



FATIMA MATA NATIONAL COLLEGE

(AUTONOMOUS)

POST BOX No. 511, KOLLAM - 691001, KERALA

(Reaccredited with 'A' Grade by NAAC) Affiliated to University of Kerala

Extracted Pages: Student Representation in Institutional Bodies (2017-18)

STUDENT HANDBOOK & ACADEMIC CALENDAR

2017 - 2018

Phone: 0474 - 2743387, 2749585

email: mailbox@fatimacollege.net

Web: www.fatimatanationalcollege.ac.in

COLLEGE COUNCIL

Dr Vincent B. Netto (President)

Dr P. Radhika (Secretary)

Ms Grata Ildaphonse

Dr Titus A. R.

Prof. Sylvia Antony

Ms.V. Vimala

Dr Marilyn V. J.

Dr Sheeja Mathews

Dr Antony Akhila Thomas

Dr Joseph James V.

Dr M. R. Shelly

Dr Maria Padma W. Miranda

Dr P.S. Anil Jose

Dr Mary Antony

Mr Prijith Jacob Thomas

Mr Dodd Bernard Nigli

Dr Mary Teresa P. Miranda

Dr Sherly Williams

Dr Biju Mathew

Mr Christy Clement

IQAC

Rev. Fr Anil Jose (Manager)

Rev. Dr Rolden Jose Jacob (Pro Manager)

Dr Vincent B. Netto (President)

Shri Anil Xavier, IAS (Vice Chancellor, Kerala Veterinary and Animal Sciences University)

Shri K. Rajesh (Managing Director, CAPEX, Kollam)

Shri S. Kannan (Executive Director and Secretary, Cashew Export Promotion Council of India, Cashew Bhavan, Kollam)

Dr Mohan Nair MS, DHHM (Director, Dr Nair's Hospital, Kollam)

Shri Raju Mathew, Senior Sub Editor, Malayala Manorama

Dr Noeline B Fernandez (Coordinator)

Dr S. Parvathy (Secretary)

Dr P.S. Anil Jose (Joint Coordinator)

Dr Mary Antony

Dr K. S. Dersanambika

Dr P. Radhika
Dr Sherly Williams E. (Dean of Science)
Dr Shelly M. R. (Dean of Arts)
Mr Dodd Bernard Nigli (Administrative Officer)
Shri Prijith Jacob Thomas, (Librarian)
Dr Antony Akhila Thomas
Dr Marilyn V. J.
Prof. Sylvia Antony
Dr Sheeja Mathews
Ms. V. Vimala
Dr Joseph James V.
Dr Titus A. R. (Vice Principal)
Ms Grata Ildaphonse (Vice Principal)
Mr Sanalraj M.K. (Nodal officer)
Fr. Dani Mon P. (Student Representative)
Ms. Sharon Germani (Student Representative)
Dr Mary Teresa P. Miranda (Special invitee)
Dr Manohar D. Mullassery (Special invitee)

ACADEMIC ADMINISTRATION

Deans of Academic Affairs

Dr Sherly Williams E.	(Science)
Dr Shelly M. R.	(Arts & Commerce)

Dean of Student Affairs

Ms Grata Ildaphonse	(Vice Principal)
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EXAMINATION AFFAIRS

Dr K.S. Dersanambika	Controller of Examinations
Prof. B. Gopakumar	Deputy Controller of Examinations
Dr Manohar D. Mullassery	Asst Controller of Examinations
Dr G. Satheesh Kumar	Chief Superintendent
Mr Christy Clement	Additional Superintendent

Dr Sherly Williams (Dean)
Dr Shelly M .R. (Dean)
Dr Mary Teresa P. Miranda
Dr Shibu Joseph
Dr Mary Antony
Mr Christy Clement
Dr P.C. Thomas
Rev.Fr Vinod Selastin

Research & Development Committee

Dr Radhika P. (Convenor)
Dr Shibu Joseph S. T.
Ms Nirmala Jayarani
Dr Sheena Mary Y.
Rev. Fr Sanu

Disciplinary Committee

Prof. Grata Ildaphonse (Convenor)
Dr Maria Padma W. Miranda (Joint Convenor)
Dr S. Saju (Joint Convenor)
Ms J. Nirmala Jeyarani
Mr John Britto
Dr Sajimon P. P.
Ms Ann Varghese
Ms Stella S.
Mr Praphulla Chandra S.
Mr Johnson K.Y.

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 (Convenor)
Dr M.R. Shelley
Dr Rubin Jose
Mr Stancilaus S.

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	(First Year Coordinator)
Ms Mini V.	
Dr Mary Teresa P. Miranda	

Anti-Sexual Harassment Cell

Ms Grata Ildaphonse	(Chairperson)
Ms V. Vimala	

from the college, after undergoing training for a month and a half at “Emmaus” are sent as ‘Jesus Youth Full- Timers’ to serve in colleges all over India.

Dr Christa E. Pereira (Coordinator)

Sr Divya (Advisor)

Sr Thara

Mrs Catherine E Pereira

Ms Mary Nancy T. E.

Mr Gregory J.

Ms Margret

CO-OPERATIVE BANK

A Staff Co-operative Bank works in the college with a view to improving the economic well being of the staff. The Bank works under the direct management of a Board of Directors elected from among the staff.

Dr Vincent B. Netto (President)

Dr Joseph James V. (Secretary)

Dr Sheeja Mathew (Vice President)

Dr Clara B. Reshma (Convener Loan Subcommittee)

Mr Herman Dominic (Treasurer)

Ms Nisha Thomas P.

Mr Gregory J.

CO-OPERATIVE STORE

The college runs a Co-operative Store which is registered as a Co-operative Society under the Co-operative Societies Act 1951 (X of 1952). The management of the society is vested in a Board of Directors consisting of the Principal (as the ex-officio President), two members of the staff (as Treasurer and as Secretary), a staff representative and three student representatives. Every student over 18 years and every staff member of the college is eligible for admission as a member. A student below 18 years may be admitted as an associate on payment of an entrance fee of Rs. 2/-. The aim of the society is to encourage thrift and self-help as well as to make available books, stationery and other articles to students at reasonable prices.

Dr Vincent B. Netto (President)

Dr Biju Mathew	(Secretary)
Mr Ratheesh C.	(Member)
Mr Joseph Gardian	(Member)
Student Representatives (2)	

CAMPUS ACTIVITIES

STUDENTS' COUNCIL AND UNION

In order to encourage students to voice their opinions and to train them in democratic practices, a students' council is constituted, elections are held in the best tradition of parliamentary democracy to elect class representatives and office bearers of the college union for the academic year.

UNION CONSULTANTS

Students' Union	Dr Saju S.
Arts Club consultants	Dr Sarau Devi A. Mr Manoj Kumar Mr Girish U.
Magazine Editors (Staff)	Dr Supriya M. Ms Roshini M. Dr Satheesh Kumar

ASSOCIATIONS

Various Departmental Associations are formed to promote co-curricular activities and to channelise the energies and talents of students towards creative endeavours. Activities include entertainment programmes, competitions, seminars, workshops and festival celebrations. Each departmental association works under the supervision of a staff consultant appointed by the respective Heads of the Departments.

COMMERCE	Ms Jain Rani S.
ECONOMICS	Ms Minu Elza R
ENGLISH	Ms Jaya Sunny
MALAYALAM	Dr A.S. Pratheesh
BOTANY	Dr Rubin Jose
CHEMISTRY	Dr Biju Mathew
MATHEMATICS	Ms Rosini

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.

Principal	(Chairman)
Vice Principals	(Vice Chairpersons)
Dr S. Saju	(Convener)
Student Representative	(Joint convener)
Chief Administrative Officers:	Municipal Corporation Councillor N. S. S. Programme Officer Excise Range Officer Government Doctor Staff Advisor PTA Vice President Anti -Ragging Cell Convener Women Cell Convener Student Secretary College Union Chairman Students (50)

Members

PUBLIC RELATIONS COMMITTEE

This committee maintains liaison with the parents, the public and the press in order to give wide coverage to campus activities, and to publicize the social relevance of the projects and programmes undertaken by the staff and students of the college.

Dr Saju S. (Convener)
Mr Stancilaus S.
Mr Manoj Kumar V.
Ms Aparna K.K.
Mr Praphulla Chandra