-grade aided college of arts, science, and commerce, affiliated with the University of Calicut. It was started in the year 1982 as a junior college offering only pre-degree courses. Later, it was upgraded as a degree college in 1991 and as a first-grade college in 2002. The college is situated in a lush green landscape at Manassery, Mukkam, 30 km from Calicut. The college provides a serene atmosphere for academic activities. At present, it offers ten undergraduate-level and six postgraduate-level programs. The college comes under section 2(f) and 12(B) of the UGC Act. The college has been accredited by the NAAC with a B++ level in March 2007 and reaccredited in March 2016 with an "A" grade.

The college owes its existence to the concerted efforts made by Jb. V. Veerankutty Haji (late) at its helm of affairs. It was really Jb. V. Moideen Koya Haji (Late) who was mainly responsible for the establishment of this institution in the loving memory of Jb. (Late) Mohammed Abdurahiman Sahib, the veteran freedom fighter. The college is run by the Mukkam Muslim Orphanage Committee.

The Mukkam Muslim Orphanage Committee, a charitable society, started functioning in 1956. The main objective of the orphanage is to look after the orphans and destitute—boys and girls—providing protection and necessities such as food, clothing, shelter, medical care, and education, both religious and modern. The orphanage has won the National Award for the best Child Welfare in 1983 and 2008, awarded by the Ministry of Child Welfare, Government of India. The orphanage was also adjudged as best by the Kerala State Orphanage Control Board several times. The earnest effort of the orphanage committee to start an arts and science college for higher learning was an important step

on its way to uplifting the educational standard of the citizens in the rural area of Kozhikode district.

The college is now in a stage of fast development and overall shake up for the optimum utilization of the chances of rapidly changing global scenario. The Library, Administration block and Departments are computerised for the smooth and efficient functioning of the college. The College has a good play ground, which can host University level and other levels of sports and games competitions. Fitness Centre with modern amenities, well-facilitated seminar hall and indoor auditorium have been most appreciated. The new library complex is an outstanding one. The College maintains a canteen to provide standard food for the staff and students. There is a co-operative store for the benefit of the stakeholders.

Besides the academic activities, co-curricular and extra-curricular activities are also given due consideration aiming at the all-round development of the students. Cordial relationship among the staff, students, PTA, Alumni and Management has resulted in a peaceful academic atmosphere. The College Union, an elected body of students, promotes such activities with a view to create a sense of parliamentary and democratic ideas among the students.

OUR FOUNDER MANAGER



Jb. MOIDEEN KOYA HAJI

Vayalil Moideen Koya Haji was the first among the founders of Mukkam Muslim Orphanage. He was born in 1933 as the son of Vayalil Veeran Kutti Haji and Mariyam Hajjamma. Mukkam Muslim Orphanage was started in his house with the help and blessings of his father. His chief field of activity was the Mukkam Muslim Orphanage and the other institutes under it. He held the post of the secretary of the orphanage managing committee from its start in 1956 until his death in 1983. He held the post of chairmanship of the Kerala State Orphanage and Charitable Home for 9 years. Besides his works for the orphanage, he has also had a pivotal role in beginning various educational institutions in and around Mukkam. He contributed land for the orphanage both at Mukkam and at Manassery. This orphanage was chosen as the best orphanage in India twice as a result of his selfless service.

PROGRAMMES OFFERED

UNDERGRADUATE PROGRAMMES (8 SEMESTERS)

1. B. Sc Physics with Mathematics & Computer Science as complementary
2. B. Sc Polymer Chemistry with Mathematics & Physics as complementary
3. B. Sc Mathematics with Statistics & Computer Science as complementary
4. B. Sc Computer Science with Mathematics & Electronics as complementary
5. B. A. History with Economics & Tourism as complementary
6. B. A. Economics with Indian History and Banking as complementary
7. B. Com Computer Applications
8. B. Sc Microbiology with Biochemistry & Bio-Statistics and Computer Applications as complementary
9. B.A English*
10. B. B. A*
11. B.A Advertising and Sales Management

UNDERGRADUATE PROGRAMMES (6 SEMESTERS)

12. B. Sc Physics with Mathematics & Computer Science as complementary
13. B. Sc Polymer Chemistry with Mathematics & Physics as complementary
14. B. Sc Mathematics with Statistics & Computer Science as complementary
15. B. Sc Computer Science with Mathematics & Electronics as complementary
16. B. A. History with Economics & Tourism as complementary
17. B. A. Economics with Indian History and Banking as complementary

18. B. Com Computer Applications
19. B. Sc Microbiology with Biochemistry & Bio-Statistics and Computer Applications as complementary
20. B. A English*
21. B. B. A*
22. B. A Advertising and Sales Management

POSTGRADUATE PROGRAMMES (4 SEMESTERS)

23. M. A Mass Communication & Journalism
24. M. Com *
25. M. Sc Physics *
26. M. Sc Chemistry *
27. M. Sc Mathematics *
28. M. Sc Microbiology * *Self-financing programmes

MANAGING COMMITTEE

1. **V MOYIMON HAJI (Manager)**. Ph. 04952298611, 2297137(Resi)
2. C. Moosa Master. Ph. 9447632382
3. V. AbdullaKoya Haji. Ph. 9745655055
4. V. Marakkur Master Ph. 9746995303
5. V. Moyi Haji. Ph. 8156885835
6. V. Kunhali Haji Ph 9447243812
7. Principal (Ex-Officio member) 0495 2295121

SUCCESSION LIST OF PRINCIPALS

1. Prof. Omanoor Mohammed (25-11-1982 to 29-03-1985)
2. Dr. P. K. Abdul Khader (30-03-1985 to 02-12-1985)
3. Prof. T. K. Ummer (03-12-1985 to 03-01-1989)
4. Dr. P. K. Abdul Khader (04-01-1989 to 11-01-1990)
5. Prof. A. Abdul Azeez (12-01-1990 to 31-03-2000)
6. Prof. V. M. Ussan Kutty(01-04-2000 to 31-03-2011)
7. Dr. P. K. Abdul Khader (01-04-2011 to 31-01-2012)
8. Dr. C. K. Radhakrishnan (01-02-2012 to 22-03-2012)
9. Dr. T. A Abdul Majeed (23-03-2012 to 05-01-2014)
10. Prof. A. P. Abdurahiman (06-01-214 to 31-03-2017)
11. Dr. Aboobacker Mangattuchali(01-04-2017 to 28-06-2018)
12. Dr. Abbas T.P (29-06-2018 to 29-04-2024)

FACULTY MEMBERS

PRINCIPAL: Mr. Shukoor K. H [M. A, B. Ed]

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DEPARTMENT OF COMMERCE

PROGRAMMES OFFERED: B.Com & M.Com

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II Year B. Com: Ms. Thanveera Beegum

III Year B. Com: Dr. Riyas K

I Year M. Com: Ms. Beena A

II Year M. Com: Ms. Sajisha E. S

DEPARTMENT OF ECONOMICS



PROGRAMMES OFFERED: B. A Economics

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CLASS TUTORS

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II Year B. A Economics:Ms. Dhanya. P

III Year B. A Economics: Mr. Muhammed Jaffer V

DEPARTMENT OF HISTORY



PROGRAMMES OFFERED: B. A History

HEAD: Mr. Abdul Rahiman O. M [M. A, B. Ed]

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CLASS TUTORS

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II Year B. A History: Mr. Abdul Rahiman O. M

III Year B. A History: Dr. Ajmal Mueen M. A

DEPARTMENT OF MASS COMMUNICATION JOURNALISM

PROGRAMMES OFFERED: M.A Journalism & Mass Communication

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CLASS TUTORS

I Year M. A Journalism: Mr. Nizar A

II Year M. A Journalism: Ms. Brijila M. V

DEPARTMENT OF ADVERTISING & SALES MANAGEMENT

PROGRAMMES OFFERED:

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DEPARTMENT OF MICROBIOLOGY

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II Year B. Sc Microbiology: Ms. Sana M. A

III Year B. Sc Microbiology: Ms. Jasna E

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II Year M. Sc Microbiology: Ms. Ummukulsu. K



DEPARTMENT OF MANAGEMENT

PROGRAMMES OFFERED: B. B. A

HEAD: Ms. Shareena P.P [M. Com, M.Phil, B.Lis, B.Ed]

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II Year B.B.A: Mr. Jaseel Vahid. M

III Year B.B.A: Mr. Mirshad K. C

DEPARTMENT OF ENGLISH

PROGRAMMES OFFERED: B. A English

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CLASS TUTORS

I Year B A English: Ms. Athira. P

II Year B A English: Ms. Nikhitha N

III Year B. AEnglish: Ms. Saranya Surendran

DEPARTMENT OF MALAYALAM

HEAD: Dr. Mumthas P. K [M. A, B. Ed, Ph. D]

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FACULTY MEMBERS

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DEPARTMENT OF HINDI

HEAD: Dr. Ambili M. K [M. A, Ph. D]

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DEPARTMENT OF PHYSICAL EDUCATION

HEAD: Dr. Mujeeburahiman Ambalakkandi [M.PEd]

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ADMINISTRATIVE STAFF

JUNIOR SUPERINTENDENT

Mr. Basheer Thattanchery

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HEAD ACCOUNTANT

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LD Clerk

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3. Mr. Mohammed Noufal. P. P 📞 9645245330, ✉ noufalpp712@gmail.com
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COMPUTER ASSISTANT

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UGC LIBRARIAN:

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LIBRARY ASSISTANT:

Shaharjas. C 📞 9946228398

LABORATORY ASSISTANT

1. Ms. Sabira. M. P 📞 8139829220
2. Mr. Jaseel Rahman. T. K 📞 9562113211
3. Mr. Babu Shafeeq K M 📞 9605066075

STAFF ON CONTRACT

CLERICAL STAFF

1. Ms. Ayishabi. K. P 📞 04952306618
2. Ms. Haseena. T. I 📞 9656294959

OFFICE ATTENDANT:

Mr. Arshad Khan 📞 9946999810

ASSISTAN LIBRARIAN:

Ms. Aparna M. P 📞 7902528016

LAB ASSISTANTS

1. Ms. Abitha. M (Dept. of Biochemistry) 📞 0495 3178405
2. Mr. Ashokan. E (Dept. of Physics) 📞 9656038160
3. Ms. Nasida. (Dept. of Chemistry) 📞 7560857024
4. Ms. Rajna K. T (Dept. of Microbiology) 📞 9048312762

Attenders

1. Ms. Beefathima M. M 📞 9539303153
2. Ms. Bindu. K 📞 9562621132
3. Ms. Jalaja. P, 📞 9995253447
4. Ms. Bindu. P, 📞 9048855797

5. Ms. Radhika 📞 8593099365
6. Ms. Raji V. P 📞 9562815657
7. Ms. Ajila 📞 9946591994

Security Staff

1. Mr. Aboobacker. E 📞 90489594936
2. Mr. V. P Chathan 📞 9048211850
3. Mr. Ali 📞 8606673367

IQAC

Mr. Shameem C.K[M. A, B. Ed]
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COLLEGE LEVEL CLUBS, CELLS & FORUMS

COLLEGE COUNCIL: It is a statutory body headed by the principal and comprising all the heads of departments, the librarian, and two elected representatives from the faculty members. A senior faculty member acts as the secretary of the council. It formulates the academic and non-academic programs and monitors their implementation. This council also takes the decisions regarding internal discipline and the conduct of various non-academic activities.

MEMBERS: Principal, **Ms. Jyothilakshmi M. P** (Council Secretary), Dr. Mini P. M, Dr. Mumtaz P. K, Dr. Ambili. M. K, Mr. Muhammed Jaffer. V, Mr. Prinsar P. M, Ms. Rukkiyya V. P, Ms. Hanna Thasneem S. K, Mr. Shafi. K.M, Ms. Minnath. T. A, Mr. Mujeeburahaman Ambalakkandi, Mr. O. M. Abdurahiman, Mr. Muhammed Rashid M. P, Mr. Abdul Bais. P, Ms. Shareena P. P, Mr. Lukman A, Mr. Jasir. K (Faculty Members), Ms. Jesbira. M (Librarian) and Mr. Basheer Thattanchery (Junior Superintendent).



INTERNAL QUALITY ASSURANCE CELL (IQAC): The Internal Quality Assurance Cell (IQAC) is a body proposed by the National Assessment and Accreditation Council (NAAC) for performance evaluation, assessment, accreditation, and quality up-gradation of the college.

MEMBERS: Principal (Chairperson), Dr. Ajmal Mueen. M. A (Coordinator), Mr. Prinsar P. M, Mr. Shafi. K. M, Ms. Hanna Thasneem S. K. Mr. Thirvikraman K, Mr. Irshad. V, Mr. Vishnuprasad. S, Ms. Sana M.A (Faculty Members), Mr. Basheer Thattanchery (Administrative Staff), Mr. Abdullakoya Haji (Member, Management Committee), Ms. Bijuna (Ward Councillor, Mukkam Municipality), Adv. Mujeeb Rahman (Alumni President), Mr. Limseer Ali (External Expert, MES Ponnani College) and College Union Chairman (Member).

ACADEMIC COOUNCIL: The Academic Committee plans and implements curricular and co-curricular activities of the college, including teaching, learning, and assessment-related activities.

MEMBERS: Principal, **Ms. Rukkiyya V. P** (Convener), Dr. Mini P. M, Mr. Prinsar P. M, Mr. Shafi K. M, Ms. Minnath. T. A, Mr. Shibu C. G, Mr. Muhammed Rashid M. P, Ms. Brijila M. V, Ms. Nicy Joseph and Mr. Farvees D

COLLEGE UNION: The College Union is a statutory body that functions as per the rules and regulations of the University of Calicut. The students of the College elect the office bearers the College Union. The tenure of the College Union is one academic year. The College Union consists of Chairman, Vice-Chairman, General Secretary, Joint Secretary, Magazine Editor, General Captain, Arts Club Secretary and two UUCs. Election is conducted in the presidential mode.

ANTI-RAGGING COMMITTEE: As per the directions of the Honourable Supreme Court, the University Grants Commission, the Government of Kerala and the University of Calicut, an Anti-Ragging Committee and an Anti-Ragging Squad has been functioning in the college.

MEMBERS: Principal (Chairman), **Mr. Muhammed Rashid M. P** (Convener, Mob. 9947847941), Mr. O. M Abdurahiman, Mr. Mujeeburahiman Ambalakkandi, Mr. Shibu C. G, Dr. Mumthas P. K, Ms. Brijila M. V, Mr. Jasir. K, Ms. Beena. A, Mr. Mirshad K.C, Mr. Abdullakoya Haji (Managing Committee Member), PTA Vice president, Sub Inspector of Police (Mukkam Police Station) and Student representative (Members).

ANTI-RAGGING SQUAD MEMBERS: **Mr. Muhammed Rashid M. P** (Convener), Ms. M. P. Jyothilakshmi, Mr. Prinsar. P. M, Mr. Shafi K. M, Mr. Mujeeburahiman Ambalakkandi, Mr. Jasir K, Mr. Mirshad K. C, Mr. Muhammed Anees. P. C, Mr. Thrivikraman K, Mr. Shibu C. G, Mr. Shameem C. K and Mr. Irshad. V (Members)

STUDENTS WELFARE AND DISCIPLINE: The Students Welfare and Discipline committee is constituted to ensure welfare and discipline of the students.

Members: **Mr. Thrivikraman K** (Convener), Dr. Mumthas P. K, Mr. Prinsar P. M, Mr. Shibu C. G, Mr. Lukman A, Mr. Muhammed Anees. P. C, Mr. Abdul Bais. P, Mr. Irshad. V, Ms. Shareena. P. P, Mr. Jasir. K, and Ms. Ummukulsu

WOMEN COMPLAINT REDRESSAL CELL: The cell is constituted as per the directive of the UGC to redress the grievances, if any, of the girl students and

the women employees of the college. **Dr. Mumthas P. K** is currently the convener of the cell. Ms. Minnath T. A, Dr. Daughty John, Ms. Suhaima K, Ms. Brijila M. V, Ms. Jasna E, and Ms. Amrutha. P. are the members.

ETHICS COMMITTEE: An ethics committee has been constituted as per the Govt. order (RT) No 346/05/H. Edn. dated 01-03-2005 to monitor implementation of the decision banning mobile phones, cinematic dance and fashion shows on the campus with the co-operation of the college PTA, Staff members, Students union, Management committee, NSS, NCC and local authorities.

MEMBERS: Principal (Chairman), PTA Vice President (Vice Chairman), Staff Advisor (Convener), College Union Chairman (Joint convener), Manager, MAMO College (Member), NSS Programme Officer (Member) and Ward Member (Member)

THE PARENT TEACHER ASSOCIATION: The PTA of the college, with the Principal as its President, a representative of the Parent as Vice President and a faculty member as its secretary, works with all dedication and interest for the welfare of the students and the institution. PTA has eight executive members, four each from teachers and parents. **Mr. Irshad. V** is currently the Secretary of PTA.

UNIVERSITY EXAMINATIONS CELL: The cell, under the supervision of the principal, conducts the University examinations as per the guidelines of the affiliating university. **Mr. Muhammed Jaffer V** and **Mr. Lukman A** currently hold the charges of the Superintendent and Assistant Superintendent, respectively.

INTERNAL EXAMINATIONS CELL: The Cell, in consultation with the departments, coordinates the conduct of internal assessment tests. **Ms. Minnath. T.A** is currently the Coordinator of the Cell. Mr Mirshad K.C, Ms. Sana M. A and Mr. Anupam are the Assistant Coordinators.

EXAMINATION SQUAD: The Examination Squad overviews and supervises the conduct of internal and external examinations to check all unfair means. **Mr. Thrivikraman K** is currently the coordinator of the squad. Ms. Reshma Sebastian, Mr. Muhammed Anees. P.C, Mr. Irshad V, Ms. Shareena P.P and Ms. Sajisha E S are the members.

STAFF ADVISOR TO STUDENTS UNION: The staff advisor advises and monitors the activities of the elected College Union so as ensure that their priorities matches with that of the College. **Dr. Mujeeburahman Ambalakkandi** currently holds the charge of Staff Advisor Students Union.

ADMISSION CELL: The Cell coordinates the centralized admissions to various study programmes of the College. **Mr.O. M Abdurahiman** (Nodal Officer UG) and **Mr. Jaseel Wahid** (Assistant Nodal Officer UG). **Mr. Ramesh. K** (Nodal Officer PG) and **Mr. Vishnu Prasad. S** (Assistant Nodal Officer PG).

CELL FOR CIA MONITORING & REPORTING: The CIA Monitoring & Reporting Cell monitors and oversee the CIA are done on time and free and fair manner. College also ensures that the reports of the continuous assessment of various departments are submitted to university on time. All HoDs are the members of the Cell. **Ms. Rukkiyya V. P** coordinates the submission of continuous assessment report of the undergraduate programmes and **Ms. Bilkees. K** coordinates that of the postgraduate programmes.

COOPERATIVE STORE: The Cooperate store of the College provides various stationary items, notebooks, practical record books, assignment books, textbooks and various application forms to the students of the college at lower prices. College Principal is the Ex-Officio President of the Cooperative Store. **Mr. Lukman A** is currently the Secretary.

RETURNING OFFICERS TO COLLEGE UNION ELECTION: Elections to the College Union is conducted in a free and fair manner as per the directives of the affiliating University. A team of teachers headed by a Returning Officer (RO) executes and monitors the elections to the College Union. **Mr. Shibu C. G** is currently the RO. **Mr. Ramesh K**, and **Mr. Vishnu Prasad** are the Assistant ROs.

ACADEMIC TIMETABLE COMMITTEE: The Time Table committee sets the academic schedule and class timetable of the College. **Mr. Shafi K. M** is currently the Coordinator **Mr. Prinsar P.M** and **Mr. Shibu C. G** are the Assistant Coordinators.

TUTORIAL & MENTORING SYSTEM: The college follows a well-structured tutorial & mentoring system. Based on performance grading, students are given continuous tutorial and mentoring supports. Besides, the general weekly tutorial hour provide an opportunity to the students to discuss their problems, both personal and general, with their tutor. **Ms. Nicy Joseph & Dr. Daughty John** are the Coordinators of the Tutorial & Mentoring System.

OFFICE AUTOMATION CELL: The Cell provides the necessary support and training to the staff and students in using the Office Automation implemented in the College. The Cell also advises the higher authority of the additional automation

needed. **Mr. Muhammed Anees P.C** is currently the Coordinator of the Cell. Mr. Jaffer V, Ms. Jesbira. M, Ayishabi and Mr. Anupam are the Assistant Coordinators.

MUSIC CLUB & CULTURAL PROGRAMMES: These clubs, in cooperation with the College Union; plan, coordinates the cultural and related activities of the College. The clubs also train the students for the University Zonal Arts competitions and other similar events. The clubs also perform cultural programmes in All India Radio. **Mr. Nizar A** currently the Coordinator and **Mr. Vishnuprasad. S** and **Ms. Ummukulsu. K** are the Assistant Coordinators.

STAFF EDITOR – COLLEGE MAGAZINE: The editorial board plays a pivotal role in bringing out the annual college magazine. The team work in tandem with a team of students led by Student Editor to bring out the Magazine. **Dr. Ambili M.K** is currently the Staff Editor.

SCHOLARSHIPS CELL: The Scholarship Cell provides guidance and support to students to apply for various governmental, non-governmental, management and alumni sponsored scholarships and e-grants. **Ms. Reshma Sebastian** is currently the Coordinator and **Mr. Farvees. D** and **Mr. Muhammed Shakeeb** are the Assistant Coordinators.

COLLEGE RESEARCH COUNCIL: The College Research Council is responsible for promoting, developing, and reviewing research activities of the College. The CRC contributes to the development of strategies and programs to support and expand comprehensive research agenda of the College.

Coordinator: Dr. Daugthy John.

NATIONAL SERVICE SCHEME (NSS): The aim of N. S. S is to promote national integration, the sense of social responsibility, inculcate discipline and dignity of labour. At present, the college has two units of NSS. These NSS units have so far implemented several noteworthy social works.

Programme Officers: Dr. Riyas. K and **Ms. Amrutha. P**

WOMEN DEVELOPMENT & GENDER SENSITIZATION CELL:

The WD & GS Cell of the College monitors the issues related to the overall well-being of the female students. **Ms. Brijila M.V** is currently the Coordinator of the Cell. Ms. Sajisha E. S, Ms. Shareena P. P are the Assistant Coordinators.

CAREER GUIDANCE CELL: With the objective of giving the additional

support along with the academic guidance, a Career Guidance Cell is functioning in the College. This Cell conducts career guidance and campus recruitment programmes. **Muhammed Anees P. C** is currently the Coordinator of the Cell. Mr. Muhiyudheen and Mr. Ali Hassan M are the Assistant Coordinators.

PLACEMENT CELL: The Placement Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed through the campus interviews is continuously rising. On invitation, many reputed industries visit the institute to conduct interviews. **Dr. Riyas K** is currently the Coordinator of the Cell. **Mr. Jasir K** is the Assistant Coordinators.

STUDENTS COUNSELLING CENTRE: The Centre organizes orientation programmes for the mental wellbeing of the students and provides counselling services by trained medical practitioners. **Ms. Hanna Thasneem S. K** currently hold the position of Coordinator of the Counselling Centre.

CELL FOR ENTRY INTO SERVICE: The cell organizes special coaching classes to students to help them appear and clear various recruitment tests conducted by governmental and non-governmental recruitment boards. **Mr. Farvees D** is currently the Coordinator of the Cell.

MEDICAL ASSISTANCE CENTRE: The Centre provides medical and first aid facilities for the students. Besides providing weekly services of trained medical practitioners, the Centre conducts regular medical camps and other health awareness programmes for the benefit of the students. **Mr. Lukman. Ais** currently the Coordinator of the Centre. Ms. Jasna E, Ms. Sana. M. A, Dr. Jeeshma are the Assistant Coordinators.

PAIN AND PALLIATIVE CARE UNIT: The unit began its activities in collaboration with the Palliative Care Centres in Mukkam and Chennamangallur. The members of Pain and Palliative unit attend workshops and training programmes to better their approach to activities associated with health services provided to the terminally ill. **Ms. Shameera P** and **Mr. Shajimon** are currently hold the positions of the Coordinator and the Assistant Coordinator of the unit.

DIVYANGANCLUB: The Club functions with the objective of providing all kinds of support and assistance to differently abled students of the College. The Cell ensures equal opportunities for the differently abled students. The welfare, academic and professional advancement of the differently abled students are the priority areas of

the Cell. **Ms. Shameera P** is currently the coordinator and Ms. Shareena. P.P and Ms. Jasna E are the Assistant Coordinators of the Cell.

BLOOD DONOR FORUM: The Forum functions in the college aiming to cater the needs of patients in and around the district. Working in collaboration with the NSS units of the college, the Forum maintains a blood donors directory. Blood donation camps are organised in the college regularly with the active participation of the staff and students. **Ms. Shameera P** is currently the Coordinator of the Forum. Mr. Shajimon. K is the Assistant Coordinator.

HEALTH CLUB: The club functions under the Department of Physical Education for taking care of the physical and mental fitness of the non-sports students. The club conducts a variety of physical fitness training activities including yoga, reiki, movement education, aerobic and anaerobic exercise and meditation. **Dr. Mujeeburahiman Ambalakkandi** and **Mr. Sadique K** hold the charges of Coordinator and Assistant Coordinator, respectively, of the club.

NATURE CLUB & BHOOMITHRA SENA CLUB: These clubs jointly organize several action-oriented environmental activities to create among the students the awareness about the importance of protecting our nature & environment. Currently **Mr. Farvees D.** and **Mr. Vishnuprasad. S.** are the coordinators of the clubs.

TOURISM CLUB: The club is envisaging a massive awareness campaign for the promotion of tourism activities. **Mr. Nizar A & Ms. Nafisa Masooda** are currently hold the positions of the Coordinator and Asst. Coordinator respectively.

INFORMATION TECHNOLOGY (IT) CLUB: The club promote the use of ICT tools and services in teaching, learning, assessment and educational administration. The club regularly organizes awareness and training programmes on the use of new technology related tools, services and devices, for both students and staff. **Ms. Bilkees. K** is currently the Coordinator of the IT Club. Mr. Basheer P, and Raeesa T. M are the Assistant Coordinators.

THEATRE CLUB: Theatre club focuses on grooming the acting talents of the students. **Mr. Nizar A** is currently the coordinator of the club.

MEDIA CLUB: The Club is a forum to display the media related talents and skills of the students through news pamphlets, brochures, wall magazines, short films, etc. The media club also organizes other events and activities to provide the students with

an opportunity to enhance their media-related skills. **Mr. Abdul Bais. P** is currently the Coordinator of the Media Club. Ms. Brijila M. V, Mr. Nizar A are the Assistant Coordinators.

ENTREPRENEURSHIP DEVELOPMENT (ED) CLUB: The ED Club of the College functions in association with the Department of Industries and Commerce, Government of Kerala. The club aims at inculcating entrepreneurial culture among students and nurturing the latent entrepreneurial talents in them. **Mr. Irshad V.** and **Ms. Beena. A** are currently the Coordinator and Assistant Coordinator respectively.

IEDC: The club functions with the objective promoting innovation and creativity among students. The Club organizes a host of activities, including innovation contests, hackathon contests, invited talks, exhibition, programming and designing contests, etc.

Coordinator: Mr. Basheer P

MAMOC GLOBAL ALUMNI ASSOCIATION (Reg: KKD/CA/43/2022): MAMOCGAA is the old students' forum of the College. The Association has so far undertaken several developmental activities in the campus. The Association sponsors several scholarships and organizes career awareness and development programmes for the benefit of the students. **Mr. Adv. Mujeebrahman** is currently the President of the Association. **Mr. Irshad V** is the College-Level Coordinator of the Association.

MAMOC MEDIA: MAMOC Media is the online media app maintained by the College, featuring the online news, video channel, radio channel and discussion forum. **Mr. Abdul Bais** is currently the Coordinator of the MAMOC Media. Ms. Brijila M. V and Mr. Nizar A are the Assistant Coordinators.

OPTICA CHAPTER: A Chapter of the OPTICA (formerly Optical Society of America) functions to support students in their academic studies, to power the research activities and to provide opportunities that will propel their career in optics and photonics. The chapter is heavily involved with community and youth education outreach to provide both a service to the community and work to disseminate the knowledge of optics and photonics to younger generation through invited talks, seminars, contests and awareness programmes.

Coordinator: Dr. Haris U.

NPTEL LOCAL CHAPTER: The College has a Chapter of the National Programme on Technology Enhanced Learning (NPTEL) e-learning project of MHRD,

initiated by seven Indian IITs, along with the Indian Institute of Science, Bangalore, to provide quality education to anyone interested in learning from the IITs. The Chapter helps the students and faculty to enrol various online academic programme offered through NPTEL.

Coordinator: Mr. Thrivikraman K.

EK BHARAT SHRESTHA BHARAT (EBSB) CHAPTER: Ek Bharat Shreshtha Bharat is a pioneering initiative launched by the Government of India to enhance unity in India. It aims to actively enhance interaction between people of diverse cultures living in different States and UTs in India, with the objective of promoting greater mutual understanding amongst them.

Coordinator: Mr. Thrivikraman K

UNNAT BHARAT ABHIYAN CHAPTER: The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth.

Coordinator: Ms. Shameera P.

RUSA CELL: Rashtriya Uchchar Shiksha Abhiyan (RUSA) Cell of the College coordinates the developmental activities sanctioned to the College the Centrally Sponsored RUSA Project. **Mr. Thrivikraman K.** and **Dr. Daughty John** is currently the Coordinators of the Cell. Dr. Mini P. M, Dr. Ambili M. K, Mr. Prinsar P.M, Mr. shafi K.M, Dr. Ajmal Mueen M. A, Ms. Jyothilakshmi M. P, Ms. Minnath T.A, Mr. Muhammed Rashid M. P, Mr. Abdul Bais P, Ms. Shareena P. P, Ms. Hanna Thasneem, Mr. Mujeeburahiman Ambalakkandi, Mr. Lukman A and Ms. Jesbira are the members of the Cell.

CSS CELL: Compulsory Social Service (CSS) is back again as part of the successful completion of the undergraduate programme from 2019 admission onwards. **Ms. Suhaima K** is currently the Coordinator and **Ms. Bilkees. K** is the Assistant Coordinator of the CSS Cell.

AUDIT COURSE MONITORING CELL: Ability Enhancement courses/Audit courses are the mandatory courses an undergraduate student must complete as per the directions from the Regulatory authorities like UGC, Supreme Court etc. Performances in these courses are not counted for calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for classroom study. The students need to get only a pass (Grade P) for

these courses. At the end of each semester there shall be examination conducted by the college from a Question Bankset by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc. (optional). The Audit Courses Cell of the College coordinates and supports the students for their successful completion of the audit courses and to report the same to the University.

Coordinator: Mr. Thrivikraman K.

STUDENTS QUALITY CIRCLE (SQC): Student quality circle is a team of students that work in association with the IQAC of the College to implement the quality enhancement programme planned by the IQAC. The SQC also provide quality enhancement suggestions to IQAC based on the inputs received from the student community. This bottom-up approach to quality enhancement is found to be very productive and successful. The members of the SQC are selected every year based on overall performance of the students.

Coordinator: Dr. Ajmal Mueen M. A

IPR CELL: The College recognizes the importance of generation of intellectual property by its teachers and students. The College is committed to do all that is within its powers and obligations to encourage the creativity and innovation of its people, which can lead to generation of intellectual property (IP). The IPR cell regularly organizes seminars, discussions and debates on the importance of IPR. The IPR cell also provides support and guidance to the students and staff in protecting their inventions and creations.

Coordinator: Dr. Daughy John.

MINORITY & OBC CELL: Minority & OBC Cell of the College functions with the objective of empowering the students from religious, linguistic and sexual minority communities in the College. The Cell is keen on protecting the constitutional rights of these students. **Ms. Shareena P. P** is currently the Coordinator of the Cell.

ELECTORAL LITERACY CLUB (ELC): ELC is a platform to engage students of the College through interesting activities and hands-on experience to sensitise them on their electoral rights and familiarise them with the electoral process of registration and voting. The ELC is functioning in the College with the objective of strengthening the culture of electoral participation among young and future voters.

Coordinator: Mr. Muhammed Anees P.

COLLEGE CALENDAR COMMITTEE: The College Calendar committee prepares the academic calendar and academic schedule for an academic year.

Convener: Mr. Basheer. P.

RTI CELL: The RTI Cell of the College, constituted as per the Right to **Information** Act, 2005 functions to protect the right to information right of citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of the College. **Mr. Prinsar P. M**, Department of Computer Science, is currently the Public Information Officer of the College and **Mr. Basheer Thattanchery**, Head Accountant, is the Assistant Public Information Officer. **Mr. Shukoor K.H**, Principal of the College is the Public Information Appellate Authority of the College.

COLLEGE STAFF CLUB: The College Staff Club is the common forum of the entire staff of the College. The Staff Club organizes common programmes and extends financial and other support to its members. **Mr. Prinsar P. M** is currently the Coordinator of the Club and **Mr. Basheer Thattanchery**, Head Accountant, is the Assistant Coordinator.

FORUM FOR DEMOCRACY AND SOCIAL JUSTICE' (FDSJ): FDSJ is an initiative of the Institute of Parliamentary Affairs to enrich the student community with democratic values and principles. The objectives of FDSJ is to strengthen the roots of Parliamentary democracy by creating the young generation with an awareness of responsible citizenship and democratic values so as to enable them to play their role effect. Dr. Ajmal Mueen is the Coordinator of the Club.

FACILITIES OF THE COLLEGE

- Computerised Library
- Well-equipped Laboratories
- ICT enabled classrooms
- Computer Labs
- Medical Facilities
- Smart Seminar Halls
- Multipurpose Indoor Auditorium
- Well maintained playground and athletic fields
- Well-equipped Health and Fitness Centre
- Ladies rest room

- Canteen and Cafeteria
- Cooperative Store
- Ladies Hostel
- Counselling Services
- Prayer Halls
- Audio Visual Theatre

RULES & REGULATIONS OF THE COLLEGE

The rules and regulations of the college are framed by the management, the principal, and the college council in accordance with the rules of the state government and the affiliating university and the rulings of the Hon. High Court and Supreme Court from time to time to ensure a peaceful campus atmosphere. The college community is bound to abide by such rules. The violation of these rules will invoke not only contempt of court but also invite punishment.

WORKING DAYS AND CLASS HOURS

The college works under the five-day system with two sessions—a morning session of three consecutive hours divided into three periods and an afternoon session of three consecutive hours divided into three periods. There is a lunch break of one hour in between the two sessions. The morning session starts at 9:30 a.m. and ends at 12:30 p.m. The afternoon session begins at 1:30 p.m. and ends at 4:30 p.m.

MANNERS AND CONDUCT

1. Students must observe strict discipline in the campus; behave with dignity and courtesy to the principal, faculty members, administrative staff, visitors and other students.
2. Students shall always wear identity cards issued by the college and show them as and when demanded by the Principal, teachers and office staff/security staff.
3. Students should always keep modesty and decency in dressing.
4. Students should keep with them the textbooks and notebooks required for classes they attend.
5. Upon commencement of each academic day, a moment of silence will be observed by playing a prayer song. This designated period serves as a dedicated time for students to engage in personal reflection, prayer (if applicable), or quiet focus on their individual goals for the day. Students should remain standing and

- silent during this time, demonstrating respect for the chosen practices of others.
- 6.No student shall leave the classroom during a lecture without the permission of the teacher.
 - 7.Students are prohibited from loitering along verandas and in vacant classrooms. Loitering and wandering inside the campus will also be strictly dealt with.
 - 8.Sitting on any part the veranda, stair case or on trees in the campus is strictly prohibited
 - 9.Students are not allowed to enter except their own classes without permission of the teachers
 - 10.Smoking, consumption of alcoholic beverages & use of narcotic drugs strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.
 - 11.Students should keep their vehicle outside the campus or place allotted for it by the principal.
 - 12.Campus should remain women friendly and any report regarding the abuse of a girl, either physically or verbally, will be regarded as a severe offence.
 - 13.Sexual harassments complaints shall be referred to the police authorities.
 - 14.Firecrackers or explosives should not be brought to the college campus. Event of any such activities is liable to severe punishment. Effigy burning will not allowed within the campus.
 - 15.Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition among the students or paste it anywhere in the college premises without the written sanction of the Principal.
 - 16.Students' political activity is strictly banned in the campus. Students are forbidden to attend meetings other than the official ones.
 - 17.Flags, banners, posters, decorative hangings or any such items bearing the emblem or slogan of any student organization should not be fixed within the campus
 - 18.Interference of the students' organisation adversely affecting the peaceful conduct of curricular activities within the campus is prohibited.
 - 19.Students should not resort to strike, dharna, bandh, hartal and any sort of violence within the campus.
 - 20.Election campaign/propaganda in the college campus should be limited to issue of handwritten pamphlets and bitt-notices. Students should not use any type of electronic sound systems on the part of election campaign and victory celebrations, etc.

21. Cinematic dance and other forms of performances having vulgar & indecent connotations are banned from performing in the campus.
22. Photography/video/audio recording and playing in the campus is strictly prohibited. Programmes in the college shall be covered only by the persons officially authorised by the Principal
23. Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the classrooms and grounds.
24. The student shall not disfigure the classrooms, compound walls or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment or other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed, fixed by the Principal of the college after evaluating the extent and magnitude of the damage so caused.
25. The principal shall have authority to inflict punishment such as fine, suspension, compulsory issue of TC, etc., to any student according to discretion.
26. Use the general complaint/suggestion box for complaints, grievance and suggestions. Let the students' representative alone submit mass petitions if any, to the Principal.
27. All students should leave the campus before 4 .00 P. M, unless otherwise permitted by the competent authority.
28. The practice of bringing outsiders, without prior permission from the competent authority, into the campus will not be permitted.
29. No celebrations are allowed within the College campus without prior permission of the Principal.
30. Unauthorized processions or processions without prior permission of the Principal will not allowed
31. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence of his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
32. Examination malpractices and examination frauds are a punishable offence. Such cases will be reported immediately to the University.
33. Students who are charged criminal offence or those who are under suspension will not be allowed to enter the college campus without the permission of the

Principal

34. Any case of criminal activity or violation of law and order will be reported to the police and they shall register case and initiate action against the offenders
35. Semester Examination Hall Tickets issued by the University must be kept in safe custody until the end of the programme of study. This may be **needed in future for claiming grace marks** eligible for achievers in Sports and Arts competitions, NCC & NSS volunteers, differently abled, etc.
36. Students should not keep big amounts in possession and should not wear costly ornaments. The College will in no way be responsible for the loss of any such costly articles.
37. Use of mobile phone within the campus must be restricted to academic purpose only.
38. **Law prohibits RAGGING.** It is a non-bailable criminal offence and punishable with rigorous imprisonment up to seven years. Ragging constitutes one or more of any of the following acts: (a) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student (b) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher (c) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students (d) Sexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person (e) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student and (f) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher. The complaints or information about ragging could be oral or written and even from third parties. The burden/ responsibility of proving his/ her innocence rests with the accused. Complaints can be lodged with the Principal, any of the members of the Ragging Prevention Committee. All complaints / information received shall be kept strictly confidential. In the event of a student being booked in a criminal offence and being suspended from the college, he/she will be re-instated only after obtaining clearance certificate from the concerned police officer.
39. In the matter of internal discipline, the decision of the Principal shall be final.

The college authorities reserve the rights to amend, repeal or modify any of the

above rules.

40. Upon admission to the college, all students become subject to the college's Code of Conduct. This code, established and periodically reviewed by the college administration, is essential for the orderly and effective operation of the institution. Students are required to comply with all rules and regulations outlined in the Code of Conduct and any additional policies or announcements communicated by the college.

ATTENDANCE AND LEAVE

1. All students must attend the class punctually and regularly.
2. Attendance will be taken at the beginning of each period. Late comers shall enter into classrooms only with the permission of teachers.
3. Absence for any one period during the day will be considered absence for half a day.
4. No Student shall be absent from a class without applying for leave. If a student is absent for more than 14 days, his/her name will be removed from the roll.
5. If a student requires leave, he/she must apply to the concerned head of department after it is countersigned by both the parent and the tutor.
6. Student, unable to attend the classes on medical or some other reasonable grounds, have to produce application for leave countersigned by parent in time.
7. Students participated in arts, sports, clubs, NSS or other college activities should submit their leave applications duly recommended by the teacher in charge of the programme through tutor **NOT LATER THAN ONE WEEK AFTER THE EVENT**.
8. Once the final aggregate attendance statement for the semester is published, no change will be entertained.
9. A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned department. Students with **sound medical reasons** may avail the condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of four times during the whole period of a Degree Programme may be granted by the University.
10. Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/ attendance certificate in curricular/extracurricular activities within one week. It should be limited to 9 days in a semester.

11. Attendance/Progress/Conduct Certificate (APC) required by the University for the Eligibility to write the examination will not be granted unless principal satisfied with the progress and conduct of the student.
12. Principal will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student.
13. Marks/grades for attendance for calculating internal will be given as per the University regulations.

FEE RULES

1. For the first year (UG & PG) students, the fee, including special fees, will be collected on the date of admission.
2. For other students, the fee will be collected in the month of June and November.
3. If a student fails to pay fees within the last working day previous to the due date, the students will be removed from the rolls of the college. If the student is to be re-admitted, he/she has to remit all arrears with fine and obtain permission from the Principal. `75/- will imposed as readmission fee.
4. Absence from the college with or without leave shall not be an excuse for non-payment of fees.

REFUND OF CAUTION DEPOSIT

Students who have completed their respective programmes of study can apply for the refund of caution deposit in the prescribed form at the time of leaving the college. If the claim for refund is not made before the date of reopening of the college for the next academic year, the amount will be forfeited and will be remitted to the Government as per rules. The original receipt issued for remittance of caution deposit is to be produced along with the application form for refund of caution deposit.

INTERNAL EVALUATION

1. The distribution of marks for the internal assessment will be based on the performance in the test paper, assignment, seminar, viva etc. as per the rules of the affiliating university.
2. No student is permitted to absent himself from the test paper without prior permission of the principal. Serious action will be taken for absence from test paper without leave.

PICNICS AND STUDY TOURS

1. Students are not permitted to organise excursions or picnics without the

knowledge and consent of the Principal.

2. Study tours will be organised by the respective departments, after getting the due permissions from the concerned authorities.
3. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion or tour.
4. A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion
5. No student from another class will be permitted to join a class going on excursion.
6. There should be at least two teachers (one male and one female) to accompany each team.
7. The duration of the excursion shall not exceed 7 days including the days of journey.

ISSUE OF TC AND CONDUCT AND OTHER CERTIFICATES

1. Students have to submit application in the prescribed form for the issue of transfer and conduct certificate at the completion of the course.
2. Conduct certificate, however, will be issued by the principal only with reference to their actual character and conduct during the course.
3. Application for certificates should be made at least two days in advance.
4. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for the issuance of such a certificate.
5. Application for Transfer Certificate should be made in the prescribed form.
6. Students should return College Identity Card, Identity Tag and Bus Concession Card at the time of T. C. Application.
7. A service charge of ₹50 will be charged for every certificate issued, including duplicates, other than the course completion or bonafide student certificate.

LIBRARY AND READING ROOM

Vayalil Veeran Kutty Haji Library serves as a roadway to knowledge providing admittance to significant collections and services, advancing teaching and learning, fostering scholastic fineness and nurturing ingenious spaces for research, study, collaboration and discovery. At present, library of the College has a collection of 20,000+ books, 7+ lakh e-books, 32+ journals, 6000+ e-journals, 50+ periodicals and other countless web e-resources. All staff and students have direct access to the books. To ensure maximum access and use, the books have been scientifically classified subject and discipline wise. All members of the library are entitled to borrow books from library on loan. The members also receive the support of the library staff to find

the information/library resources they need. Library has a Network Resource Centre with broadband internet connectivity for providing access to web resources to the members of the library. The facility is offered free of cost. Reprographic facility is offered to the students and staff at subsidized rates. Students have online access to journal and e-books through N-List. The facilities for taking hard and soft copies of the downloaded materials are also provided in the library. The facility is open to the students during library working hours. Outsiders can also use the library for reference purpose. The services of the library are fully automated.

The members of the library are obliged to observe the following rules of the library.

1. The library is open from 8.30 am to 5 pm on all working days including Saturdays and vacation.
2. All the students and staff are the members of the library and entitled to borrow books.
3. They have to submit an application in the prescribed form to avail to this privilege.
4. The identity card issued by the college should be produced while entering the library.
5. College Identity Card, Identity Tag and Bus Concession Card should be returned at the completion of the programme for getting the library clearance.
6. Members of the library are allowed to carry only blank sheets of paper and pen with them to the library.
7. All personal belongings should be kept in the Personal Property Counter of the library before entering in to the library.
8. While entering/leaving the library, users should make user check in/ checkout at the check in counter.
9. Library users should keep the mobile phone in silent mode when he/she entering the library.
10. Strict silence is to be maintained in the library and its premises.
11. Students are entitled to borrow books on the production of barcoded college ID card.
12. The number of books to be issued to students and staff shall be as follows:
Teaching staff - 10, Adhoc faculty - 7, Non-teaching staff - 3, PG student - 6 and UG student - 3
13. The loan period is 14 days for all members. However, librarian reserves the right to call back any book at any time from the borrower, even if the period of loan is not expired.
14. An overdue charge of ₹1 per volume per day shall be levied if a book is kept

beyond the period of loan

15. Books issued should not be exchanged
16. Readers should not mark, underline, write or tear pages or otherwise damage the library documents. Borrower should be responsible for any defect detected when book is returned and he/she will be required to replace the defective book with new one or pay such compensation as may be fixed by the librarian
17. If a book is lost, the matter should be immediately reported to the librarian.
18. Identity card issued to members is not transferable
19. If a book is lost from a member, it must be replaced with new one or paid for such compensation as may be fixed by the librarian
20. Reference books and damaged books shall not be issued on the loan
21. Books once issued from the library should not be carried within the premises of the library without the permission of the librarian
22. Library is having a Book Bank facility. Through this facility, a student can get a book until the end of a particular semester. At the end of the semester, the book has to be returned on or before the notified date.
23. All journals and magazines should be kept in proper places.

USE OF NETWORK RESOURCE CENTRE

1. Computers and internet should be used only for academic purposes.
2. User should not use internet and any other equipment for recreational purpose.
3. Personal laptops will be allowed inside the library but the users should maintain such an environment, which will not disturb the others.
4. Library card holders can use computers at the network resource centre for a maximum of one hour per day. Users can also book computers for a maximum of 1 hour per day.

CBCSS-UG 2019 REGULATION

The complete CBCSS-UG 2019 Regulation describing the scope, application & commencement of the regulation, programme structure, duration, admission rules, registration details, information on examination, evaluation and grading, details of indirect grading system, information on grievance redressal mechanism, award of degree, etc., are available at University Website at http://14.139.185.6/website/syllabus/2020-01-03%2016:08:20_syl874.pdf

CBCSS-PG 2019 REGULATION

The detailed CBCSS-PG 2019 regulation specifying its scope, application & commencement, duration and structure of the programme, admission and readmission criteria, registration procedure, examination structure and details, evaluation scheme and grading system, award of degree, etc., are available at the University Website at http://14.139.185.6/website/syllabus/2020-06-15%2013:04:35_syl938.pdf

CBCSS-FYUGP 2024 REGULATION

The detailed CBCSS-FYUGP 2024 regulation specifying its scope, application & commencement, duration and structure of the programme, admission and readmission criteria, registration procedure, examination structure and details, evaluation scheme and grading system, award of degree, etc., are available at the University Website at <https://docs.uoc.ac.in/website/Syll/#>

STRUCTURE OF PROGRAMMES

FEES & FINANCE



Students who are not eligible for fee concession have to remit the tuition fee in lump sum or in instalments as detailed in the table given below. Those who fail to remit the fees in the stipulated time will be removed from the rolls of the college and have to undergo readmission procedure in consequence. Students including those enjoying fee concession will have to remit the fees of the academic year in full if they leave the institution before completing the admitted programme. The fee is subject to change in accordance with the Government and the university rules. The current rate of tuition fees (TF) and caution deposit (CD, at the time of admission only) are:

Programme		TF (₹)	CD (₹)
Aided UG	B. Sc Computer Science	3150 per year	360
	B. Sc Physics/Chemistry/ Mathematics, B. A History/ Economics and B. Com	1050 per year	360
Self-financing UG	B. Sc Microbiology	21840 per semester	1000
	BBA	10080 per semester	1000
	B. A English	10080 per semester	1000
Aided PG	MA Journalism	1890 Per year	600
Self-financing PG	M. Sc Physics	25200 Per Semester	3000
	M. Com	21000 Per Semester	1000
	M. Sc Chemistry	25200 Per Semester	3000
	M. Sc Maths	21000 Per Semester	1000
	M. Sc Microbiology	47040 Per Semester	3000

The Special Fee and Laboratory Fee rates are given below:

Special Fee	UG (₹)	PG (₹)
Admission	80	160
Library	105	105
Calendar	35	35
Stationery	55	55
Magazine	55	55
Association	55	55
Game	105	105
Visual Education	30	30
Student Aid Fund	10	10
Women Study	10	10
Medical	10	10
University Union	95	95
Sports Affiliation	310	310
Laboratory Fee	UG (₹)	
I & II Year B. Sc Physics	420	
III Year B. Sc Physics	265	
I & II Year B. Sc Polymer Chemistry	420	
III B. Sc Polymer Chemistry	265	
I & II Year B. Sc Mathematics	160	
I & II Year B. Sc Computer Science	420	

Schedule of tuition fee remittance is given below:

a. Aided UG and PG Programme

Term	Day & Date without fine	Day & Date with fine `5	Day & Date with fine `10
Term 1	04-06-2024 Thursday	18-06-2024 Thursday	25-06-2024 Thursday

b. Self-financing UG and PG Programme: Tuition fee for self-financing programmes shall be remitted within 8 working days from the beginning of each semester. `500 per month will be levied for the late payments as late fee.

SERVICE CHARGES FOR ISSUE OF CERTIFICATES &

OTHER DOCUMENTS: Application for certificate should be made at least two days in advance. Conduct certificates will ordinarily be issued only along with transfer certificates when the student completes the admitted programme. `50 will be charged for every certificate issued except at the time of the completion of the programme. `50 will be charged for issuing duplicates of any certificate. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for such certificates. Duplicate identity cards will be issued only on remittance of `200. Duplicate Bus pass will be issued only on remittance of `50. `10 will be charged per page for issuing a certified copy of any document, issuing affidavits etc.

FEES CONCESSION FOR AIDED PROGRAMME: Students belonging to SC, ST, and O. E. C. are eligible for full fee concession. All other students whose family income does not exceed `25000/- and `42000/- in the case of UG and PG programme respectively are eligible for full fee concession. The details and application forms can be obtained from college office.

CAUTION DEPOSIT: Students completed their particular programme of studies shall apply for refund of caution deposit in the prescribed form immediately after the expiry of the academic year. If the claim for refund is not made before the date of reopening of the college for the next academic year, amount will be forfeited and will be remitted to General Reserve Account of Government as per rules. The original receipt issued for remittance of caution deposit is to be produced along with the application for refund of caution deposit.

SCHOLARSHIPS: The institution is keen on making available the different types of scholarships and free ship schemes offered by the Central, State Governments and the College to the students on time. Some scholarships and free ships disbursed among

the students are Post Metric Scholarship, Suvarna Jubilee Scholarship, Muslim Girls Scholarship, Higher Education Scholarship, Central Sector Scholarship, State Merit SC/ST Scholarship, Lakshadweep Scholarship, University Merit Scholarship, etc. The details and application forms can be obtained from scholarship coordinator. College Alumni provide a scholarship for economically backward students. It is given to four UG students on the basis of merits and means.

PRIZES AND AWARDS:

- Jb. Moideen Koya Haji Memorial Award for the best social worker. This award is given to one student of college who perform best service to the society on June 30, the founder's day.
- Laly Xavier Charitable Trust cash awards to six students (three boys and three girls) for excellence in social service.
- Laly Xavier charitable Trust cash awards to individual champions (male and female) in sports and games.

ACADEMIC CUM EXAMINATION CALENDAR

Programme	Semester	Commencement of class	1 st internal Examination	2 nd internal Examination	Last Date for Uploading Internal Marks	University Examination	DATE OF RESULTS
UG	I Semester	01-07-2024	1 st week of September	3 rd week of October	13-11-2024	12-11-2024	***
	II Semester	02-12-2024	4 th week of January	4 th week of February	08-04-2025	02-04-2025	15-05-2025
	III Semester	17-07-2024	3 rd week of September	2 nd week of November	05-12-2024	25-11-2024	07-01-2025
	IV Semester	06-12-2024	3 rd week of February	3 rd week of June	23-06-2025	11-06-2025	22-07-2025
	V Semester	01-07-2024	1 st week of September	2 nd week of October	15-11-2024	05-11-2024	16-12-2024
	VI Semester	18-01-2024	4 th week of December	3 rd week of February	28-03-2025	21-03-2025	02-05-2025
PG	I Semester	01-07-2024	1 st week of September	1 st week of November	20-11-2024	11-11-2024	20-12-2024
	II Semester	21-11-2024	1 st week of January	4 th week of March	11-06-2025	02-06-2025	10-07-2025
	III Semester	17-07-2024	1 st week of September	3 rd week of November	05-12-2024	25-11-2024	07-01-2025
	IV Semester	06-12-2024	3 rd week of February	1 st week of June	23-06-2025	18-06-2025	22-07-2025

COLLEGE ACADEMIC SCHEDULE

DATE	DAY	PARTICULAR	COUNT
JUNE			
1	SAT	World Milk Day/Global Day of Parents	
2	SUN		
3	MON	World Bicycle Day	1
4	TUE	International Day of Innocent Children Victims of Aggression	2
5	WED	World Environment Day	3
6	THU		4
7	FRI	World Food Safety Day	5
8	SAT	World Brain Tumour Day/World Oceans Day	
9	SUN		
10	MON		6
11	TUE		7
12	WED	World Day Against Child Labour	8
13	THU		9
14	FRI	World Blood Donor Day	10
15	SAT	World Elder Abuse Awareness Day	
16	SUN		
17	MON	Bakreed	
18	TUE	Autistic Pride Day/International Picnic Day	11
19	WED	Reading Week (19-25)	12
20	THU	World Refugee Day (International)	13
21	FRI	International Yoga Day / World Music Day/World Hydrography Day/World Father's Day	14
22	SAT		
23	SUN	International Olympic Day/United Nations Public Service Day/International Widow's Day	
24	MON		15
25	TUE	Reading Week (19-25)	16
26	WED	International Day against Drug Abuse and Illicit Trafficking	17
27	THU		18
28	FRI		19
29	SAT		
30	SUN	FOUNDER'S DAY /World Asteroid Day	
JULY			
1	MON	Doctor's Day/National Postal Worker Day/Chartered	20

DATE	DAY	PARTICULAR	COUNT
		Accountant's Day (India)	
2	TUE	World UFO Day	21
3	WED		22
4	THU		23
5	FRI		24
6	SAT		
7	SUN		
8	MON		25
9	TUE		26
10	WED		27
11	THU	World Population Day	28
12	FRI	Paper Bag Day	29
13	SAT		
14	SUN		
15	MON		30
16	TUE	Muharam	
17	WED	World Day for International Justice	31
18	THU		32
19	FRI		33
20	SAT		
21	SUN		
22	MON		34
23	TUE		35
24	WED		36
25	THU		37
26	FRI	Kargil Victory Day/National Parent's Day	38
27	SAT		
28	SUN	Muharram/World Nature Conservation Day/World Hepatitis Day	
29	MON	International Tiger Day	39
30	TUE		40
31	WED		41
AUGUST			
1	THU		42
2	FRI	Friendship Day	43
3	SAT	Karkkidak Vavu	
4	SUN		

DATE	DAY	PARTICULAR	COUNT
5	MON		44
6	TUE	Hiroshima Day	45
7	WED		46
8	THU		47
9	FRI	Quit India Movement Day/Day of the World's Indigenous Peoples	48
10	SAT	First Internal Test	
11	SUN		
12	MON	International Youth Day	49
13	TUE		50
14	WED		51
15	THU	Independence Day	
16	FRI		52
17	SAT		
18	SUN		
19	MON	World Photography Day/World Humanitarian Day	53
20	TUE	SreeNarayana Guru Jayanthi	
21	WED		54
22	THU		55
23	FRI	International Day for the Remembrance of the Slave Trade and its Abolition	56
24	SAT		
25	SUN		
26	MON	Sreekrishna Jayanthi	
27	TUE		57
28	WED	Ayyankali Jayanthi	
29	THU	National Sports Day	58
30	FRI	Small Industry Day	59
31	SAT	Fourth Onam	
SEPTEMBER			
1	SUN	National Nutrition Week (1-7)	
2	MON		60
3	TUE		61
4	WED		62
5	THU	Teachers' Day (India)/International Day of Charity	63
6	FRI		64
7	SAT	National Nutrition Week (1-7)	

DATE	DAY	PARTICULAR	COUNT
8	SUN	International Literacy Day/ Thiruvonam	
9	MON		65
10	TUE	World Suicide Prevention Day	66
11	WED	Patriot Day	67
12	THU		68
13	FRI		69
14	SAT	Hindi Diwas/World First Aid Day/First Onam	
15	SUN	International Day of Democracy/Thiruvonam	
16	MON	World Ozone Day/International Day of Preservation/ Third Onam/ Meelad-e-Nabi	70
17	TUE	International of Preservation/ Fourth Onam	71
18	WED		72
19	THU		73
20	FRI		74
21	SAT	International Day of Peace and Non-Violence (UN)/World Alzheimer's Day/ Sree Narayana Guru Samadhi	
22	SUN	Rose Day (Welfare of Cancer patients)	
23	MON	International Day of Sign Languages	75
24	TUE	NSS Day	76
25	WED		77
26	THU		78
27	FRI	World Tourism Day/World Rivers Day	79
28	SAT	World Rabies Day	
29	SUN	World Heart Day	
30	MON	International Translation Day	80
OCTOBER			
1	TUE	International Day of the Elderly (UN)/World Vegetarian Day	81
2	WED	Gandhi Jayanthi/International Day of Non-Violence	82
3	THU		83
4	FRI	World Animal Welfare Day	84
5	SAT	World Teachers' Day	
6	SUN		
7	MON		85
8	TUE	Indian Air Force Day/ Milad-e-sherif	86
9	WED	World Postal Day or World Post Office Dayn	87
10	THU	World Mental Health Day	88
11	FRI	International Girl Child Day	89

DATE	DAY	PARTICULAR	COUNT
12	SAT	2 nd Internal Test/ MahaNavami	
13	SUN	UN International Day for NaturalDisaster Reduction	
14	MON		90
15	TUE	World Students Day /Global Hand Washing Day	91
16	WED	World Food Day	92
17	THU	International Poverty Eradication Day	93
18	FRI		94
19	SAT		
20	SUN	National Solidarity Day	
21	MON		95
22	TUE		96
23	WED		97
24	THU	United Nations Day/World Development Information Day	98
25	FRI		99
26	SAT		
27	SUN		
28	MON		100
29	TUE		101
30	WED		102
31	THU	RashtriyaEktaDiwas/Deepavali	103
NOVEMBER			
1	FRI	Keralappiravi	104
2	SAT		
3	SUN		
4	MON		105
5	TUE	World Tsunami Day	106
6	WED		107
7	THU	C. V. Raman Day/National Cancer Awareness Day/Infant Protection Day	108
8	FRI		109
9	SAT	National Legal Services Day	
10	SUN	Transport Day	
11	MON	Armistice Day (also Remembrance Day)	110
12	TUE	World Pneumonia Day	111
13	WED	World Kindness Day	112
14	THU	Children's Day/World Diabetes Day/Jawaharlal Nehru Jayanti	113

DATE	DAY	PARTICULAR	COUNT
15	FRI		
16	SAT		
17	SUN	National Epilepsy Day	114
18	MON		115
19	TUE	Wagon Massacre Day	116
20	WED	Universal Children's Day/Tipu Jayanti	117
21	THU	World Television Day	118
22	FRI		119
23	SAT		
24	SUN		
25	MON	International Day for the Elimination of Violence against Women	120
26	TUE	Constitution Day of India	121
27	WED		122
28	THU		123
29	FRI		124
30	SAT		
DECEMBER			
1	SUN	World AIDS Day	
2	MON	National Pollution Control Day/International Day for the Abolition of Slavery	125
3	TUE	World Day of the Handicapped	126
4	WED	Indian Navy Day	127
5	THU	International Volunteer Day/World Soil Day	128
6	FRI		129
7	SAT	Indian Armed Forces Flag Day/- International Civil Aviation Day	
8	SUN		
9	MON	International Anti-Corruption Day	130
10	TUE	World Human Rights Day	131
11	WED	UNICEF Day/International Mountain Day	132
12	THU		133
13	FRI		134
14	SAT	National Energy Conservation Day	
15	SUN		
16	MON		135
17	TUE		136

DATE	DAY	PARTICULAR	COUNT
18	WED	Minorities Rights Day (India)/International Migrants Day	137
19	THU		138
20	FRI	International Human Solidarity Day	139
21	SAT		
22	SUN	National Mathematics Day	
23	MON	Kisan Divas (Farmer's Day in India)	
24	TUE	National Consumer Rights Day	
25	WED	Christmas	
26	THU		
27	FRI		
28	SAT		
29	SUN		
30	MON		
31	TUE		
JANUARY			
1	WED	English New Year/Army Medical Corps Establishment Day/World Peace Day	140
2	THU	Mannam Jayanthi	
3	FRI		141
4	SAT	World Braille Day	
5	SUN		
6	MON	World War Orphans Day	142
7	TUE		143
8	WED		144
9	THU	PravasiBharatiya Divas NRI Day	145
10	FRI	World Laughter Day, World Hindi Day	146
11	SAT	First Internal	
12	SUN	National Youth Day (Birth Day of Swami Vivekanand)	
13	MON		147
14	TUE		148
15	WED	Indian Army Day	149
16	THU		150
17	FRI		151
18	SAT		
19	SUN		
20	MON	Commemoration of Variyankunnath Kunjahammad Haji	152
21	TUE		153

DATE	DAY	PARTICULAR	COUNT
22	WED		154
23	THU	NetajiSubhash Chandra Bose's birth anniversary	155
24	FRI	World Leprosy Eradication Day	156
25	SAT	International Customs Duty Day/India Tourism Day/National Voters Day	
26	SUN	Republic Day	
27	MON	International Holocaust Day	157
28	TUE		158
29	WED		159
30	THU	Martyr's day	160
31	FRI		161
FEBRUARY			
1	SAT		
2	SUN	World Wetlands Day	
3	MON		162
4	TUE	World Cancer Day	163
5	WED		164
6	THU		165
7	FRI		166
8	SAT		
9	SUN		
10	MON		167
11	TUE		168
12	WED		169
13	THU		170
14	FRI	Saint Valentine's Day	171
15	SAT		
16	SUN		
17	MON		172
18	TUE		173
19	WED		174
20	THU	World Day of Social Justice	175
21	FRI	International Mother Language Day	176
22	SAT	World Scout Day	
23	SUN		
24	MON	Central Excise Day	177
25	TUE		178

DATE	DAY	PARTICULAR	COUNT
26	WED	Shivaratri	
27	THU	World Sustainable Energy Day	179
28	FRI	National Science Day	180
MARCH			
1	SAT	Zero Discrimination Day/World Civil Defence Day	
2	SUN		
3	MON	World Wildlife Day/World Hearing Day	181
4	TUE	National Safety Day	182
5	WED		183
6	THU		184
7	FRI		185
8	SAT	International Women's Day/2 nd Internal	
9	SUN		
10	MON		186
11	TUE	No Smoking Day	187
12	WED		188
13	THU		189
14	FRI	International Day of Action for Rivers	190
15	SAT	World Consumer Rights Day	
16	SUN	National Vaccination Day	
17	MON		191
18	TUE		192
19	WED		193
20	THU	International Day of Happiness	194
21	FRI	World Forestry Day/World Down syndrome Day/World Down syndrome Day/World Poetry Day	195
22	SAT	World Water Day	
23	SUN	World Meteorological Day	
24	MON	World Tuberculosis (TB) Day	196
25	TUE		197
26	WED		198
27	THU	World Theatre Day	199
28	FRI		200
29	SAT		
30	SUN		
31	MON		201

IMPORTANT DAYS, EVENTS AND FESTIVALS OF APRIL 2025

- 1 - Prevention of Blindness week
- 2 - World Autism Awareness Day
- 4 - International Day for Mine Awareness
- 5 - National Maritime Day
- 7 - World Health Day
- 10 - World Homeopathy Day
- 11 - National Safe Motherhood Day, National Pet Day
- 13 - Jallianwala Bagh Massacre Day (1919)
- 14 - B. R. Ambedkar Remembrance Day
- 17 - World Haemophilia Day
- 18 - World Heritage Day
- 21 - National Civil Service Day
- 22 - World Earth Day
- 23 - World Book and Copyright Day
- 24 - National Panchayati Day
- 25 - World Malaria Day
- 26 - World Intellectual Property Day
- 28 - World Day for Safety and Health at Work
- 30 - Ayushman Bharat Diwas

IMPORTANT DAYS, EVENTS AND FESTIVALS OF MAY 2025

- 1 - International Labour Day or May Day
- 3 - Press Freedom Day
- 4 - Coal Miners Day/ International Firefighter's Day
- 5 - World Asthma Day (First Tuesday of May)
- 7 - World Athletics Day/Rabindranath Tagore Jayanti
- 8 - World Red Cross Day/World Thalassaemia Day
- 10 - Mother's Day (Second Sunday of May)
- 11 - National Technology Day
- 12 - International Nurses Day
- 15 - International Day of Families, National Endangered Species Day
- 17 - World Telecommunication Day/World Hypertension Day
- 18 - World AIDS Vaccine Day/International Museum Day
- 18 - Armed Forces Day (Third Saturday of the May)

- 21 - National Anti-Terrorism Day
- 22 - International Day for Biological Diversity
- 24 - Commonwealth Day
- 25 - National Memorial Day (last Monday of May)
- 31 - Anti-Tobacco Day

LEAVE RECORD

ODD SEMESTER

SI No	Date		Reason	Signature with date		Remarks
	From	To		Parent	Tutor	
1						
2						
3						
4						
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14						
15						

EVEN SEMESTER

SI No	Date		Reason	Signature with date		Remarks
	From	To		Parent	Tutor	
1						
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9						
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11						
12						
13						
14						
15						

IMPORTANT TELEPHONE NUMBERS

Calicut University	0494-2401144to 2401152
Registrar University of Calicut Office	0494 - 2400252
The Controller of Examinations	0494-2400291
University (Exam Enquiry)	0494 – 2401144,227, 228 extn.
MAMTTI, MUKKAM	2298973
MKH MMO HS, Manassery	2296521
MKH MMO HS. (Girls)	2295688
MKH MMO HSS	2299700
MMO LPS Nellikkunnu	2294320
Dy. D. C. E. Kozhikode	2722215
Post Office Mukkam	2297120
K. S. E. B. Mukkam	2297175
Police Station Mokkam	2297133
Manassery Orphanage	2297126
Mukkam Orphanage	2297122
Hira English Medium School	2294418
Telephone Exchange, Mukkam	2297150
Govt. Hospital, Mukkam	2297260
Fire Station Mukkam	2297601
Canara Bank Mukkam	2297153
Panchayath Mukkam	2297132
Sub - Treasury Thiruvambadi	2252496
Sub-Treasury Mukkam	2294600
Medical College, Calicut	2356531, 32
Casualty (MCH)	2356991
(IMCH)	2355706
Railway Enquiry Calicut	2711234
Auto, Taxi (Tripathi Bakery)	3298375
EMS Hospital	2297896, 2297570
St. Joseph Hospital Mukkam	2297492

SISTER INSTITUTIONS

- 1.V. K. H. M. O Women's College, Mukkam
- 2.M. K. H. M. M. O. V. H. S. S Girls, Mukkam
- 3.M. K. H. M. M. O. H. S. S, Manassery
- 4.M. K. H. M. M. O. H. S. S Girls, Mukkam
- 5.M. K. H. M. M. O. H. S. Girls, Mukkam
- 6.M. M. O. Madrassa for Girls, Manassery
- 7.M. M. O Madrassa, Manassery
- 8.M. M. O. ITI, Mukkam
- 9.M. M. O. T. T. I, Mukkam
- 10.M. M. O Fashion Designing Institute, Mukkam
- 11.Hira Residential School, Mukkam
- 12.M. M. O L. P. School, Manassery
- 13.M. M. O L. P. School, Mukkam
- 14.M. M. O Head Quarters Office, Mukkam
- 15.M. M. O Girls Hostel, Mukkam
- 16.M. M. O Boys New Hostel, Manassery
- 17.M. M. O Hindi Hostel, Manassery
- 18.M. M. O Working Women's Hostel, Mukkam
- 19.M. M. O Communicative English Institute, Mukkam

TIME TABLE

ODD SEMESTER

DAY	1	2	3	12.30 to 1.30 LUNCH BREAK	4	5	6
	9.30-10.25	10.30-11.25	11.30-12.30		1.30-2.25	2.30-3.30	3.30-4.30
MON							
TUE							
WED							
THU							
FRI							

EVEN SEMESTER

DAY	1	2	3	12.30 to 1.30 LUNCH BREAK	4	5	6
	9.30-10.25	10.30-11.25	11.30-12.30		1.30-2.25	2.30-3.30	3.30-4.30
MON							
TUE							
WED							
THU							
FRI							

NOTES

NOTES

THE COLLEGE EMBLEM



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The College emblem symbolises education, justice, protection of orphans and destitutes and the uplift of the community. On the bottom right hand side of the emblem is the first verse of Holy Quran (96:1) revealed to the Prophet Muhammed (PUH) through the Angel Gibreal by the Almighty Allah, which means “You read in the name of your Lord”. The book, ink and pen represent education, the hockey stick and ball stand for sports and games, the crescent and star denote Muslim Community. The balance is for justice that the institution provides to the students of all communities and the two raised fingers depict the protection of the orphans and destitutes that the management of the institution (orphanage committee) have been doing since 1954. On the bottom left hand side of the emblem is the name of the College which commemorates the veteran freedom fighter (Late)



STUDENTS HANDBOOK 2024-25

