



# **FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)**

KOLLAM - 691001, KERALA  
(Reaccredited with 'A' Grade by NAAC)  
Affiliated to the University of Kerala

Extracted pages: Student Representation in  
Institutional Bodies

## **STUDENT HANDBOOK & ACADEMIC CALENDAR**

**2019- 2020**

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Web: [www.fmnc.ac.in](http://www.fmnc.ac.in)

25. Dr C. Francis
26. Dr Manohar D. Mullassery
27. Dr Shaiju P.N.
28. Dr K.S. Dersanambika
29. Mr Prijith Jacob Thomas
30. Mr Dodd Bernard Nigli (Senior Superintendent)

### **COLLEGE COUNCIL**

Dr Vincent B. Netto (President)

Ms Sylvia Antony

Ms.V. Vimala

Dr Merylyn V. J.

Dr Joseph James V.

Dr Sherly Williams E.

Dr Saju S.

Dr Cynthia Catherine Michael

Dr Titus A. R.

Dr Apsara A.P.

Ms Mary C.

Dr Anil Jose P.S.

Dr Biju Mathew

Dr Clara Bernadette Reshma

Ms Patricia John

Dr Shaiju P.N.

Mr Prijith Jacob Thomas

Mr Dodd Bernard Nigli

### **IQAC**

1. Rev. Dr Rolden Jose Jacob (Manager)
2. Dr Vincent B. Netto (Principal)
3. Dr Shaiju P. N. (Coordinator)
4. Dr Achuth Sankar S. (Professor & Head, Dept. of Computational Biology & Bio-Informatics, University of Kerala)

5. Dr Kevin S. (Former Pro Vice Chancellor, University of Kerala)
6. Dr S. Parvathy, Dean of Arts (Secretary)
7. Ms Grata Ildaphonse, Vice Principal
8. Dr Sherly Williams E., Dean of Science
9. Dr Sarau Devi A. Dean of Student Affairs
10. Dr Jojo P. J.
11. Dr Manohar D. Mullassery, Controller of Examinations
12. Ms V. Vimala
13. Dr Titus A. R.
14. Dr Noeline B. Fernandez
15. Ms Ann Varghese (Convener, Criterion - I)
16. Mr Ratheesh Kumar (Convener, Criterion - II)
17. Dr Sheena Mary Y. (Convener, Criterion - III)
18. Mr Prijith Jacob Thomas (Convener, Criterion - IV)
19. Dr Sangeetha Vincent (Convener, Criterion - V)
20. Ms Linda Pious John (Convener, Criterion - VI)
21. Dr M. Supriya (Convener, Criterion - VII)
22. Mr Dodd Bernard Nigli
23. Mr Sanalraj M.K.
24. Fr Bibin J. (I M.A. English)
25. Megha Anna George (I M.Sc. Botany)

#### **EXTERNAL EVALUATION COMMITTEE FOR AUTONOMY**

1. Dr Kevin S. (Former Pro Vice Chancellor, University of Kerala)
2. Dr Anoop S. (Principal, Bishop Benziger School of Nursing, Kollam)
3. Prof. M.C. Jose (Asso. Professor, Dept. of Statistics, S.B. College, Changanassery)
4. Cdr. Robin Netto
5. Rev Fr Rolden Jacob, Manager
6. Dr Vincent B Netto, Principal
7. Dr P.N. Shaiju, IQAC Coordinator
8. Dr Sherly Williams E., Dean of Science
9. Dr Parvathy S., Dean of Arts

#### **ACADEMIC ADMINISTRATION**

1. Dr Sherly Williams E. (Dean of Science)
2. Dr S. Parvathy (Dean of Arts & Commerce)
3. Dr Sarau Devi A. (Dean of Student Affairs)

ive 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.

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

### **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 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

## Student Secretary

College Union Chairman

Members Students (50)

### STUDENTS' 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.

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.

1. Dr Suma N. (Convener)
2. Dr Supriya M.
3. Dr Titus A.R.

### COMMITTEE FOR SC/ST

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Ms Nirmala Jayarani	Convener
Dr Sangeetha Vincent	Member

#### Student Representatives

Gokulkrishnan	II <sup>nd</sup> Year Bot.
Ashok A. Unni	III <sup>rd</sup> Year B.Sc Mathematics
Mahima M.	III <sup>rd</sup> Year Physics

### MINORITY & OBC CELL

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Dr Sajimon P.P.	Convener
Dr Anil Kumar S	Member
Punyasree	III <sup>rd</sup> Year B.Sc Psychology (Student Representative)
Arun Joy	I <sup>st</sup> B.Com (Student Representative)
Femina Francis	I <sup>st</sup> B.Com (Student Representative)

### CELL FOR DIVYANGJANS

Dr Vincent B. Netto	Principal
Ms Grata Ildaphonse	Vice Principal
Ms Alice Dominic	Convener
Mr Sony J.	Member
Arun Joy	I <sup>st</sup> Year B.Com. (Student Representative)
Femina Francis	I <sup>st</sup> Year B.Com. (Student Representative)

## EQUAL OPPORTUNITY CELL

1. Dr Sangeetha Vincent (Convener)
2. Ms Mercy Familia Y.
3. Ms Linda Pious

## ELECTROL LITERACY CLUB

Ms Stella S. (Nodal Officer)

Ms Minu Elza R.

### Campus Ambassadors

Vivek Mamboothiri

II<sup>nd</sup> DC History

Soya S.A.

III<sup>rd</sup> DC Psychology

Ann Mary Sheebay

III<sup>rd</sup> DC Econ. ('B' Batch)

## 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 Sarau Devi

(Convener)

Dr S. Parvathy

Municipal Corporation Councillor

Sachu Sekhar

II<sup>nd</sup> M.A English

Joe Fredy

I<sup>st</sup> M.Sc Botany

Jesni Johnson

III<sup>rd</sup> 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

## 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)

## ASSOCIATION OF RETIRED TEACHERS (ART)

Prof. Antony A. Mendez	President
Dr Jaya Thekkayam	Vice President
Dr Johnson Pius	Secretary
Prof. Madonna M.K.	Joint Secretary
Prof. Prem Elias	Treasurer

## 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

<b>Students' Union</b>	Dr A.S. Rubin Jose
<b>Arts Club consultants</b>	Dr P.J. Sarlin
	Mr Christy Clement
	Dr Catherine E. Pereira