

## CORE VALUES

- \* Family atmosphere
- \* Affordable quality education
- \* Team work
- \* Character building.

**FEAR OF THE LORD  
IS THE BEGINNING OF WISDOM**

Phone : 0820 - 2561200 (Office)  
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# CROSSLAND COLLEGE

PRIORITY HIGHLANDS  
BRAHMAVAR - 576 213 Udupi Dist,  
KARNATAKA.

(Affiliated to Mangalore University)

Accredited by NAAC at 'B' grade with a CGPA of 2.22

Ranked 128<sup>th</sup> Best College in India by 'India Today'

- June 10, 2022



## STUDENT'S HAND BOOK

**2024 - 2025**

Sponsored and Managed by  
THE PRIORITY ONE INDIA  
and

THE PRIORITY EDUCATIONAL FOUNDATION  
BRAHMAVAR



**Dr. C. T. Abraham**  
 Founder – President  
 (1932-2009)

**COLLEGE GOVERNING COUNCIL**

1. **Dr. Roy Philip, M.Div., D.D.**  
 (Managing Trustee, Priority One India.)
2. **Mrs. Lali Abraham Mathew, M.A., M.Ed, M.S.**  
 (Correspondent, Crossland college.)
3. **Prof. Mathew C. Ninan, M.A., M.Ed.**  
 (Managing Trustee, Priority Educational Foundation.)
4. **Mr. Varghese Daniel, M.A., H.D.C.**  
 (Correspondent, PUC Section)
5. **Mrs. Leela Abraham Varghese**
6. **Prof (Mrs.) Elizabeth Roy, M.Com. M.S.**
7. **Dr. Aby Dany Varghese, MBBS,MD,FPCC**
8. **Mr. James Varghese, M.A.**
9. **Dr. G.Robert Clive, M.A (S.W), MBA, PhD, PGDGC**  
 (Principal)
10. **Mr. Biju Jacob K. B.A M.P.Ed., MPhil.**  
 (Staff Rep.)

**TIME TABLE**

	6					
	5					
	4					
	3					
	2					
	1					
<b>DAY</b>						
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						

## PERSONAL DETAILS

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Roll No.: \_\_\_\_\_

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

Name of Brother/Sister  
studying in this College : \_\_\_\_\_

Name of the Academic  
Counsellor : \_\_\_\_\_

Signature of the Academic  
Counsellor : \_\_\_\_\_

Name of the Mentor : \_\_\_\_\_

Signature of the Mentor : \_\_\_\_\_

## GENERAL INFORMATION

### A COLLEGE WITH A DIFFERENCE

Dr. C. T. ABRAHAM, a great visionary who has had extensive experience in the field of higher education is the founder of Crossland College. He realized the need for educational institutions for the upliftment of the socially and economically handicapped people in the locality. The College has realized the dreams and aspirations of first generation learners of this locality for whom education was a distant dream.

Dr. C.T.Abraham who made a difference in the lives of many and an inspiration to many, passed away on October 08, 2009. Priority Highlands, the 30 acre beautiful campus is the home of Crossland College.

### MANAGEMENT

Crossland College is sponsored and managed by the Priority One India Trust and the Priority Educational Foundation respectively. They are non-profitable Christian minority charitable Trusts working for the total welfare of the people of India. The India Theological Seminary which offers diploma and degree programmes in Bible studies and the Little Rock Indian School, an English medium School with CBSE Syllabus are also managed by these Trusts.

### THE MOTTO

“Fear of the Lord is the beginning of wisdom”

### CORE VALUES

- ◆ Family Atmosphere
- ◆ Affordable Quality Education
- ◆ Team Work
- ◆ Character Building



## **VISION**

Excellence in Education and Service to God and Man.

## **MISSION STATEMENT**

“The Crossland College strives to educate the rural and economically backward students of the Community, providing them excellent training for their total development, with the ultimate objective of bringing about the empowerment and enrichment of the community, through their service to God and Man.”

In imparting meaningful education and effectively serving the community, the college has closely moved in agreement with its ‘mission statement’.

## **OBJECTIVES**

To provide quality higher educational opportunities to young men and women in and around Brahmavar and also the youth all over India.

To provide higher education that will build up national unity and international understanding.

To give opportunities to build up fear of God, patriotism and responsibility as citizens.

To develop a sense of dignity of labour through work experience.

To provide opportunity for the financially underprivileged youth for quality higher education by giving work on campus, in farms, mess etc. to earn money for their education.

To provide instruction in job-oriented courses.

## **THE FAMILY CONCEPT**

The Founder believed that the family concept gave a good climate for education. He stressed the importance to have the feeling of oneness in a family. The students, staff and management of the college are all members of the ‘Crossland Family’. The College fosters an atmosphere of mutual trust, love and affection in the Campus.

## **MENTORING**

Each faculty member is allotted 10-15 students. The mentor with constant counseling helps them to cope with their personal problems. This helps the students to be closer to their mentor. The mentor points out the strengths and areas for development in each student. He/she also helps the student to set long term career goals and short term learning objectives to enable them to perform effectively. It is our tradition that students are known by staff members and are called by name. Parents are also encouraged to meet the mentors of their children.

A Counseling room is in place for personal interaction between the lecturer and the student.

## **SCHOLARSHIP**

Students are eligible for the usual Scholarships from Government and other agencies.

The following scholarships are available to the students.

1. Dr. C. T. Abraham Memorial Endowment
2. Dr. C. T. Abraham & Mrs. Alice Abraham Memorial Endowment
3. P.T.A. Endowment
4. Faculty Scholarship fund instituted by the faculty of the college
5. S.J. Jindal Scholarship for I, II and III year students
6. Endowment by Alumni 2007 batch
7. AIACHE- Scholarship for Christian students.
8. Free-ship for low income group students (₹ 44,500/- p.a.)
9. SC/ST scholarship
10. Sanchi Honnamma Scholarship
11. Scholarship to children of Ex-Service pensioners
12. Backward & Minority Scholarship
13. Alumni Scholarship

## AWARDS

To recognize the meritorious students there are 54 Endowment Awards and 44 Founder's Academic Merit Awards.

## ANNUAL MEDICAL CHECK UP

It is mandatory for the students to undergo an annual medical check up. All the students are to be present on the day of the check up.

## CROSSLAND FITNESS CENTRE

An eight station gym is functioning in the college with the funds provided by the MHRD, Govt. of India. Interested students can get the details from the Physical Director.

## PERSONAL COUNSELLING CENTRE

A Personal Counselling Cell to help students overcome their personal and emotional problems is set up under the guidance of two qualified lecturers.

## GENERAL RULES

1. Every student shall attend the lectures with regularity and punctuality.
2. The first hour commences every day with the prayer song,
3. When the attendance roll is called out each student is expected to rise up and answer his/her name.
4. When a class is not engaged, students are expected to go to the Reading Room. Students are not allowed to loiter on the verandas or corridors of the College during class time.
5. Strict discipline should be maintained inside the Library Hall.
6. **A student must have a minimum of 75% attendance in each subject to qualify for the university Examination. If a student does not satisfy the required attendance even in one subject he/she shall not be permitted to take the entire University examination and he/she shall be required to repeat the course in a subsequent year.**

7. Attendance in tests and class examination is compulsory.
8. Lecturers are put in charge of each class as Academic Counselors to monitor the academic progress of the students. Leave of absence should be obtained from the Academic Counsellor. If a student is absent on a day, a leave note signed by the parent/Guardian should be submitted to the Academic Counsellor before entering the class on the next day. Parents have to come to the college along with their wards to collect the marks card of the Internal assessment exams from the respective Academic Counsellors.
9. **The Supreme Court India has issued the following strict guidelines to prevent ragging in educational institutions. If any instance of ragging comes to the notice of the college authorities, strict action shall be taken. The student concerned shall be given an opportunity to explain and if his/her explanation is not found satisfactory, the authorities shall expel such a student from the institution.**
10. College property is our own and hence should be handled carefully. Anyone causing damages to property shall be liable to punishments including fine/ common fine.
11. **All the students must be in College uniform on all working days. Students are expected to be neatly dressed in accordance with our culture.**
12. **Use of mobile phone is strictly prohibited inside the campus. If anyone is found using the mobile phone inside the campus, the instrument will be confiscated and the student concerned will be subject to serious disciplinary action.**
13. **Bringing colour powder inside the campus under the guise of celebrating festivals is banned and anyone violating the rule will be strictly punished.**

14. No degree student is permitted near the PUC class rooms after 1.20 p.m. (Except the Certificate Course Students)
15. A student who regularly comes late for the classes will be subject to disciplinary action.
16. Disrespect to the faculty and staff members will be treated as a serious offence.
17. The authority of the Principal in matters of the discipline of students extends outside the college premises and is final.
- 18. Students are not permitted to bring their two wheelers inside the campus**
- 19. Class rooms cannot be used for birthday celebrations. Students are requested not to celebrate the birthdays of the Principal or any faculty member. Instead, on such occasions students who are motivated to help the needy, may make a contribution to the Students' Medical Relief Fund.**



**DOWN THE MEMORY LANE .....**

- |                                      |                      |
|--------------------------------------|----------------------|
| <b>Late Prof. A. Sanjeeva Shetty</b> | <b>(1984 – 1987)</b> |
| Founder Principal                    |                      |
| <b>Prof. Mathew C. Ninan</b>         | <b>(1987 - 1988)</b> |
| <b>Prof. K. M. John</b>              | <b>(1988 – 2003)</b> |
| <b>Prof. Samuel K. Samuel</b>        | <b>(2003 – 2021)</b> |
| <b>Prof. Johnson Jacob</b>           | <b>(2021 – 2024)</b> |

JULY - 2024			AUGUST - 2024		
1	Monday		1	Thursday	
2	Tuesday		2	Friday	
3	Wednesday		3	Saturday	
4	Thursday		4	Sunday	
5	Friday		5	Monday	
6	Saturday		6	Tuesday	
7	Sunday		7	Wednesday	
8	Monday		8	Thursday	
9	Tuesday		9	Friday	
10	Wednesday		10	Saturday	Commencement of Academic Year
11	Thursday		11	Sunday	
12	Friday		12	Monday	Commencement of I, III, V Sem.
13	Saturday		13	Tuesday	Orientation Programme
14	Sunday		14	Wednesday	
15	Monday		15	Thursday	Independence Day (H)
16	Tuesday		16	Friday	
17	Wednesday	Muharam (H)	17	Saturday	
18	Thursday		18	Sunday	
19	Friday		19	Monday	
20	Saturday		20	Tuesday	
21	Sunday		21	Wednesday	
22	Monday		22	Thursday	
23	Tuesday		23	Friday	
24	Wednesday		24	Saturday	40th Year Celebration
25	Thursday		25	Sunday	
26	Friday		26	Monday	
27	Saturday		27	Tuesday	
28	Sunday		28	Wednesday	
29	Monday		29	Thursday	
30	Tuesday		30	Friday	
31	Wednesday		31	Saturday	

SEPTEMBER - 2024			OCTOBER - 2024		
1	Sunday		1	Tuesday	I Internal Exams
2	Monday		2	Wednesday	Gandhi Jayanthi (H) PUC Vacaton
3	Tuesday		3	Thursday	I Internal Exams
4	Wednesday		4	Friday	I Internal Exams
5	Thursday		5	Saturday	
6	Friday		6	Sunday	
7	Saturday	Sri Varasiddi Vinayak Vrata (H)	7	Monday	Sports Day
8	Sunday		8	Tuesday	Founder's Memorial Day
9	Monday		9	Wednesday	
10	Tuesday		10	Thursday	
11	Wednesday		11	Friday	Mahanavami-Ayudha Pooja (H)
12	Thursday		12	Saturday	Vijaya Dashami (H)
13	Friday		13	Sunday	
14	Saturday	Student's Council Inauguration	14	Monday	
15	Sunday		15	Tuesday	
16	Monday	Id-milad (H)	16	Wednesday	
17	Tuesday		17	Thursday	Maharshi Valmiki Jayanthi (H)
18	Wednesday		18	Friday	
19	Thursday		19	Saturday	
20	Friday		20	Sunday	
21	Saturday		21	Monday	PUC Reopens after Vacation
22	Sunday		22	Tuesday	
23	Monday		23	Wednesday	
24	Tuesday		24	Thursday	
25	Wednesday		25	Friday	
26	Thursday		26	Saturday	
27	Friday		27	Sunday	
28	Saturday		28	Monday	
29	Sunday		29	Tuesday	
30	Monday	I Internal Exams	30	Wednesday	
			31	Thursday	Naraka chathurdashi (H)

NOVEMBER - 2024			DECEMBER - 2024		
1	Friday	Kannada Rajyothsava (H)	1	Sunday	
2	Saturday	Balipadyami - Deepavali (H)	2	Monday	
3	Sunday		3	Tuesday	
4	Monday		4	Wednesday	
5	Tuesday		5	Thursday	
6	Wednesday		6	Friday	
7	Thursday		7	Saturday	Semester Ends
8	Friday		8	Sunday	
9	Saturday		9	Monday	
10	Sunday		10	Tuesday	
11	Monday		11	Wednesday	I, III, V Sem Examination
12	Tuesday		12	Thursday	
13	Wednesday		13	Friday	
14	Thursday		14	Saturday	
15	Friday		15	Sunday	
16	Saturday		16	Monday	
17	Sunday		17	Tuesday	
18	Monday	Kanakadas Jayanthi (H)	18	Wednesday	
19	Tuesday	II Internal Exams	19	Thursday	
20	Wednesday	II Internal Exams	20	Friday	
21	Thursday	II Internal Exams	21	Saturday	
22	Friday	II Internal Exams	22	Sunday	
23	Saturday		23	Monday	
24	Sunday		24	Tuesday	
25	Monday		25	Wednesday	Christmas (H)
26	Tuesday		26	Thursday	Christmas Vacation begins
27	Wednesday		27	Friday	
28	Thursday		28	Saturday	
29	Friday		29	Sunday	
30	Saturday		30	Monday	
			31	Tuesday	Christmas Holiday Ends

JANUARY - 2025			FEBRUARY - 2025		
1	Wednesday	Reopens after Christmas Holidays	1	Saturday	
2	Thursday		2	Sunday	
3	Friday		3	Monday	
4	Saturday		4	Tuesday	
5	Sunday		5	Wednesday	
6	Monday		6	Thursday	
7	Tuesday		7	Friday	
8	Wednesday		8	Saturday	
9	Thursday		9	Sunday	
10	Friday		10	Monday	
11	Saturday		11	Tuesday	
12	Sunday		12	Wednesday	
13	Monday		13	Thursday	
14	Tuesday	Makara Sankranti (H)	14	Friday	
15	Wednesday		15	Saturday	I PUC Annual Exam begins
16	Thursday		16	Sunday	
17	Friday		17	Monday	NSS Camp Starts
18	Saturday		18	Tuesday	
19	Sunday		19	Wednesday	
20	Monday		20	Thursday	
21	Tuesday		21	Friday	
22	Wednesday		22	Saturday	
23	Thursday		23	Sunday	NSS Camp Ends
24	Friday		24	Monday	
25	Saturday		25	Tuesday	
26	Sunday	Republic Day (H)	26	Wednesday	
27	Monday	Commencement of II, IV, VI Sem	27	Thursday	
28	Tuesday		28	Friday	
29	Wednesday				
30	Thursday				
31					

MARCH - 2025			APRIL - 2025		
1	Saturday	II PUC Annual Exams begin	1	Tuesday	
2	Sunday		2	Wednesday	
3	Monday		3	Thursday	
4	Tuesday		4	Friday	
5	Wednesday		5	Saturday	
6	Thursday		6	Sunday	
7	Friday		7	Monday	
8	Saturday		8	Tuesday	
9	Sunday		9	Wednesday	
10	Monday		10	Thursday	
11	Tuesday		11	Friday	
12	Wednesday		12	Saturday	
13	Thursday		13	Sunday	
14	Friday		14	Monday	Ambedkar Jayanthi (H)
15	Saturday		15	Tuesday	
16	Sunday		16	Wednesday	
17	Monday	I Internal Exams	17	Thursday	
18	Tuesday	I Internal Exams	18	Friday	Good Friday (H)
19	Wednesday	I Internal Exams	19	Saturday	
20	Thursday	I Internal Exams	20	Sunday	
21	Friday		21	Monday	
22	Saturday		22	Tuesday	
23	Sunday		23	Wednesday	
24	Monday		24	Thursday	
25	Tuesday		25	Friday	
26	Wednesday		26	Saturday	
27	Thursday		27	Sunday	
28	Friday		28	Monday	II Internal Exams
29	Saturday		29	Tuesday	II Internal Exams
30	Sunday		30	Wednesday	II Internal Exams
31	Monday				



MAY - 2025			JUNE - 2025		
1	Thursday	II Internal Exams	1	Sunday	
2	Friday		2	Monday	
3	Saturday		3	Tuesday	
4	Sunday		4	Wednesday	
5	Monday		5	Thursday	
6	Tuesday		6	Friday	
7	Wednesday		7	Saturday	
8	Thursday		8	Sunday	
9	Friday		9	Monday	
10	Saturday	College Day	10	Tuesday	
11	Sunday		11	Wednesday	
12	Monday		12	Thursday	
13	Tuesday		13	Friday	
14	Wednesday		14	Saturday	
15	Thursday		15	Sunday	
16	Friday		16	Monday	
17	Saturday		17	Tuesday	
18	Sunday		18	Wednesday	
19	Monday		19	Thursday	
20	Tuesday		20	Friday	
21	Wednesday	End of II, IV, VISEM Classes	21	Saturday	
22	Thursday		22	Sunday	
23	Friday		23	Monday	
24	Saturday		24	Tuesday	
25	Sunday		25	Wednesday	
26	Monday	II, IV, VI Sem University Exam Starts	26	Thursday	
27	Tuesday		27	Friday	
28	Wednesday		28	Saturday	
29	Thursday		29	Sunday	
30	Friday		30	Monday	
31	Saturday				

## 1. ACADEMIC INFORMATION :

Quality education is expensive. For meeting its heavy financial commitments the college depends on the aid from the government (only for B.A. Degree Courses) and on the contribution and support of people who care for the education of our youth. However, **the college does not collect any capitation fee or donation from the students.**

### a) Academic Year :

The academic year is divided into two Semesters. The first one is from July/August to November/December and the second one is from January to May.

### b) Working hours :

The College Office and Library will work from 8 a.m. to 5.30 p.m. Regular classes for Degree section will be held from 8.30 a.m. to 3 p.m. on all working days of the week, except Saturdays. On Saturdays classes will end at 1.10 p.m. PUC classes will be held from 1.45 p.m. to 5.30 p.m. on all working days.

### c) Schedule of fee :

The fees due for the year should be paid in two instalments as shown in the 'Schedule of fee' given below.

<b>CROSSLAND PRE-UNIVERSITY COLLEGE, BRAHMAVAR</b>		
<b>Fee for PUC Students</b>		
Fee Particulars	Amount ₹	Amount ₹
Tuition fees	665	665
Sports Fund	84	
Sevadala	10	
Red Cross	25	
NSS	05	
Library	120	
Reading Room	50	
Medical Test	10	
Calendar & ID Card	60	
Students' Safety Insurance	15	
College Magazine		300
Rovers & Rangers	50	
Extra-Curricular	130	
II PU Board exam fee	450	
SWF		25
TWF		25
College Exam Fees		168
Flag		20
PUC (To be paid at the time of Admission)		
Admission 50		
Board Registration Fees 30		
Caution Deposit 50		
<b>I PUC Total</b>	<b>2557</b>	
<b>II PUC Total</b>	<b>2557</b>	

<b>B.A. DEGREE COURSE :</b>	
Fee Particulars	on admission ₹
<b>UNIVERSITY FEES:</b>	
University Sports Fee	<b>300</b>
University Sports Development Fee	<b>300</b>
University Career Guidance	<b>350</b>
University Cultural Activities	<b>400</b>
NSS	<b>50</b>
Adhyayana Peeta Fee	<b>10</b>
Skill Enhancement Programme	<b>150</b>
Red Cross	<b>50</b>
<b>COLLEGE FEES</b>	
Tuition (only Boys except SC/ST)	<b>1880</b>
Library	<b>120</b>
College Exams	<b>100</b>
Medical Test	<b>30</b>
Calendar & ID Card	<b>100</b>
Reading Room	<b>100</b>
Sports & Games	<b>100</b>
Subject Associations	<b>30</b>
College Day & Students' Council	<b>120</b>
College Magazine	<b>300</b>
<b>OTHER FEES</b>	
Teacher's Day and Air Force Day Flags	<b>35</b>
State Student' Welfare	<b>25</b>
State Teachers' Welfare	<b>25</b>
National Teachers' Welfare	<b>20</b>
NSS	<b>40</b>
College Cultural Activities	<b>200</b>
Red Cross	<b>50</b>
<b>TOTAL</b>	<b>4,885</b>
<b>B.Com</b>	<b>18100</b>
<b>BCA</b>	<b>25100</b>
Computer Lab Fees is extra for Secretarial Practice Students	

**Additional Fee for fresh students (To be paid at the time of admission.)**

**PUC**

Admission Fee	50
Board Registration Fee	30
Caution Deposit (including Library Deposit)	50

**DEGREE**

Admission Fee	80
University Registration Fee	500
Caution Deposit (Including Library Deposit)	250
University Development Fund	300

Students from other states will have to pay the prescribed fees and expenses for obtaining the eligibility certificate from the University/PU Board.

If a student fails to pay his/her fee on the day fixed for payment in the Handbook a fine at the rate of ₹ 20/- each per week of delay will be levied.

If the fee is not paid within one month, the student's name shall be struck off the rolls. If re-admitted, the concerned student shall pay the fees, the fines for all the weeks of delay and a re-admission fee of ₹ 10/-.

Even if a student's name is on the College Register for only a part of the term, he/she is liable to pay the various fees for the entire term.

**2. COURSE OF STUDY**

The College offers the following courses during the academic year 2024-25

**1. Pre-University Course (P.U.C)**

(Recognised by Karnataka Pre-University Education Board)

**2. Bachelor of Arts (B.A)**

(Affiliated to Mangalore University)

**3. Bachelor of Commerce (B.Com)**

(Affiliated to Mangalore University)

**3. Bachelor of Computer Application**

(Affiliated to Mangalore University) Approved by AICTE

**Languages:**

1. English
2. Hindi/Kannada

**Subject Combinations:**

**P.U.C.**

History, Economics, Sociology, Political Science.  
History, Economics, Business Studies, Accountancy.

**B.A.**

1. Business Management, Office Management and Secretarial Practice
2. History, Sociology and Rural Development

**B.Com.**

Compulsory Subjects

**B.C.A**

Compulsory Subjects

### 3. SCHEME OF EXAMINATIONS :

The College will hold monthly tests and periodical examinations to assess the students' academic progress, on the dates shown in the Calendar of this Handbook.

#### **Pre-University Course:**

In addition to the monthly tests, three examinations will be conducted during the year in October, December and February. The examination in February will be a preparatory/model examination before the final exams.

**Attendance in the Internal Assessment exams is compulsory and in normal circumstances a re-examination will not be conducted.**

#### **Duration of the Programmes:**

The duration of Bachelor Degree Programmes shall be six semesters (three academic years) of 16 weeks each. Each semester shall consist of 16 weeks of study (excluding the time spent for the conduct of final examination of each semester).

#### **Co-curricular and Extra Curricular Activities:**

Participation of students in Co-and Extra curricular activities is considered to be an integral part of credit based semester system NEP. A student shall opt any one of the following activities under

- a) N.S.S./N.C.C/Scouts and Guides/Rangers and Rovers
- b) Sports and Games
- c) Other Co-and Extra-Curricular Activities as prescribed by the University.

#### **Certificate Programmes**

The special timings of the college enable the students who join the college to enroll themselves for the following Certificate courses offered by the college.

1. Certificate in Employability Skills
2. Certificate in Communication Skills
3. Certificate in Soft Skills
4. Certificate in Computer Studies

#### **The India Theological Seminary**

Students who join the College have the opportunity to do parallel diploma and degree courses in Bible Education offered by the Seminary which functions in the same campus.

#### **4. CERTIFICATES**

- a) All applications for certificates must be made to the Principal in writing. Certificates must be taken from the office in person. If they have to be sent by post, a stamped self-addressed cover must be left at the office. Certificates and mark cards will not be handed over to unauthorized persons.
- b) Applications for certificates should contain the following particulars.
  - i) The student's name and initials.
  - ii) The date of joining the college and the class in which the student was originally enrolled.
  - iii) The class in which the student was reading at the time of leaving the college and his register number.
  - iv) The language under part I and optional subjects under part II.
  - v) The University exams passed with Reg. Nos. and the year of passing.
- c) The following are the fees charged:
  - i) Conduct Certificate : ₹ 40.00
  - ii) Transfer Certificate : ₹ 100.00
  - iii) Any other Certificate : ₹ 20.00
- d) Certificates will not be issued on less than 24 hours notice.
- e) If Transfer Certificate (TC) is to be sent by post, the required registration charges have to be paid by students.

## FACULTY AND STAFF

Principal : Dr. G. Robert Clive, M.A.(S.W.), MBA., PhD., PGDGC.

Vice-Principal : Mr. K. Biju Jacob, B.A., M.P.Ed., M Phil.

Incharge : Mr. Sheshagiri Bhat, M.A.

(PUC)

### Languages:

1. Mrs. Geetha N., M.A., M Phil., PhD. (On Deputation)
2. Mr. Sheshagiri Bhat, M.A. (Head of the Dept.)
3. Mr. Naveen Kumar, M.A. NET
4. Mrs. Sindhu Benny, M.A., B.Ed.

### Management Science

1. Mrs. Deepa Ananth Rao Kittur, M.A., MBA., PGDHRM.  
(Head of the Dept.)
2. Mrs. Ashwini, M.Com., KSET
3. Mrs. Supriya, M.Com.
4. Mrs. Roopa, M.Com.

### Social Science:

1. Dr. G. Robert Clive, M.A.(S.W.), MBA., PhD., PGDGC.
2. Prof. Gurumurthy K.K. M.A.
3. Mrs. Smitha Maipadi, M.A. (Head of the Dept.)
4. Mrs. Saritha, M.A., KSET
5. Mrs. Mamatha, M.A.
6. Mrs. Jyothi, M.A.
7. Ms. Manjushree, M.A.

### Commerce

1. Mr. Sukumar Shettigar, M.Com., MBA (Head of the Dept.)
2. Mr. Chiranjani K. Sherigar, M.Com., MBA, B.Ed., KSET
3. Mrs. Poornima, M.Com.
4. Ms. Sumithra, M.Com.

### Computer Science :

1. Mrs. Maithily B. M.Tech. (Head of the Dept.)
2. Mrs. Anna Lisha. M.Sc., M.Phil

### Physical Education:

1. Mr. K. Biju Jacob, B.A., M.P.Ed., M Phil.

### Library:

1. Mrs. Geetha C. Cherian, B.A., B.L.I.Sc.,
2. Mr. Lawrence R. Cornelio, Library Asst.

### Office:

1. Mr. Abraham Chacko – FDA
2. Mrs. Shobha P., B.Com. – II Grade Typist
3. Mr. Sathish Naik – Attender
4. Mr. Mathew Samuel – Peon
5. Mrs. Renitha Jennifer D'Souza, M.Com.
6. Mrs. Sashikala

### Incharge, UGC Network Resource Centre

Mr. Sudheendra, M.A.

### PUC Section:

Mrs. Shailaja, B.A.  
Mr. Muralidhran, B.A.

### Student Welfare Officer:

Mr. Biju Jacob K., B.A., M.P.Ed., M Phil.

### Students Council :

Degree - Director : Mrs. Deepa Kittur, M.A., M.B.A., PGDHRM  
PUC - Director : Mrs. Saritha, M.A., KSET

### National Service Scheme (N.S.S.):

Programme Officer : Mr. Naveen Kumar, M.A., NET  
Asst. Programme Officer : Mrs. Ashwini, M.Com., KSET

### Personal Counselling Centre:

Counsellor : Dr. Robert Clive G,  
M.A.(S.W.), MBA., Ph.D., PGDGC

Woman Counsellor : Mrs. Deepa Kittur, M.A., MBA., PGDHRM

### Youth Red Cross :

Programme Officer : Mr. Sukumar Shettigar, M.Com., MBA.

### Sexual Harassment Prevention Cell/Internal Complaints Committee :

Mrs. Deepa Kittur, M.A., MBA., PGDHRM



