



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

Extracted Pages: Student Representation in
Institutional Bodies (2018-19)

Phone: 0474 - 2743387, 2749585

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

IQAC

Dr Vincent B. Netto (Chairperson)
Rev. Dr Rolden Jose Jacob (Manager)
Dr Noeline B Fernandez (Coordinator)
Ms Grata Ildaphonse, (Vice Principal)
Dr M. R. Shelley (Vice Principal)
Dr S. Parvathy, Dean of Arts & Commerce (Secretary)
Dr Sherly Williams E. (Dean of Science)
Dr Sarau Devi A. (Dean of Student Affairs)
Dr Manohar D. Mullassery (Controller of Examinations)
Ms V. Vimala
Dr Joseph James V.
Dr Cynthia Catherine Michael
Dr Titus A. R.
Mr K.P. Glad (Deputy Development Commissioner (Rtd.), Rural Development.
Dr Bindu Mary Francis (Medical Officer, ESI Clinic, Ashram, Kollam)
Cdr. L. Robin Netto (Rtd. Commander. Indian Navy; Professor, BJ Institute of Engineering, Kollam)
Shri Prijith Jacob Thomas, (Librarian)
Mr Dodd Bernard Nigli (Senior Superintendent)
Mr Sanalraj M.K. (Nodal officer)
James P.J. II M.A. Eng. (Student Representative)
Sebin Fernandez II M.Sc. Chem. (Student Representative)

COLLEGE COUNCIL

Dr Vincent B. Netto (President)
Dr Antony Akhila Thomas (Secretary)
Ms Grata Ildaphonse
Dr M. R. Shelley
Ms Sylvia Antony
Ms V. Vimala
Dr Marilyn V. J.
Dr Joseph James V.
Dr Cynthia Catherine Michael

Dr Titus A. R.
Dr Apsara A.P.
Dr Maria Padma W. Miranda
Ms Mary C.
Dr P.S. Anil Jose
Dr Biju Mathew
Dr Shaiju P.N.
Ms Asa Stephen
Dr C. Francis (Special invitee)
Dr Manohar D. Mullassery (Invitee)
Dr Noeline B Fernandez
Mr Prijith Jacob Thomas
Dr Hycinth Sophia Paul (Invitee)
Mr Dodd Bernard Nigli

Chairman of the College Union

COLLEGE PLANNING & EVALUATION COMMITTEE

Dr Vincent B. Netto (Principal)
Rev. Dr Rolden Jose Jacob (Manager)
Ms Grata Ildaphonse, (Vice Principal)
Dr Joseph James V.
Ms V. Vimala
Dr Cynthia Catherine Michael
Dr Manohar D. Mullassery
Dr Noeline B Fernandez

NAAC

Dr A. Akhila Thomas (Convenor)
Dr Shibu Joseph S.T. (Joint Convenor)
Dr Mary Antony (Joint Convenor)

FINANCE COMMITTEE

Rev. Dr Rolden Jose Jacob (Manager)
Dr Vincent B. Netto (Principal)
Mr Joymon C.A.
Dr Joseph James V.
Mr Renjith P. S.

Bursar

Sr Maura Mary

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)

Dr P.J. Sarlin (Treasurer)
Dr Sheena Mary Y.
Dr B. Sinilal
Ms Sangeetha Vincent
Mr Subindas Y Anto

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 Shaiju P.N.	(Secretary)
Mr M. Jackson	(Treasurer)
Dr Biju Mathew	(Member)
Reshma Bensen	(Member)

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 Shaiju P.N.
Arts Club consultants	Mr Stancilus S. Ms Nisha Thomas P. Mr Girish U.