

PROSPECTUS



SREE AYYAPPA COLLEGE

Eramallikkara, Thiruvandoor, Chengannur,
Alappuzha Dist, KERALA - 689 109
Website : www.sreeayyappa.org
E-mail : sreeayyappa.college@gmail.com



Estd : 1995
Govt. Aided College affiliated to the University of Kerala
Included under Section 2(f) & 12 (b) of the UGC Act 1956

PROSPECTUS 2017-18



*"Transcending barriers
through knowledge
and service"*



SREE AYYAPPA COLLEGE (TDB)

*(Govt. Aided College Estd. in 1995, affiliated to the University of
Kerala and approved by the UGC 2(F)/12(B) since 2010)*

Eramallikkara, Chengannur - 689 109

Principal : Dr. K.S. Anil Kumar

SREE AYYAPPA COLLEGE
ERAMALLIKKARA, THIRUVANVANDOOR,
CHENGANNUR - 689109, ALAPPUZHA DISTRICT

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website: www.sreeayyappacollege.ac.in
(Govt. Aided College affiliated to the University of Kerala)

Started in 1995



PROSPECTUS

MANAGEMENT

THE TRAVANCORE DEVASWOM BOARD

THIRUVANANTHAPURAM

PREFACE

Sree Ayyappa College, managed by The Travancore Devaswom Board, started functioning in 1995, as the fulfillment of a long cherished dream of the rustic populace of the serene and beautiful hamlet of Eramallikkara, situated at the confluence of the twin-rivers, holy Pampa and Manimala. As the manifestation of the bounteous blessings of Lord Ayyappa, the *Kaliyuga Varadan*, this abode of learning proves to be a fountain of prosperity and fortune to this educationally underdeveloped remote area in Thiruvananthapuram Panchayath, of epic importance. The Travancore Devaswom Board, with the aim of spreading the light of knowledge, especially to underdeveloped, remote and rural population, and to groom genuine geniuses for the service of society and humanity at large, started this college as its fourth one in the field of higher learning.

The college started with the vision "Transcending barriers through knowledge and service". It aims at creating a scientifically developed, humanely rich, morally responsible community, ensuring equitable regional development through education. Our mission is "To be an instrument for the rural youth to attain holistic development". It provides an ICT- based education accessible to educationally underprivileged areas, thereby attempting to bridge the digital divide. The objective of the college is to provide a chance to acquire technical education, while instilling in the students, a healthy respect for the environment and the need for sustainable development with minimum possible impact on the ecology. The Institution provide a chance for the girl students of this rural population to have technical education within their

means and reach and creating professionally competent young men and women

who can answer to the needs of the day.

Hectic efforts are on to get the college accredited by the National Assessment and Accreditation Council with a commendable grade of excellence, a covetable honor from the University Grants Commission. Academic results at the University examinations have so far been exemplary and gratifying considering the input of the various faculties and relative achievements. The good-will and timely benevolence of our management and parents and all well-wishers, of far and near, tune the dynamics of our enviable success and bright future.

COURSES OFFERED

Sl. No	Programme	Subject	Intake	Year of Starting
1	B.Sc.	Computer Science	20	1995
2	B.Sc.	Electronics	20	1995
3	B.Sc.	Mathematics	20	1995
4	B.Sc.	Biochemistry and Industrial Micro Biology	24	1999
5	B.Com	Commerce with Computer Applications	40	2014
6	M.Sc	Computer Science Career Oriented Course (Add on Course) by UGC	14	2013
7	Certificate	Web Development	30	2014

ADMISSIONS

Rules

- Admission to all classes is governed by the rules laid down by the Govt.of
- Kerala and the University of Kerala from time to time.□
- Application for admission should be made in the prescribed form available in the college office on payment of Rs.50/-□
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- No student who has provisionally studied in a recognized school or college (including Sree Ayyappa College, Eramallikkara) shall be admitted to the college unless he/she produces transfer certificate in the proper format.□
- Students who come from other universities must produce the eligibility certificate and migration certificate before admission□
- No student will be enrolled or allowed to attend any class until the fee due from him/ her is paid□
- No. Student of the college will be allowed to attend any other course of study or any other institution before obtaining withdrawal from the college.□
- Any candidate who is found to have obtained admission through false representation will be dismissed and will forfeit whatsoever fees he/she may have paid.□

CODE OF CONDUCT- RULES AND REGULATIONS

1. Observe neat and pleasing dress code. Be courteous and decent in behaviour.
2. As the prayer begins, come to attention wherever you are and join the prayer.
3. Rise and greet your teacher as she/he enters the class-room. Rise and offer your thanks when the teacher leaves the class-room.

4. When the session is on you will enter the class only with the permission of the teacher.
5. Due respect will be given to the staff both inside and outside the campus.
6. Students who do not have class or laboratory work shall remain in the reading room or in vacant class rooms. Loitering in the veranda or premises is not permitted.
7. Any student who is persistently or willfully insubordinate, or is guilty of fraud or malpractice in connection with examinations, uses abusive and offensive language to any member of the staff or fellow student, will be penalized and dismissed after appropriate enquiry.
8. Notices shall not be circulated nor shall they be displayed without the permission of the Principal.
9. Smoking or indulging in other reprehensible habits is forbidden within the premises.
10. Mass meeting of any kind shall not be held within the premises without the prior sanction of the Principal.
11. Use of mobile phone by students inside the campus is strictly prohibited.
12. Ragging is a very serious criminal offence under Kerala Ragging Prohibition Act 1998 and is punishable with 2 years imprisonment along with a penalty of Rs.10000/-. Such students will be expelled from the institution and they will not be given admission to any other educational

institution for a period of three years (Kerala Ragging Prohibition Act 1998).

ATTENDANCE

Percentage of attendance shall be calculated Course-wise. To determine the eligibility for registration for the End Semester Examination, the average of the course-wise percentage of attendance shall be considered.

Those who secure a minimum of 75% attendance in the aggregate of all the course of a semester taken together alone will be allowed to register for the end semester examination.

Condonation of attendance to a maximum of 10 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 to University Union activities, meeting of University bodies and participation in extracurricular activities by treating as present for the days of their absence for the above purpose on production of participation/attendance certificate in such activities issued by the University Authorities/Principals, subject to a maximum of 10 days in a semester. Those who secure a minimum of 75% attendance in the aggregate of all the Course of a Semester taken together alone will be allowed to register for the End Semester Examination.

A statement of attendance earned by the student will be published on or before 5th of every month in the notice board. Students shall examine the list and report the discrepancies, if any, to the class tutor.

LEAVE OF ABSENCE

1. Students are not permitted to abstain from classes without leave for the whole or part of a day.
2. Absence without leave for part of a day will entail forfeiture of attendance for the whole day.
3. A student absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.

CONTINUOUS EVALUATION

20% of the total evaluation is continuous. Periodical examinations are conducted and evaluated. Based on this and other parameters like assignments, seminars and attendance grades are awarded for CE. The grade awarded for CE will be at par with the performance of the student in various components of CE.

1. Exemption from attendance at examinations and test papers is granted by the Principal on the recommendation of the concerned Head of the Department.
2. Application for such exemption must be made at least two days before the commencement of the examination.
3. Absence from examination and test papers without leave will render the students concerned liable to serious punishment which may result in withholding of Term Certificate.
4. When re-examination is offered, absence from such examination for any reason what-so-ever will be regarded as equivalent to failure. Suitable fee may be collected from students to whom re-examination is offered.

5. Malpractice in test papers and examinations will render a student liable to severe punishment or expulsion from the college.

LIBRARY AND READING ROOM: RULES

1. Students are expected to make the maximum use of the library and reading room facilities provided in the college.
2. Strict silence should be maintained inside the library and the reading room.
3. The library will be open from 8.00am to 5.00pm on all days on which the college office is open.
4. Nothing except writing materials shall be taken inside the reading room and library.
5. Books must be returned within 14 days from the date of issue. A fine of 1 Rs.per day will be charged per book if not returned on the due date, until the book is returned or its loss reported.
6. Books must be carefully examined at the time of issue. The borrower shall be held liable for any damage detected later.
7. Tearing of picture or any other type of mutilation of magazine, book, etc. is serious offence. The borrower shall be asked to replace such book, at his/ her cost.
8. The loss of any book must be immediately reported to the librarian and with his permission the book may be replaced by a new volume failing which its cost as decided by the librarian must be paid.
9. Sub-lending of books is strictly forbidden.
10. All books issued from the library shall be returned without fail on or before the last working day of the academic year.

CAUTION DEPOSIT

Rules of Collection and refund

1. All students shall in admission to the college be liable to pay the caution deposit prescribed for that installment of tuition fees and other special fees payable on the date of admission at the commencement of a course along with such terms of less as are to be paid under the rules in case where the admission takes place during the period of a course, as the case may be.

2. Students belonging to scheduled caste/scheduled tribes/other eligible communities are exempted from payment of caution deposit.

3. The caution deposit paid by a student for a particular course shall be retained in the institution till completion of the course of study connected. Deposit received from a student will be refunded to him/her on receipt of application form prescribed below and after adjusting the dues, if any, on account of:

- i) Loss of Library books and fine thereof.
- ii) Fine for breakages of laboratory equipment and any other loss caused to properties of the college.
- iii) Arrears of fee, if any

If the caution deposit is less than the amount to be realized from the student excess amount will be realized by other means as the principal may decide.

4. The caution deposit paid by a student for a particular course the institution shall refund him/her after adjusting dues if any, before completion of the course in the college, if the student applied for refund of the same and provided

further that the student takes TC from the college concerned on grounds of discontinuing the course or for pursuing studies for the same or a different course in some other institution.

i) It shall be the responsibility of the student to claim the refund of caution deposit paid by him/her for the particular course immediately after the closing date of the college after the expiry of the academic year in which the course is completed or earlier when the claim of refund arises under the circumstances stated in Rule (4) above.

ii) If any student has been promoted to higher class on once or more occasions or has discontinued studies for one or more above claiming refund shall be extended by such number of academic year of break.

5. The students should keep in safe custody the receipts issued for remittance of the caution deposit during the tenure of the course. The Caution deposit will be refunded only if the concerned receipt issued from the college is produced along with the application for refund of the caution deposits. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided, the Principal is personally satisfied about the identity of the applicant claiming the refund.

SCHOLARSHIPS AND OTHER AMENITIES 1. **SCHOLARSHIPS, FEE CONCESSION STUDENTS AID FUNDS & AWARDS**

1. (a) Scheduled Caste, Schedule tribe, Christian converts and other Eligible community students are eligible for full fee

concession, Lump Sum Grant and Stipend. These Students are eligible for the benefit irrespective of family income and marks. They have to produce the required documents for fee concession.

(b) Other backward community students whose annual family income does not exceed Rs25000/-, of Degree course (annual scheme) are eligible for full fee concession. Such students have to submit income certificate in the prescribed form issued by the Village Officer and countersigned by the Panchayat President/ Municipal Commissioner

2. Forward community students are eligible for scholarships and fee concession subject to the minimum marks, annual family incomes, etc.

The detailed information regarding the following scholarships can be obtained from the website of the Directorate of Collegiate Education.

- 1 Post Matric Scholarship
- 2 Central Sector Scholarship
- 3 State Merit Scholarship
- 4 Hindi Scholarship
5. Muslim Nadar Scholarship
6. Suvarna Jubilee Merit Scholarship
7. C. H Muhammad Koya Scholarship
8. Scholarship for the Physically Handicapped

9. Merit Scholarship to the Children of School Teachers

10. Fisheries Scholarship

11. K. P. C. R Fee Concession

FEES Fee Particulars

Students studying in the semester courses have to remit a fee of Rs.2200/- as the semester fee.

Tuition fee.....MathsRs.1000.00 per year.

Electronics, CS, IMB.....Rs.3000.00 per Year

Biochemistry & Industrial Microbiology

Mathematics

B.Com with Computer Application

Special Particulars

1. Admission fee (M.Sc.) Rs. 150.00
2. Library Fee Rs. 100.00
3. UG Fee Rs. 75.00
4. Athletic Fee Rs. 100.00
5. Medical Inspection Fee Rs. 10.00
6. Magazine fee Rs. 50.00
7. Stationery fee Rs. 50.00
8. Association fee Rs. 50.00
9. Calendar fee Rs. 50.00
10. Audio-visual fee Rs. 25.00
11. University Union fee Rs. 50.00
12. Students aid fund Rs. 25.00

13. M.Sc. Laboratory Fee UG	Rs.	1200.00	14.
Laboratory fee (a) Main subject	Rs.	250.00	(b)
Subsidiary subjects	Rs.	150.00	
15. Scouts and Guides fee	Rs.	05.00	
16. Affiliation fee	Rs.	300.00	
17. Sports affiliation fee	Rs.	50.00	
18. Caution deposit	Rs.	360.00	
19. Cost of applications	Rs.	50.00	
20. Insurance	Rs.	25.00	
21. Women's Study Unit	Rs.	10.00	

(b) Examination fee

Rs. 40/- per paper for regular students and Rs. 40/- per paper for supplementary appearance will be the fee for University exam

STUDENTS GRIEVANCE REDRESSAL CELL

To ensure a sincere and good relationship between the students and staff, a Grievance Redressal Cell is functioning in the college. Dr. Remya. L, Dept. of Hindi is the convener of the cell.

WOMEN'S HOSTEL

The College provides a Women's Hostel in the Campus for the girls students hailing from far off places. A dividing system of mess is operating here. The Principal is the Chief Warden. A committee has been constituted for the smooth functioning of the Hostel.

The deputy warden Dr. Ganga.G. and Hostel Committee member Dr. Remya. L., Smt. Sajitha.K and Smt.Shylaja R. Pillai make occasional visits and listen to the grievances of the

inmates. A matron is also appointed its proper and efficient administration.

ANTI RAGGING CELL

As per Supreme Court of India direction an anti-ragging committee and anti- ragging squad had been constituted and is presently working in the college to curb the menace of ragging.

I. ANTI RAGGING COMMITTEE (MEMBERS)

1. Dr. K.S. Anil Kumar, Principal, Sree Ayyappa College
2. Smt. P K Sobha, Associate Professor, Dept. of Computer Science, Sree Ayyappa College (Nodal Officer)
3. Prof Ushakumari K L, Associate Professor & HOD, Dept. of Electronics
4. Dr. Nitha B, HOD, Dept. of Microbiology, Sree Ayyappa College
5. Dr. Vidhya N, HOD, Dept. of Mathematics Sree Ayyappa College
6. Sri. Unnikrishna Pillai, Head Accountant, Sree Ayyappa College

II. ANTI RAGGING SQUAD (MEMBERS)

1. Dr. N Madhavan, Assistant Professor, Dept. of Physical Education,

Sree Ayyappa College (Convener)

2. Prof S Suresh , Associate Professor, Dept. of Electronics
3. Dr. Sandeep S Assistant Professor, Dept. of Chemistry
Sree
Ayyappa College
4. Sri. Ganesh Kumar B S, U.D. Clerk, Sree Ayyappa
College