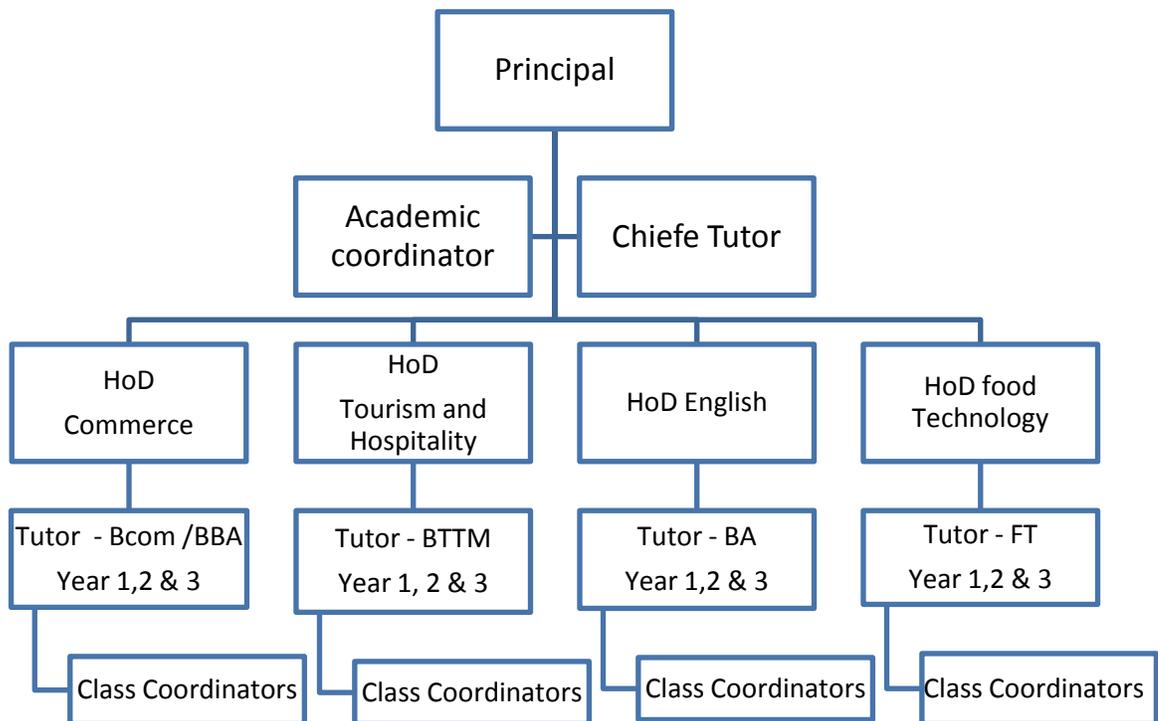


# 1. STUDENT SUPPORTING PROGRAMMES

## 1. Tutorial System

The Tutorial system is designed to keep the relationship between the students and teachers in a systemic and meaningful manner. The tutorial system analyses the progress of the students, the circumstances of the student's dwellings, mental and physical strength, the need of counseling, Academic audit of each student, need of remedial measures, indiscipline etc. The system is a pyramid like structure starting from the Principal to the students as shown below:



In Each class there will be a Chief Student Coordinator and one Asst Coordinator. The Chief Student Coordinator keeps a Students' Diary for each class. In the diary he has to record the day today events and details of the class taken in each hour.

For each class a **Tutor** has been appointed. In every week the Tutor has to sign the diary at the end of the week and the HOD at the end of each month.

The **Chief Tutor** examines the diary and comments on the activities and makes suggestions. The coordinator has to keep the class room clean and hygienic and to organize debates and discussions and quiz programmes at least twice in a month in the presence of the Tutor. Each Tutor keeps a register dealing with the biography and overall performance of the students. He also keeps a diary to note the activities of the class. The Chief tutor holds meetings with the coordinators to discuss the progress of the class and give proper suggestions and instruction.

If any teacher found weak in the duties or non competent as per the suggestions given by the students, matter is discussed with the Principal and actions are taken. It is the duty of the Chief Tutor to assess the examinations held in each class and the state of the student results after consulting with the tutors. There will be frequent meetings of Coordinators, Tutors and HODs called by the Principal for discussing the academic progress of the students. The **Academic Coordinator** coordinates all the academic activities of the college.

## 2. **Staff Association**

This is a platform for the faculty members, superintendent and librarian. Principal is the chairman of the body and a secretary is appointed for two years. The association coordinates the activities of the college and discusses the academics and issues. It also holds discussions on the strategies to be adopted in the running of the college and formulate policies. Refresher courses are held under the association annually. It also shares the skills of the different faculty members and hold discourses and bring togetherness among various departments.

### 3. **Staff Council**

The Staff Council consisting of the Principal, Vice Principal, Academic Coordinator, Nodal officer and Head of the Departments is a statutory body for the purpose of maintaining the discipline and standards of the institution. This council is the supreme body of the college and for every disciplinary action, harassment and ragging the decision of the council is supreme.

### 4. **Students' Union**

It is the sole body of the students to develop their democratic, social and inborn qualities. It is a statutory body elected by the students in a parliamentary manner. The students can contest in the election not in the banner of political organizations, but considering their merit and interest in different fields. There will be eight general posts (**Chairman, Vice Chairman, General Secretary, Joint Secretary, Editor, Fine Arts and General Captain and University Union Councilor**) and student representatives of various departments. The union organizes activities to enhance the qualities of the students in curricular and co-curricular activities. The union holds youth festival to select best students in different fields and the excellent ones are sent for Zone festivals of the University for competition. The union also leads the sports and games competitions of the college and celebrates different festivals with enthusiasm. Besides, the union publishes a magazine. There will be a **Staff editor** and **Staff Advisor** for the union from the Teaching faculty

### 5. **Anti Harassment Cell.**

This cell is maintained in the college as per the instructions from the government. The primary aim of the cell is to prevent ragging in the campus and take care to prevent harassment of the students in any form. In the Cell there will

be a special **Nodal Officer** from the teaching faculty and a body consisting of head of the departments and Principal as the Chairman. The Cell educates the students regarding the ragging and its consequences through demonstrations, interactions and pamphlets etc.

#### 6. **Examination wing**

This wing is maintained under a Chief Examiner, answerable to the Principal and the university, and assistants from teaching and non teaching staff. The wing organizes internal and University examinations in a strict manner. There will be two internal examinations and one model examination in each semester. The university examinations will be held as per the orders from the university.

#### 7. **Sahaya Hastahm.**

It is aimed at inculcating philanthropic spirit among the students. The unit give monetary help to the poor patients in the Medical college and assist the poor students and their family if needed. The members of the unit support the palliative unit of the Medical College and organizes free medical camps. The fund for its activities are collected from parents and philanthropists. A **Faculty coordinator** and s student coordinator lead the unit. *Sahaya hastam* actively helped the flood victim by making the college , a centre for food distribution to flood affected areas.

#### 8. **Women Empowerment Cell.**

The cell is well maintained in the college under a **lady faculty coordinator**. The cell is concerned about the welfare and social awareness of the girl students.

## 9. Centre for Heritage.

The centre nourishes the students with the idea of nationalism and patriotism through interactions on such subjects and visit to the monuments and other historically important sites. The centre is under a **Faculty Coordinator**

## 10. Alumni Association.

We have prideful alumni of young entrepreneurs in around our locality and several graduates aspiring masters in South Asia, Europe, US and Canada. Our students also secured premium state / Central Universities and institutions. (IITTM, EFLU, LPU, NIFTEM etc.). The Association keeps a record of former students and guide their higher studies and career. Alumni meets also held to foster the spirit of entrepreneurship among the students. Alumni Association is placed under a **Teacher Coordinator**

## 11.Sahiti.

Sahiti is for encouraging the students in the field of Malayalam language and literature. Debates and competitions are organized under the *Sahiti* club.The Faculty member of Malayalam is the **Teacher Coordinator** of the *Sahiti*.

## 12.Tourism Club

The Tourism Club heads the tour programmes of various departments. There is strict rules and regulation laid by the Club for tour programmes. Tourism club is always maintained by a **Faculty Coordinator** from the department of Tourism.

### **13. Department of Physical Education**

The Department is under a physical education faculty member. The department fosters sports and games spirit among the students. There is cricket team, volleyball team and foot ball team for the college.

### **14. College Magazine**

College magazine is a living proof of the literary skills of the students. It is the creation of Student Editor, who is one of the executives of the union and elected by the students. The **Staff Editor** gives support to the union to get the magazine published in time and in a proper manner.

Under each department there is a special activity centre under different programmes of the departments are coordinated.

## **2. CENTRE FOR COSMOPOLITAN STUDIES**

This is the prestigious centre of integrated study in the college. Established in 2013 the centre has designed a comprehensive three year programme named **UPDATE** aiming at the overall development of the students. The centre has organized a parallel graduate programme of three years to the graduates. The students are given practical training in positive skills, career development, writing and speaking skills, communication skills, ethics and behavior, moral schooling, nationalism and patriotism, camp training, general knowledge, debates. Quiz, etc., by eminent trainers, thereby raising the standards of the graduates. The programme had brought a complete change in the attitude, perceptibility and learning among the students and they get a genuine direction in their future career.