

GOVERNMENT COLLEGE, MADAPPALLY

VATAKARA, KERALA

College Handbook



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GOVERNMENT COLLEGE, MADAPPALLY

VATAKARA-673102

KERALA

**CALENDAR****2018-2019**

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ABOUT THE COLLEGE

1. Historical sketch

Situated in the Madappally hills of OnchiyamPanchayat, about 8 kilometers off Vadakara in Kozhikode district, Kerala, Govt. College, Madappally is the main hub of higher education in north Malabar. The college came into existence in 1958 with two division of pre-university course. The college is affiliated to University of Calicut since 1968, prior to which it was under the University of Kerala. Now with a stable footing, the college offers 10 UG programmes, 7 PG programmes and 4 Research centres, in Humanities, Commerce and Science. This College offers 10 under graduate courses, 7 post graduate courses and 4 Ph D programmes.

2. Vision

A better tomorrow for the youth irrespective of caste, creed or class and thereby for our state and nation.

For the development of our society and nation, higher education centers have got great role to play. The college envisions the bright future of our nation through moulding the students into a responsible, dedicated and service minded community by providing them quality and value based education, thereby helping them work together transcending the narrow boundaries of caste, creed, language and class for the progress and advancement of our nation in all facets .

3. Mission

To inculcate in the students the finest practices of scholarship and citizenship

- To provide quality and value based education to all the students
- To help the students acquire the advanced and the finest learning techniques
- To put into practice the best possible teaching methodologies and strategies
- To enable the students achieve the best forms of study and scholarship
- To channelize them in the pursuit of advanced research
- To bring to light the varied talents latent in the students
- To enable them to confront with confidence the challenges in the competitive world
- To help them gain a better perceptive of human nature and the society and work for their enhancement
- To prepare them to respond spontaneously and positively to the issues faced by fellow beings especially the underprivileged and the downtrodden irrespective of religion, caste or gender
- To inculcate in them a comprehensive environmental awareness and thereby helping them to be the practitioners and propagators of the ecological culture

4. Facilities

- The college has 46 spacious classrooms for the 10 undergraduate and 7 postgraduate programmes offered. Of these, 22rooms are ICT enabled smart classrooms.
- There are 19 rooms for accommodating the faculties of different departments including the office of heads of the departments.
- The college has well equipped 5 rooms for research scholars.
- There are 11 science laboratories, 4 computer labs and a language lab.

a. Sports facilities

The college gives ample opportunities and encouragement to promote for competitive sports and games. The college provides specialized training to the students by experts in various disciplines like Kalari, Softball, Baseball, Volleyball and Cricket.

Facilities Available for sports and Games

Sl No	Facilities	Specification
1	Multi-purpose Ground for Football, Handball, Baseball, Soft ball, Cricket and Athletics	Outdoor sports and games
2	Ball Badminton court	Outdoor
3	Kabaddi court	Outdoor
4	Volleyball court	Outdoor
5	Shuttle badminton court	Outdoor
6	Basketball court	Outdoor
7	Table tennis board	Indoor
8	Multi-gym	Indoor

b. Facilities for Cultural Activities

The college provides various platforms to students in order to develop their innate cultural and artistic talents. Many of our students participate in various cultural activities and competitions conducted by the University and other agencies. Various clubs actively function in the college with the purpose of enriching the students' artistic talents and providing them with better orientation on various cultural activities and conducting various aesthetic programmes, which include Film Club, Quiz Club and other cultural clubs. The college has a roofed auditorium with proper sound system and an open stage where major cultural activities are performed. The two well-equipped seminar halls in the college are also used for cultural programmes.

c. Library facilities

The college has a General library which is centrally located in the campus with an exhaustive collection of 66718 books. It has an area of 533.20m². It is housed in 2 floors with a seating capacity of 175. The Library subscribes 40 Magazines and 7 Newspapers. The Library is equipped with sufficient e- resources which can be accessed from the INFLIBNET section maintained in the ground floor. A separate reference section is also maintained. The General library is open from 9.30 am to 4.30 pm on all working days.

5. Committees

- The college council:

The college council consists of the principal, heads of departments of each subject of study, two elected members of teaching staff, librarian and Senior Superintendent.

- Planning Research and Development Committee (PRDC):

PRDC looks into various academic and research activities as well as infrastructural developments in the college.

- Research Committee:

The Research Committee is set up for creating a research ambience in the college and promoting quality research activities.

- Anti-Ragging Cell:

The Anti-Ragging Cell is formed as per the UGC guidelines, which looks into all the ragging issues in the college.

6. IQAC

The IQAC (Internal Quality Assurance Cell) is formed as per the rules and guidelines of NAAC.

7. CDC (College Development Council)

CDC prepares plans for the development of the college for the improvement of the infrastructural development of the college.

8. PTA (Parent Teachers Association)

PTA fosters and promotes good relationships between teachers, students and parents, and provides aid to infrastructural and academic development of the college.

Other major committees functioning in the college include Cell against Sexual Harassment, Discipline Committee, Student Grievance Redress Cell, SC/ST Grievance Redress Cell, Committee for SC/ST, Minority Cell, Internal Compliant Committee, OBC Cell, Purchase Committee, Girl Students' Welfare Committee, RUSA Committee and Ethics Committee.

COLLEGE STAFF

a) PRINCIPAL

: Dr. Meera P K

Phone: 9846885166

b) TEACHING STAFF

1. Department of English (Sanctioned strength- 9)

SI No.	Name	Designation	Phone No.
1	Sri. Anwar N K	Associate Professor	9496981604
2	Dr. Hari K V Kollaroth	Assistant Professor	9446365687
3	Dr. Dhanya S	Assistant Professor	9496285373
4	Sri. Divakaran M	Assistant Professor	9446643274
5	Dr. Smitha M	Assistant Professor	9961218128
6	Lt. Arabhi N	Assistant Professor	9745846486
7	Smt. Vasana R	Assistant Professor	9387802131
8	Sri. Sajai K V	Assistant Professor	7034487718
9	Sri. Viswas Viswam K C	Assistant Professor	7005688874
10	Smt. Shinjitha S	Assistant Professor	9562632214
11	Smt. Soumya P K	Assistant Professor	9846723047

2. Department of Malayalam (Sanctioned strength- 3)

SI No.	Name	Designation	Phone No.
1	Sri. Veeran Kutty K	Associate Professor	9495031956
2	Sri. Rajendran K	Assistant Professor	9495319099
3	Sri. Ganesh Babu K	Assistant Professor	9745008285

3. Department of Hindi (Sanctioned strength- 1)

SI No.	Name	Designation	Phone No.
1	Dr. Asha G	Assistant Professor	8075988676

4. Department of Arabic (Sanctioned strength- 1)

SI No.	Name	Designation	Phone No.
1	Smt. Ayisha V N	Assistant Professor	9037635719

5. Department of Economics (Sanctioned strength- 3)

SI No.	Name	Designation	Phone No.
1	Smt. Deepa A K	Assistant Professor	9497651164
2	Smt. Sandhya S B	Assistant Professor	9497876229
3	Dr. Suresh Babu P A	Assistant Professor	9895403508

6. Department of History (Sanctioned strength- 9)

SI No.	Name	Designation	Phone No.
1	Dr. Vinodan Navath	Assistant Professor	9446447595
2	Sri. Sajith Kumar K M	Assistant Professor	9447930452
3	Sri. Sijesh K	Assistant Professor	9846835406
4	Sri. Jineesh P S	Assistant Professor	9947186359
5	Sri. Prabhakaran Vattolipurakkal	Assistant Professor	9847999192
6	Sri. Dinesh Kumar K	Assistant Professor	9446107957
7	Smt. Nithya K	Assistant Professor	9947725090
8	Sri. Fasal C	Assistant Professor	9895235667
9	Sri. Jithin P (Pola)	Assistant Professor	9567588071

7. Department of Politics (Sanctioned strength- 8)

SI No.	Name	Designation	Phone No.
1	Dr. Gayathri O	Assistant Professor	9847815163
2	Sri. Abdul Nazar K	Assistant Professor	9447445090
3	Sri. Ajith P G	Assistant Professor	9446162130

4	Sri. Rinchu E V	Assistant Professor	9847120061
5	Sri. Umesh K	Assistant Professor	9605767624
6	Sri. Sreejith Y	Assistant Professor	9446884007
7	Sri. Babu P K	Assistant Professor	9961333294
8	Dr. George Varghese	Assistant Professor	7356899856

8. Department of Commerce (Sanctioned strength- 9)

SI No.	Name	Designation	Phone No.
1	Sri. O K Udaya Kumar	Associate Professor	9447949739
2	Dr. P Babu	Associate Professor	9495720961
3	Sri. Vineethan T	Assistant Professor	9446377246
4	Sri. Praveen M V	Assistant Professor	9745086530
5	Dr. K Sravana	Assistant Professor	9846272728
6	Sri. Muhammed Salim K C	Assistant Professor	8086107449
7	Sri. Mahesh P B	Assistant Professor	9446504025
8	Sri. Aghilesh M	Assistant Professor	9446955752
9	Smt. Jiji N	Assistant Professor	9747396534

9. Department of Mathematics (Sanctioned strength- 3)

SI No.	Name	Designation	Phone No.
1	Dr. Santhosh P K	Assistant Professor	9496463895
2	Smt. Roopa V K	Assistant Professor	9846452292
3	Sri. Rajeesh C	Assistant Professor	9496850163

10. Department of Statistics (Sanctioned strength- 1)

SI No.	Name	Designation	Phone No.
1	Vacant		

11. Department of Physics (Sanctioned strength- 9)

SI No.	Name	Designation	Phone No.
1	Smt. Suneera T P	Assistant Professor	9447639862

2	Dr. G Harikrishnan	Assistant Professor	9447855840
3	Sri. Hameed M	Associate Professor	9446889329
4	Dr. Nithyaja B	Assistant Professor	9447719646
5	Smt. Preetha A U	Assistant Professor	8086624638
6	Smt. Reena V N	Assistant Professor	9048823825
7	Smt. Sajitha N M	Assistant Professor	9946738685
8	Sri. Mubash M C V	Assistant Professor	9947695185
9	Smt. Geethanjali P M	Assistant Professor	8547996267

12. Department of Chemistry (Sanctioned strength- 9)

SI No.	Name	Designation	Phone No.
1	Dr. Preetha B	Assistant Professor	9446097226
2	Dr. Subair Naduparambath	Assistant Professor	9846450147
3	Sri. Ajmal Thayyullathil	Assistant Professor	9387849592
4	Dr. Sheeja S R	Assistant Professor	9947123953
5	Smt. Naseera C M	Assistant Professor	9497836795
6	Dr. Saheer V C	Assistant Professor	9497072886
7	Sri. Subin Kumar K	Assistant Professor	9745133422
8	Dr. Jeevana R	Assistant Professor	9249532002
9	Sri. Liyakhath F M	Assistant Professor	9846734982

13. Department of Botany (Sanctioned strength- 4)

SI No.	Name	Designation	Phone No.
1	Sri. Ajithkumar E	Assistant Professor	9895343534
2	Dr. Anjana S	Assistant Professor	9496224689
3	Vacant		
4	Vacant		

14. Department of Zoology (Sanctioned strength- 8)

SI No.	Name	Designation	Phone No.
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1	Smt. Vanaja C	Assistant Professor	9447478088
2	Smt. Zeena K V	Assistant Professor	9446036009
3	Dr. P K Sumodan	Assistant Professor	9846135324
4	Dr. Thejass P	Assistant Professor	9947361321
5	Sri. Sudheesh Kumar T K	Assistant Professor	9446322102
6	Smt. Shijina K	Assistant Professor	9446348887
7	Smt. K S Aparnna	Assistant Professor	9496470869
8	Vacant		

15. Department of Physical Education (Sanctioned strength- 2)

SI No.	Name	Designation	Phone No.
1	Smt. Haritha S Kurup	Assistant Professor	9446035108
2	Sri. Arunjyothi S	Assistant Professor	9495074024

c) LIBRARY AND INFORMATION SERVICE

SI No.	Name	Designation	Phone No.
1	Dr. Meena U	UGC Librarian	6282735939
2	Sri. Rajeevan T P	Librarian Higher Grade	9495671965

d) NON-TEACHING STAFF

SI No.	Name	Designation	Phone No.
1	Sri. Shajan	Senior Superintendent	9567593935
2	Sri. Satheesh Kumar K M	Junior Superintendent	9495643881
3	Sri. Biju	Head Accountant	9497838227
4	Sri. Shibu Uppalakkal	Senior Clerk	8281355919
5	Smt. Santha P	Senior Clerk	9645137035
6	Smt. Rekha M	Senior Clerk	9495154130
7	Sri. Manoj K	Senior Clerk	8281026477
8	Sri. Biju K Nambiar	Senior Clerk	8547328256
9	Smt. Sunaija C H	Clerk	9562318291

10	Sri. Sajeev C K	Clerk	9846547773
11	Sri. Raju S	Clerk	9656951727
12	Smt. Surya M B	Clerk	9745642311
13	Sri. Arunkumar A	Clerk	9846322381
14	Smt. Resma Raj K	Clerk	9061336965
15	Sri. Majeesh Edayath	Senior Grade Typist	9947353946
16	Smt. Saji M M	U D Typist	9745383425
17	Smt. Kamala Kuyyandathil	Library Attender	9447075473
18	Sri. Udayan Karimpanakoyiloth	Library Attender	9497403560
19	Sri. Balakrishnan E M	Library Attender	9447352146
20	Sri. Rajeevan K	Library Attender	9497517499
21	Sri. Prakasan K	Herbarium Keeper	9446623292
22	Sri. Jayarajan A T	Lab Attender	9946024570
23	Sri. Manojan K	Lab Attender	9745246308
24	Sri. Chithrakaran Karuvachalil	Lab Attender (Higher Grade 15 years))	9495863901
25	Sri. Manoharan P	Lab Attender	9947122865
26	Sri. Suresh Babu A P	Lab Attender	9447517001
SI No.	Name	Designation	Phone No.
27	Sri. Shibulal K	Lab Attender	9496920571
28	Sri. Dineshan A	Lab Attender	9497877101
29	Sri. Benny Palliparambath	Lab Attender	9567557979
30	Sri. Satheesan N	Lab Attender	9961637077
31	Sri. Umaida N	Lab Attender	9947904695
32	Sri. Suresh Babu P	Lab Attender	9495759553
33	Sri. Rajan K	Lab Attender	9446807156
34	Sri. Vinodhan K K	Lab Attender	8086324237
35	Sri. Chandran Porunnan	Lab Attender	9496185619
36	Smt. Sham Sruthi G K	Office Attendant	9496729540
37	Sri. Shaji C M	Office Attendant	9946125317
38	Sri. Prasobh Puthan Purakkal	Office Attendant	9846690747

39	Smt. Sheena M	Office Attendant	8943645286
40	Sri. Vijayan	Office Attendant	8289863544
41	Smt. Atheena Balakrishnan	Marker	8547423881
42	Sri. Nijeesh P Poyyil	Night Watchman	9846360430
43	Sri. Rajilesh Cherappurath Thazha Kunniyil	Night Watchman	9495209023
44	Smt. Thanoojakumari P K	Sweeper	9605412885
45	Sri. Sunikumar Puthanpurayil	Sanitation Worker	9745937469
46	Smt. Bindu T	Sanitation Worker	9496136518
47	Smt. Anila K N	Sweeper	9495065381

PROGRAMMES OFFERED

1. Under Graduate Programme

BA/BSc/BCom. (Three year choice based credit and semester system of the University of Calicut)

Part I- English

Part II- Additional language: Malayalam, Hindi, Sanskrit and Arabic

Part III- Optional Subjects

BA (Pattern I)- Faculties of Humanities and Complementary Language & Literature

SI No	Core Subject	Complementary Subject 1	Complementary Subject 2	Sanctioned strength	Marginal increase
1	History	Political Science	General economics		
2	Economics	Political Science	Indian History		
3	Political Science	History	Economics		
4	English	British history	Modern world history		

BSc (Pattern I) – Faculty of Science

SI No	Core Subject	Complementary Subject 1	Complementary Subject 2	Sanctioned strength	Marginal increase
1	Mathematics	Statistics	Physics		
2	Physics	Mathematics	Chemistry		
3	Chemistry	Mathematics	Physics		
4	Botany	Chemistry	Zoology		
5	Zoology	Chemistry	Botany		

Faculty of Commerce

BCom (with Finance stream special)

2. Post Graduate Programme

MA/MSc/MCom (Two year semester system of the University of Calicut)

SI No.	Programme	Sanctioned strength	Marginal increase
1	MA History		
2	MA English		
3	MA Political Science		
4	MSc Physics		
5	MSc Chemistry		
6	MSc Zoology		
7	MCom		

3. PhD Programme

Physics, Chemistry, Zoology, Commerce

RULES FOR ADMISSION

I. GENERAL

1. Students shall be admitted to the various Programmes on the basis of the rules prescribed by the University and communicated to the college from time to time.
2. All candidates seeking admission to the programmes/courses falling under the purview of CAP (Centralised Admission Process) should compulsorily complete online registration.
3. Each applicant for admission to UG/PG programmes/courses without entrance, can opt as much programmes/courses or colleges as notified in each admission notification.
4. Admission to PhD programmes are also as per university guidelines published at that time along with the consideration of the availability of research guides at respective departments

a. SCHEDULE AND NOTIFICATION

1. The University will notify every year a uniform Schedule of Admission of students for the different programmes/courses in the affiliated colleges.
2. The Schedule will contain the dates for commencement of online registration, closing of registration, allotments, admissions and commencement of classes
3. The last date for admission for the respective programmes/courses will be announced in the admission notification.
4. Application for late registration i.e. after last date of issuance and receipt of application for admission to various programmes/courses shall not generally be entertained without prior permission from the University. Such applications shall be considered only after exhausting the applications received in time
5. Commencement of classes will be notified in admission notification for each programmes/courses.

b. ADMISSIONS

1. Re-admission to UG and PG semester programmes/courses for discontinued candidates shall be made within one week after the commencement of each semester classes
2. The Principals can make readmission of such candidates within the sanctioned strength including marginal increase, if any, within the stipulated time
3. Admissions to new programmes/courses for which the affiliation orders are received after the commencement of online registration will be conducted in traditional manner. But the admissions shall be done only from among the registered candidates. Candidates to such programmes/courses shall only be admitted after obtaining guidelines from the Directorate of Admissions of University
4. The modalities of allotments, its confirmation and admissions will be published in the respective prospectus in every academic year.
5. Final list of candidates admitted to each category in various programmes/courses shall be entered in the website.
6. The Principal shall fill up all the seats lying vacant as on the closing date, from candidates on the rank list already published in the website. If vacancies still exist even after the closing date of the admissions, the Principal has the option to fill up such vacancies by candidates seeking college transfer in the form of combination of attendance with permission from the University in this regard. No candidates shall be admitted at any cost after the closing date of admissions without obtaining specific orders from the University.
7. Admission to any course of study shall not exceed sanctioned strength in anticipation of the approval by the University.

8. The rules regarding reservation of seats to Scheduled Castes, Scheduled Tribes and Other Backward Communities including OEC shall be strictly followed. A list showing the number of applications received for various programmes/courses from the Scheduled Castes/ Scheduled Tribes students and the number of candidates admitted to each programme/course shall be published on the notice boards of all colleges in each academic year. A copy of the same shall be sent to the Registrar.
9. No fees other than those prescribed by the University/Government shall be levied from the students
10. Admission of sports quota candidates shall be conducted from the list provided by the University

c. ALLOTMENTS

1. There will be stipulated number of regular allotments for all categories of students and special allotment for SC/ST/EBFC in Forward Caste. The number of allotments in each academic year can vary according to the decision made by the Government/University from time to time.
2. A trial allotment will be published to give the applicants an idea about the chances of getting allotment to a programme and college based on the options, merit and reservation rules.
3. After the trial allotment and the period for rearranging options, the first allotment list will be published on the date as per the schedule. On receiving allotment to a particular option, all other lower options will be automatically cancelled and only the higher options will prevail until deletion or modification by the candidate. The candidates who receive allotment will be intimated through SMS. Subsequent to the first allotment there will be more allotments and number of such allotments will be decided by the University from time to time as per the requirements.

c. MARGINAL INCREASE

1. The selection of candidates for the marginal increase in seats sanctioned shall be made according to the rules prescribed by the University for filling the original seats.
2. The total intake including marginal increase and additional seats should not in any way exceed the Statutory maximum limit
3. Additional seats shall be given to Lakshadweep students, Sports quota Persons with Disabilities, Students from Jammu & Kashmir and Ethnic natives of Andaman and Nicobar Islands
4. In case the sanctioned strength and statutory limit are the same, the admissions to the additional seats can be conducted over and above the statutory maximum limit.

d. ELIGIBILITY

1. Candidates who have passed the qualifying examination at an annual/semester examination or in a preceding supplementary examination held by the examination authorities alone are eligible to seek admission to any course of study under the college. Candidates are not eligible to seek admission to a course in a particular academic year if they have passed the qualifying examination in the Supplementary/ September examination in the same academic year to which they seek admission.
2. The interval between the date of passing the qualifying exam and the exam for which admission is sought should not be less than the normal period prescribed for the programmes/courses of study.
3. Candidates who had discontinued their studies in the first year/semester of the programme/course with or without Transfer Certificate also should seek admission again to the first year/semester just as fresh candidates seeking admission after passing the qualifying examination.
4. Children of service persons who are awarded by gallantry decorations in the Vir Chakra service either in person or posthumously and also on Non-Decorated service Personnel who are killed in action will be exempted from the requirement of minimum marks prescribed for admission to B.Com, M.A/ M.Com/ M.Sc courses.
5. Triple main candidates are also eligible for admission to PG courses. However, they have to submit a copy of the Equivalency certificate from the University, stating that, their qualifying examination is recognized for seeking admission to the relevant PG programme, at the time of admission.

II. SELECTION OF STUDENTS AND COMMUNITY RESERVATION

1. The selection of students shall be governed by the Rules prescribed by Government from time to time in respect of such admissions
2. The rules of reservation prescribed by Government from time to time may be followed.

III. ESSENTIAL REQUIREMENTS AT THE TIME OF ADMISSION

The candidates shall produce the following documents (in original) at the time of admission to a course of study in the college.

1. The print outs of the application Finally submitted.(For all kinds of admissions, the CAP registration application form print out is compulsory)
2. Chalan of Mandatory Fee
3. Allotment/Admit Card
4. Qualifying Certificate.
5. Mark List(s)/Grade Card (s) of the qualifying examination
6. Transfer Certificate received from the Institution last studied.
7. Conduct Certificate
8. Equivalency/Recognition Certificate from University of Calicut.(If Necessary)
9. Non Creamy Layer Certificate/ Income Certificate / Nativity Certificate /Community Certificate/BPL certificate as directed by the admitting authorities
10. S.S.L.C
11. Candidates who claim bonus/weightage marks shall produce relevant certificates

IV. ASSESSMENT OF MERIT

For admission to various programmes/courses, the merit of the candidate shall be assessed for ranking on the basis of marks obtained by him / her in the qualifying examination for admission to the particular course, subject to such criteria as may be prescribed by the University from time to time.

In the case of candidates passing their qualifying examination other than that of University of Calicut, for the purpose of calculating index and ranking for admission to PG programmes/courses, the marks/grade obtained at the qualifying examination shall be brought to the corresponding marks/grade of the qualifying Examination of University of Calicut.

V. BONUS/WEIGHTAGE MARKS

1. Bonus / weightage marks will be added to the total Marks obtained in the qualifying examination to calculate the index marks and for ranking in the selection list in the case of candidates who already possess the required minimum marks prescribed.
2. 5% of the selection index should be added as grace marks/points arrived at for preparing the merit list for admission to Post-Graduate programmes in the case of those candidates who passed their qualifying examinations from Calicut University except in the case of admission to P G programmes for which Entrance Examination is conducted.
3. Students who have worked in the Illiteracy Eradication Programme on voluntary basis in any capacity for at least one year will be allowed 5 bonus marks/points for PG admission.
4. N.S.S / N.C.C cadets shall be awarded bonus marks for UG/PG programmes as per the admission guidelines of University, for the purpose of ranking

5. A weightage of 10 marks/grace points (to be added to the aggregate index marks/points) may be made to those candidates who have successfully undergone the Compulsory Social Service Programme of this University for admission to PG programmes.

6. 10 marks shall be deducted for every successive attempt after first attempt out of the ranking points to those who have taken two or more chances to complete the qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment/Improvement examination will not be considered as a chance.

FEE CONCESSIONS

Degree students whose annual income limit is Rs. 25000 are eligible for fee concession PG students whose annual family income limit is Rs. 42000 are eligible for fee concession and lump sum grant of Rs.200 per annum PG students whose annual family income limit is Rs. 36000 are eligible for monthly stipend of Rs. 75 also Eligible students have to produce income certificate, Community certificate and Nativity certificate from the village officer concerned

SC/ST/OEC concessions

Students who belong to SC/ST/OEC are eligible for fee concession and exempted from remitting caution deposit. Moreover they are paid monthly stipend and lump sum grant as per rules

They have to produce income certificate and Nativity certificate from the village officer and Community certificate from the Tahsildar

SCHOLARSHIPS AND AWARDS

1. Central government scholarships

- a) National loan scholarship through the Director of Collegiate education, Government of Kerala
- b) Scholarship for physically handicapped

2. State government scholarships

- a) State merit scholarship through the Director of Collegiate Education, Government of Kerala
First year degree students who have secured 50% and above in aggregate in the +2 exam equivalent thereto and whose annual family income limit is Rs. 10000 are eligible to apply for the scholarship. First year PG students who have secured 50% marks for degree option subjects (for core and complementary subjects) and whose annual family income limit is Rs. 12000 are eligible to apply for the scholarship. The scholarship is awarded on merit cum means basis
- c) Hindi Scholarship

- d) Scholarship for Muslim/Nadar girls

Muslim/Nadar girls whose annual family income limit is Rs. 18000 are eligible for Muslim/Nadar girls' scholarship

- e) Fisheries Scholarship

Guardian of the students studying in 1st degree, 1st PG should be fishermen whether sea going or inland. They should not enjoy any other scholarship or fee concession. They should produce caste certificate, income affidavit by the parent countersigned by the magistrate and the true copies of mark list of the last public examinations.

- f) Temple entry scholarship

- e) Beedi workers scholarship

- f) Building construction workers scholarship

- g) Handloom weavers scholarship

- h) KPCR scholarships for PG students

- i) Cultural scholarships for those who win first or second places in Arts festival at the University level

3. Central Sector Scholarship

4. Calicut University Scholarship

- a) University Merit Scholarship

5. Institutional Scholarships/prizes etc.

- a) Students aid fund

- b) Cash Prizes and trophies instituted for meritorious students of different disciplines by benefactors of college

LIBRARY AND INFORMATION SERVICES

Phone : 0496 2521009

E-mail : gcmcentrallibrary@gmail.com

College library consist of (a) General Library and (b) sectional/Department libraries in various departments. The college has a General library which is centrally located in the campus with an exhaustive collection of 66718 books. It has an area of 533.20m². It is housed in 2 floors with a seating capacity of 175. The Library subscribes 40 Magazines and 7 Newspapers. Lot of e- resources is also provided in the library, which can be accessed from the INFLIBNET section maintained in the ground floor. A separate reference section is also maintained. The General library is open from 9.30 am to 4.30 pm on all working days.

PHYSICAL EDUCATION DEPARTMENT

Head of the department of Physical Education will be in-charge of the department

There will be a physical education committee with principal as president and head of the department as secretary

Under physical education committee the following clubs will be constituted

1. The Football club
2. The Volley-ball club
3. The Badminton club
4. The Athletics club
5. The Cricket club
6. The Indoor games club

Each club will have a captain. The general captain will be elected at the college union elections. Captains of various clubs and general captain shall be members of the Physical education committee. Annual sports meet and tournaments will be conducted on house basis at the beginning of third term

NATIONAL CADET CORPS (NCC)

It is expected that all able bodied students of the college shall offer themselves for NCC training

Aims

- 1) To develop character, comradeship the ideal of service and the capacity for leadership in young men and women
- 2) To provide service training in young men and women so as to stimulate interest in the defence of country
- 3) To build up reserve potential officer to enable the armed forces to expand rapidly in a national emergency

Training

Period of NCC training is for 3 years. Respective marks for admission to various courses/programmes shall be awarded as bonus marks to the students who possess an NCC certificates issued by the Director of NCC, as per the admission rules

NATIONAL SERVICE SCHEME (NSS)

NSS is a co-curricular activity, designed for education through service to the society and prepare the students to be useful to society

College has two NSS units with strength of 200 students. Every member of NSS has to attend a minimum of 120 hours of activities and compulsory special camping programme for 7 days during her/his study period. Besides activities like cleaning the college campus and its surroundings, gardening etc, are taken up by the NSS volunteers

Respective weightage marks will be awarded to NSS students who possess the NSS certificates signed by the Vice Chancellor

TUTORIAL SYSTEM

Each student of this college will be assigned to the care of one of the lecturers/group tutor whom he can consult/seek advice in studies and all other required matters. Students should give their bio-data in the required proforma to the group tutor concerned. Leave applications should be submitted to the principal through the group tutor and HOD. Opinion of the group tutor will be considered in assessing the conduct and progress of each student. Group tutors shall communicate periodically with the parents/ guardians and furnish them with the attendances and progress, marks in the examination/periodical tests of their wards

Remedial teaching

Remedial teaching is to ensure the desired quality of learning. It is very essential for ensuring effective learning and in improving the quality of education. It is a type of teaching aimed at correcting errors or addressing gaps in knowledge at respective areas.

CODE OF CONDUCT

Code of Conduct for students

Students who secure admission in Government College Madappally are expected to follow the rules and regulations laid down by the University of Calicut.

Working Hours

The working hours of the college are from 9.30 am to 5.00 pm. Students should be in their classes by 9.15 am and can leave the campus only after 4.30 pm after attending the tutorial hour. Students can have food during the lunch hour (12.30 pm to 1.30 pm).

General Behaviour and Discipline

- Students should follow the rules and regulations of the college and conduct themselves accordingly.
- Students should be seated in their respective classes on time and should not cause any disturbance in the running of the class.
- Students should obtain prior permission before leaving the class from the lecturers.
- Students who have no class to attend during any particular period are expected to be in the Reading Room/Library.
- Students should not harm themselves or cause harm mentally or physically to anyone else.
- Students who are persistently insubordinate and commit fraud or any kind of malpractices in the College shall be punished as per the guidelines of the University. Their names shall be removed from the roll depending on the gravity of the misdemeanor.
- Students shall not use the social media to hurt others or behave in a manner to offend the sensibility of others.
- Students who are charged in criminal offences and are under suspension shall not be allowed to enter the campus without permission.
- Ragging of any kind is seen very seriously and those students who engage in bullying and criminal activities like ragging will be handed over immediately to the legal arm of the Government.
- Students should respect one another and the staff of the college.
- Students who are coordinating various programmes and events should get prior permission from the Principal and the concerned teachers. Meetings, fund collection, putting up of notices should be after getting the permission from the Principal and the concerned teachers.

- The practice and preparation for any programmes should not in any way disrupt the normal functioning of the classes.
- Students are responsible for the protection of the property of the college and its general upkeep. They should not damage the walls, furniture or other facilities inside the campus. Graffiti on walls is strictly prohibited. Legal action will be initiated against those who destroy or cause to destroy the property of the college under existing laws including the Prevention of Damage to Public Property Act 1984.
- Waste disposal should be done properly and littering is prohibited.
- No student should appear for an interview or an examination without obtaining the prior permission of the Principal.
- Every student shall wear clean and respectable dress. They shall maintain the dignity of student through their conduct and their behaviour.
- Students should not bring outsiders into the campus without the prior permission of the Principals and the Head of the Department of the concerned departments.
- Use of mobile phones is strictly prohibited during class hours. They are liable for punishment as per the University Rules/ Govt. Orders.
- Girl Students who are residing in the hostel should get prior permission while leaving and entering the hostel.
- Outsiders are forbidden from entering the hostel without the permission of the in-charge teacher and hostel warden.
- Students attending Nature club, NSS, NCC camps should inform the teacher in-charge while leaving the hostel for their assigned duties.
- Students should inform their place of stay and the name of their guardian during the period of study to the concerned tutor and the HOD.
- Students should keep cordial relations with the community members and should not in any way cause distress to them or create confrontations.
- Complaints of students will be looked into if they are presented through the proper channel.

Identity Cards

All Students of this college should possess Identity Cards duly signed by the concerned Professor and Principal. If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.30 to the Government.

Attendance

- Absence without leave for part of a day will entail forfeiture of attendance for the whole day.
- Students who are absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls.
- Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class in support of their application for leave.
- A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department.
- The college shall put in a minimum of 180 working days exclusive of examination days
- No students may absent himself /herself from the college without leave application which should be made in the prescribed form and handed over in person to the principal beforehand. Where absence is due to unforeseen causes, the application for leave must be made as soon as possible and in case later than the first day of return to the college
- Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the University.
- Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution.
- Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities.
- The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University.
- If a student registered in first semester of the UG degree programme is continuously absent from the classes for more than 14 days at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the Registrar of the University. The names of such students shall be removed from the rolls.

- Admission to repeat courses should be within the sanctioned strength. However if more candidates are there, the candidates who have suffered serious health problems, on production of a medical certificate issued by a physician not below the rank of a Civil Surgeon in Govt. service, may be permitted to repeat the course, with a written order issued by the Registrar, Calicut University (by considering his/her SGPA/CGPA and percentage of attendance). The number of such candidates should not exceed two.
- A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If registration for examination is not possible owing to shortage of attendance beyond condonation limit, the student shall be permitted to move to the next semester. In such cases, a request from the student may be forwarded through the Principal of the college to the University within two weeks of the commencement of that semester.
- An undertaking from the Principal may also be obtained stating that the students will be permitted to make up the shortage of attendance in that semester after completing 6 semesters. (Students shall make up the shortage of attendance in 'Repeat Semester' after completion of the programme)
- Application for duty leave should be submitted to the Head of Institution preferably before the duty is performed or within ten working days after returning from duty. If duty leave is sanctioned, the student shall meet the faculty members handling classes for him/her in that semester (within 2 weeks after returning from duty), and request them to mark duty leave granted in the record of attendance.
- Students are eligible for duty leave if they perform certain kinds of duties like representing the college/University in sports and games, etc. on recommendation from faculty members concerned, Head of Institution shall sanction duty leave for the period of absence. The maximum limit of duty leave that can be granted to a student during a semester is 10% of the total number of instructional hours engaged in that semester.
- Those students who wish to discontinue their studies should give prior intimation in the office and to the tutor, the HOD and the Principal.

B. Code of Conduct for Teachers

Teachers are bound to obey the rules and regulations as laid down by the UGC, the Department of Collegiate Education and the University of Calicut.

Responsibility and Accountability

- Teachers should complete the tasks assigned by the Principal and the Head of the Departments in a time bound manner.
- The syllabus allotted should be completed on time.
- Teachers should be courteous and maintain cordial relations with other staff in the institution and the students.
- Teachers should be good counselors and facilitators. They should spare no effort in helping the students achieve good results.
- Teachers must be proactive and help the students by instilling confidence in them to reach their respective goals.
- Teachers should give prior intimation to the Head of the Department and the Principal before attending any course or event.
- Teachers should monitor the work of the assigned wards and ensure the proper implementation of the tutor-ward system.
- The teachers who are part of various programmes such as SSB or WWS initiatives should ensure the programme is implemented efficiently and the students are benefitting from it.
- The teachers who are heading various clubs and other initiatives such as the nature club, film club, quiz club, NSS or NCC should ensure that the programme schedule is maintained properly and the events are organized in a befitting manner.
- The teachers should ensure that the normal classes are not disturbed either during the programme or for the preparations for the event. Proper instruction must be given to the student volunteers as to organize meetings and events after class hours or during free periods.
- The teachers must instruct the students to get prior permission from the teachers concerned and the Principal before conducting any event.
- Teachers must dress in proper manner and should not behave in a way unbecoming that of a teacher.
- Teachers should function as pillars of support for the students and must not exploit their trust in any manner.
- Teacher should maintain a healthy relationship with the guardians of the students and make every effort to update them on the progress of their wards. Regularly conducting Parents Teachers Meetings will help to build the trust between the parents, teachers and the students.

- Teacher should maintain cordial relations with the local community.
- Teachers should not propagate hate either verbally , or in a written manner or through social media so as to offend any member of the community.
- Teacher must not do political propaganda inside the campus and must be professional in their conduct and behaviour.
- Teachers must perform their duties impartially and upheld the trust bestowed on them by the community in every way.
- Teachers must value assignments, answer sheets and in the evaluation of the progress of the students and submit reports as and when requested by the University.
- Teachers should submit the reports of the seminars and workshops attended to IQAC regularly. Files must be kept to record the activities which happened in every academic year.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular, administrative and organizational activities that may be assigned to them from time to time.
- Teachers must report for duty on time and remain in the campus during the working hours.
- Teachers should record their attendance through the biometric punching machine and also sign in the register.
- Teachers must update the respective registers for the leaves (CL, EL, OD, DL, Compensatory off etc.) availed.
- The class hours for Assistant Professors are 16 and that for Associate Professors are 14 a week. However the workload for all teachers is 40 hours a week.
- The Heads of the Department are to manage the activities of the department efficiently. They are responsible for the properties and facilities of the department. The HODs must ensure that all the rooms under the department are kept clean and are functional by extracting work from the non-teaching staff. Any loss or damage to the property under the department must be reported immediately in writing to the Principal. The HODs must ensure that the teachers are performing their assigned duties and completing the syllabus on time and that the progress of the students is not affected in any manner.
- The staff meetings and departmental meetings must be held after class hours.

Leave

- Teachers can avail a maximum of 15 casual leave in a calendar year.
- Proper medical certificate should be submitted for sanctioning medical leave.
- Not more than 25% of staff members in a Department will be allowed to go on OD on a particular day.
- Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed fifteen days.
- All the staff must report for duty on the reopening day or the last working day of each semester.
- Prior intimation when pursuing higher studies must be given to the Principal and the concerned department. Leave application for the same and for pursuing research will be processed by the Department of Collegiate Education.
- While availing OD prior written permission must be obtained from the Principal at least a day in advance.

Research, Seminars and Workshops

- Teachers may take up research projects, participate in refresher courses, orientation programmes, faculty development programmes and quality improvement programmes.
- Staff members are encouraged to contribute to the field of research by publishing books, articles and by attending academic gatherings.
- Teachers are encouraged to create linkages between the college and institutes of higher learning.