



Fatima Mata National College

(AUTONOMOUS)

POST BOX No. 511, KOLLAM - 691001, KERALA

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala

STUDENT HANDBOOK & ACADEMIC CALENDAR

2018 – 2019

Code of Conduct-
Monitoring
Committees
2018-19

Phone: 0474 - 2743387, 2749585

Email: mailbox@fatimacollege.net Web: www.fmnc.ac.in

INTERNAL EXAMINATION COMMITTEE

Dr Biju Mathew (Convener)
Dr Sarlin P. J.
Dr Shaiju P. N.
Ms Sherin Mol C. B.
Ms Rosini B.
Ms Santhini Villiam
Ms Arunima S.

MANDATORY COMMITTEES

Disciplinary Committee

Dr Maria Padma W. Miranda (Convener)
Dr S. Saju (Joint Convener)
Ms Grata Ildaphonse (Vice-Principal)
Dr M. R. Shelley (Vice Principal)
Ms V. Vimala
Ms Ann Varghese
Dr Sajimon P. P.
Dr Hycinth Sophia Paul
Mr Reghunathan J.

Anti-Ragging Cell

As per the directions of the Hon'ble Supreme Court, the Central Government and the University Grants Commission issued orders to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student, or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such 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 or any other student.

Ragging is strictly prohibited on the campus. If any incident of ragging comes to the notice of the authority, the students concerned will be given the opportunity to explain their behaviour before the anti-ragging committee. If they are found guilty they will be suspended/expelled from the institution on the recommendation of the committee. Ragging cases shall be reported to police. Penalty for ragging includes imprisonment up to two years and fine up to Rs. 10000/-

UGC 24 X 7 ANTI RAGGING HELPLINE

Toll Free No. : 1800 - 180 – 5522

Dr Vincent B. Netto

(Principal)

Dr Rubin Jose

(Coordinator)

Mr John Britto

Ms Mini V.

Mr Johnson K.Y.

Anti-Sexual Harassment Committee

Anti Sexual Harassment Cell of the College is constituted as per the regulations of the UGC and the judgment of the honourable Supreme Court issued in 1997, with a view to effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse in the campus. The proactive role of the Cell aims to combat sexual harassment, violence against women and ragging at the college.

Ms V. Vimala (Convener)

Ms Amritha Nelson

Ms Annie Johnson

Anti-Narcotics Club

The Anti- Narcotics club of the college aims at involving students in awareness programmes against substance-abuse; seeking the cooperation of local self- governing bodies not only to make the

campus drug-free but also to ensure that alcohol, drugs and tobacco products are not available within or near college and hostel premises; identifying drug-users among students, dissuading addicts from this dangerous habit and, if required, directing them to professionals who will help in de-addiction.

Dr Vincent B. Netto	Principal (Chairman)
Ms Grata Ildaphonse	Vice Principal (Vice Chairperson)
Dr M. R. Shelley	Vice Principal (Vice Chairperson)
Dr S. Saju	(Convener)
Student Representative	(Joint convener)
Chief Administrative Officers	
Municipal Corporation Councillor	
Mr Ignatius J.	N. S. S. Programme Officer
Excise Range Officer	
Dr Mary Francis	Government Doctor
Dr Shaiju P.N.	Staff Advisor
PTA Vice President	
Dr Rubin Jose	Anti -Ragging Cell Convener
Ms Alice Dominic	Women's Study and Empowerment Unit Convener
Student Secretary	
College Union Chairman	
Members Students (50)	

Internal Complaints Committee

A safe and harmonious work place is prerequisite for the optimal performance of the employees in any workplace. It has become imperative to provide a congenial atmosphere for the efficient functioning of the work force. The Grievance Redressal Cell for the staff looks into the grievances of both teaching and non-teaching staff of the college. It functions as per the norms and procedures laid down by the UGC, University and Human Rights Commission.

Dr Suma N.	(Convener)
Dr Supriya M.	
Dr Titus A. R.	
Ms Soorya Surendran	

Students's Grievance Redressal Cell

The Student's Grievance Redressal System is an initiative taken by the College in accordance with the directions of the UGC for facilitating students to lodge his or her grievances pertaining to his life in the campus. The basic aim is to ensure transparency in admissions, prevent unfair practices in higher educational institutions and provide a mechanism for redressal of their grievances.

Dr Vincent B. Netto	Principal
Dr P.N. Shaiju	(Convener)
Dr Sarau Devi A.	(Secretary)
Ms Vimala V.	
Dr Joseph James V.	
Mr Sunil A.	(NCC Officer)
Mr S.L. Saji Kumar	(Vice President, PTA)
Ms Nileena Ouseph	
Two Student Representatives (One Lady)	

Committee for SC/ST

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Dr B. Sinilal	Convener
Ms Sangeetha Vincent	Member
Arun P. Senan	III DC BSc Botany (Student Representative)
Anjitha Sreedharan	II MSc Zoology (Student Representative)
Ashok A. Unni	II BSc Mathematics (Student Representative)

Minority & OBC Cell

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Dr Sajimon P.P.	Convener
Dr Anil Kumar S	Member
Fousia R	II MA Malayalam (Student Representative)

Nandu Nataraj	II DC BSc Chemistry (Student Representative)
Helen B Nettar	II DC BCA (Student Representative)

CELL FOR DIVYANGJANS

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Ms Alice Dominic	Convener
Mr Sony J	Member
Joyesh	IInd Year MA English (Student Representative)
Sisily S	III DC BSc Psychology (Student Representative)

EQUAL OPPORTUNITY CELL

Dr Sangeetha Vincent (Convener)
Ms Mercy Famila Y.
Ms Linda Pius

ELECTROL LITERACY CLUB

Ms Stella S.	(Nodal Officer)
Ms Jyothi L. Krishna	
Immanuel Bobby Gomez	III DC Economics (Campus Ambassador)
Soya S.A.	II DC Psychology (Campus Ambassador)
Thasneema R.	III DC History (Campus Ambassador)

ETHICS COMMITTEE

This committee is constituted as per the order of the Government of Kerala with a view to ensure decency and decorum in the conduct of students on the campus. This involves the prevention of mobile phones; fashion shows; cinematic dances, and activities detrimental to public order and propriety.

Dr Vincent B. Netto	(Principal)
Dr Maria Padma W. Miranda	(Convener)
Dr M.R. Shelley	(Vice Principal)
Dr Sarau Devi	
Municipal Corporation Councillor	
Student Representatives (3)	

COMMITTEES FOR ACADEMIC AND CULTURAL ACTIVITIES

MALPRACTICE PREVENTION COMMITTEE

Candidates booked under infringement of examination rules shall be referred to a Malpractice Prevention Committee consisting of the Principal, Controller of Examinations, and two senior teachers nominated by the Principal. The Committee shall consider the case, hear the candidate, who resorted to malpractice, along with parent/guardian and finalise the case.

CAREER GUIDANCE & PLACEMENT CELL

The Career Guidance Cell gives students information about the various courses offered by the colleges under the universities in Kerala and the neighbouring states and also offers advice regarding their job prospects. It also holds meetings with parents with a view to disseminating details about the various academic avenues open before their wards.

Dr Shibu Joseph S. T. (Convener)
Ms Linda Pious John
Mr Sunil A.
Dr Sajimon P. P.
Ms Margret J.

COMMITTEE FOR ENTRY IN SERVICE COACHING CLASSES

Committee organizes classes to prepare students belonging to SC/ST/OBC/ Minorities to get gainful employment in central and other services.

Mr Ratheesh Kumar R. (Convener)
Dr Sinilal B.
Dr Mercy Famila
Ms Arunima S.

REMEDIAL COACHING COMMITTEE

This committee organizes Remedial coaching to weaker students belonging to SC/ST/OBC/Minority communities so as to make them come up to the level necessary for pursuing higher studies efficiently and to bring them to the national mainstream.



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NIRF CELL

1. Dr Sherly Williams E (Coordinator)
2. Dr Noelin B. Fernandez
3. Mr Sijin K. S.
4. Mr Sanal Raj

PROJECT CELL/ TECHNICAL COMMITTEE

1. Dr Sheena Mary Y. (Convener)
2. Ms Sherin Mol C. B.
3. Ms Asa Steaphen
4. Ms Sindhu V.
5. Dr Sajimon P.P.
6. Mr Sanal Raj

PURCHASE COMMITTEE

1. Dr Sherly Williams E. (Convener)
2. Dr Merilyn V. J.
3. Dr Apsara A.P.
4. Dr A.R. Titus

DISCIPLINARY COMMITTEE

1. Dr V. Vimala (Convener)
2. Ms Grata Ildaphonse, Vice Principal
3. Dr M. R. Shelly, Vice Principal
4. Dr Sarau Devi A.
5. Dr Saju S.
5. Dr K.S. Dersanambika

MEDIA COMMITTEE

1. Dr Saju S. (Coordinator)
2. Dr A.S. Pratheesh (Convener)
3. Dr Fresnal Das
4. Ms Reshma Benson

ANTI-RAGGING CELL

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5. Mr Raj Mohan

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1. Ms V. Vimala (Convener)
2. Adv. Amritha Nelson
3. Dr Susy Joseph

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Dr Vincent B. Netto	Principal (Chairman)
Ms Asa Stephen	(Convener)
Dr Saju S.	Physical Education (HoD)
Alen Shaji (I M.Sc Botany)	(Joint convener)

Chief Administrative Officers

Municipal Corporation Councillor
Excise Range Officer

Dr Mary Francis	Government Doctor
Dr Rubin Jose	Staff Advisor
PTA Vice President	
Ms Alice Dominic	Women's Study and Empowerment Unit Convener

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1. Dr Rubin Jose (Convener)
2. Mr Saji Kumar (PTA - Vice President)
3. Dr Merilyn V. J.
4. Ms. Asa Stephen
5. Mr Sunil A.
6. Ms Nileena Ouseph
7. College Union Chairman
8. Geo James II M.Com
9. Student Representative (1)

GRIEVANCE REDRESSAL CELL FOR STAFF

A safe and harmonious work place is prerequisite for the optimal performance of the employees in any workplace. It has become imperative to provide a congenial atmosphere for the efficient functioning of the work force. The Grievance Redressal Cell for the staff looks into the grievances of both teaching and non-teaching staff of the college. It functions as per the norms and procedures laid down by the UGC, University and Human Rights Commission.

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3. Ms Linda Pious

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Ms Minu Elza R.

Campus Ambassadors

Vivek Mamboothiri IInd DC History

Soya S.A. IIIrd DC Psychology

Ann Mary Sheebay IIIrd DC Econ. ('B' Batch)

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Dr Sarau Devi (Convener)

Dr S. Parvathy Municipal Corporation Councillor

Sachu Sekhar IInd M.A English

Joe Fredy Ist M.Sc Botany

Jesni Johnson IIIrd DC Zoology

IPR CELL

Dr Biju Mathew (Convener)

Dr Manoj S.

Mr Prijith Jacob Thomas

INCUBATION CENTRE

Dr Sherly Williams E.

Dr S. Parvathy

Ms Soorya Surendran

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