



# 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

Mentoring  
Committee  
2018-19

Phone: 0474 - 2743387, 2749585

Email: [mailbox@fatimacollege.net](mailto:mailbox@fatimacollege.net) Web: [www.fmnc.ac.in](http://www.fmnc.ac.in)

to produce the original receipt will result in forfeiture of the claim for refund.

- 6.4 Claim for refund of caution deposit should be made within twelve months from the date of completion of the course failing which the class number of students who did not claim the refund will be published in the college notice board. Amounts that remain unclaimed after two months (April 1 to May 31) from the date of such publication will be forfeited.

## COMMITTEES

### Academic Programme Evaluation Committee Internal Monitoring Committee

#### Academic Performance Evaluation Committee (APEC) / Academic Audit Committee

Dr Vincent B. Netto, Principal (Chairman)  
Ms Grata Ildaphonse , Vice Principal (Coordinator)  
Dr M. R. Shelley, Vice Principal  
Dr S. Parvathy, (Dean)  
Dr Sherly Williams, (Dean)  
Dr Noeline B. Fernandez, (Coordinator, IQAC)  
Heads of the Departments

#### Mentoring Coordination Committee

Dr Vincent B. Netto, Principal (Chairman)  
Ms V. Vimala (Coordinator)  
Ms Grata Ildaphonse, Vice Principal  
Dr M. R. Shelley, Vice Principal  
Dr Mary Antony  
Ms Anitha K.S.

#### Research & Development Committee

Dr Parvathy S. (Convener)  
Dr Sherly Williams, (Dean)  
Dr Sheena Mary Y.



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KOLLAM - 691001, KERALA  
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## **STUDENT HANDBOOK & ACADEMIC CALENDAR**

**2019- 2020**

Phone: 0474 - 2743387, 2749585

**Mentoring  
Committee  
2019-20**

E-mail: [fatima@fmnc.ac.in](mailto:fatima@fmnc.ac.in)

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

- 6.1 The caution deposit will be refunded on completion of the course of study after adjusting dues, if any. However, the caution deposit will be refunded before the completion of the course of study in case the student leaves the college with Transfer Certificate.
- 6.2 It is the responsibility of the student to claim refund of caution deposit in the prescribed application form on the date notified on the notice board.
- 6.3 Students should keep in safe custody the receipt issued for the remittance of caution deposit and it should be produced along with the application for refund. Failure to produce the original receipt will result in forfeiture of the claim for refund.
- 6.4 Claim for refund of caution deposit should be made within twelve months from the date of completion of the course failing which the class number of students who did not claim the refund will be published in the college notice board. Amounts that remain unclaimed after two months (April 1 to May 31) from the date of such publication will be forfeited.

## COMMITTEES

### ACADEMIC PERFORMANCE EVALUATION COMMITTEE (APEC) / ACADEMIC AUDIT COMMITTEE

- |    |                              |                      |
|----|------------------------------|----------------------|
| 1. | Dr Vincent B. Netto          | Principal (Chairman) |
| 2. | Ms Grata Ildaphonse          | Vice Principal       |
| 3. | Dr M. R. Shelly              | Vice Principal       |
| 4. | Dr S. Parvathy               | (Dean)               |
| 5. | Dr Sherly Williams E.        | (Dean)               |
| 6. | Dr Shaiju P. N.              | (Coordinator, IQAC)  |
| 7. | All Heads of the Departments |                      |

### MENTORING COORDINATION COMMITTEE

1. Dr Vincent B. Netto, Principal (Chairman)
2. Ms V. Vimala (Coordinator)

3. Ms Grata Ildaphonse, Vice Principal
4. Dr M. R. Shelly, Vice Principal
5. Dr Mary Antony
6. Dr Soosy Joseph

#### **RESEARCH & DEVELOPMENT COMMITTEE**

1. Dr Jojo P. (Convener)
2. Dr Sherly Williams, Dean
3. Dr S. Parvathy, Dean
4. Dr Sheena Mary Y. (Secretary)
5. Dr Noeline B. Fernandez

#### **INTERNAL EXAMINATION COMMITTEE**

1. Dr Biju Mathew (Convener)
2. Dr Sarlin P. J.
3. Dr Manoj S.
4. Dr Mary Antony
5. Ms Sherin Mol C. B.
6. Ms Rosini B.
7. Ms Santhini Villiam
8. Mr Nibin Nelson

#### **COLLEGE PLANNING AND EVALUATION COMMITTEE**

1. Dr Vincent B. Netto (Principial)
2. Rev. Dr Rolden Jose Jacob (Manager)
3. Ms Grata Ildaphonse (Vice Principal)
4. Dr Sherly Williams E.
5. Dr Shaiju P. N.
6. Dr Manohar D. Mullassery
7. Mr Prijith Jacob Thomas

#### **NAAC CORE COMMITTEE**

1. Dr Sherly Williams E. (Coordinator)
2. Dr S. Parvathy (Joint Coordinator)
3. Dr Shaiju P. N.
4. Dr Jojo P.J.
5. Dr Noeline B. Fernandez
6. Mr Prijith Jacob Thomas
7. Mr Sijin K. S.