



GIAL

GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING
Affiliated to Mahatma Gandhi University, Kottayam

HAND BOOK 2021-2022



UNIVERSITY TOPPERS

BA ENGLISH DEPARTMENT



ANEENAMOL SHAJI
FIRST POSITION



SONIA
SECOND POSITION



ANJU SHANKER
SECOND POSITION



SOORAJ S.
THIRD POSITION

COLLEGE TOPPERS- 'A' GRADE WINNERS

- | | |
|--------------------------|--------------------------------------|
| 1. KEZIAH JOHN SHIBU | - BCOM MODEL I FINANCE AND TAXATION |
| 2. MERLIN ANN MATHEW | - BCOM MODEL I FINANCE AND TAXATION |
| 3. MERIN MARY BABYCHEN | - BCOM MODEL I FINANCE AND TAXATION |
| 4. ANILANAIR | - BCOM MODEL I FINANCE AND TAXATION |
| 5. KEERTHANA ASHOK | - BCOM MODEL I FINANCE AND TAXATION |
| 6. SONA ELIZEBETH THOMAS | - BCOM MODEL II FINANCE AND TAXATION |
| 7. ANU ANNA THOMAS | - BCOM MODEL II FINANCE AND TAXATION |
| 8. GOWRY MOHAN | - BCOM MODEL II FINANCE AND TAXATION |
| 9. STENY ELSA VARGHESE | - BCOM MODEL I COMPUTER APPLICATION |
| 10. SRUTHI SANTHOSH | - BCOM MODEL I COMPUTER APPLICATION |
| 11. ABEL KOSHY JOJI | - BBA |
| 12. JOMY MOL JOY | - BBA |
| 13. PRATHANA STHOLOOR | - BBA |
| 14. TIJU LAL | - BBA |
| 15. NANDANA MANOJ | - BBA |



GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING —
Approved by AICTE & Affiliated to Mahatma Gandhi University, Kottayam

CALENDAR – HANDBOOK

2021 – 2022

Name :

Roll No. :

Year :

Contact:

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Mob: 7592802949, 7592098980

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Web mail: www.girideepamcollege.org

BIODATA

(TO BE FILLED IN BY PARENT OR GUARDIAN)

Name

UID (Aadhar No.)

Class.....Section.....

Roll No.....Admn.No.....

Name of Father.....

DesignationSignature.....

Name of Mother.....Signature.....

DesignationSignature.....

Name of Guardian.....

Relationship.....

DesignationSignature.....

Residential Address.....

Office Address.....

Phone	Residence		Office
	Father		
	Mother		
	Guardian		

THE STUDENT SHOULD BRING THIS HAND BOOK TO COLLEGE EVERY DAY

I have gone through the rules and regulations of the college and I promise to follow them strictly

Student

Parent



PRAYER SONG

1. Thine is the life we breathe, Lord!
Consecrated be it Thine
Groping as we are in gloom deep
Guide us through Thy light of grace.

In all our thoughts words and deeds
Ne'er may we stray from Thee
Lighted lamp our life a sign be
Of Thy presence till we breathe our last.

[Thine..]

2. Gial be for us all a joyous Home
Thou our Father and our Lord
Make our work and joyful moments, a
Living worship, God, to Thee.

With all our strengths and talents
All but only bounteous gifts from Thee
Place us when and where you deign, to
Love and serve Thee, loving all around.

[Thine...]



CLASS TIMING

08.55	FIRST BELL
09.00	PRAYER
9.05 - 10.00	FIRST HOUR
10.00 - 10.55	SECOND HOUR
10.55 - 11.10	BREAK
11.10 - 12.05	THIRD HOUR
12.05 - 1.00	FOURTH HOUR
1.00 – 1.45	LUNCH BREAK
1.45 - 2.40	FIFTH HOUR

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GIRIDEEPAM INSTITUTE OF ADVANCED LEARNING

1. VISION

The promotion of high standards of Holistic professional education ‘*In Pursuit of Excellence*’, catering to the needs of our students for the peace and prosperity of our society.

2. MISSION

To transform persons into socially committed, responsible and spiritually inspired citizens, well equipped with wisdom adequately balanced with ethics and to advance the profession of education for the well-being of our Nation

3. MOTTO

“In Pursuit of Excellence”

4. ABOUT GIAL

Girideepam Institute of Advanced Learning (GIAL) established in 2005, is owned and managed Bethany Navajyothy Province of the Order of the Imitation of Christ (Bethany Ashram). The legacy of Girideepam group of institutions from 1975 is disseminated to higher education sector through GIAL. The college is approved by Government of Kerala and affiliated to Mahatma Gandhi University, Kottayam.

Girideepam Institute of Advanced Learning (GIAL) is the higher education segment of Girideepam group of Institutions. GIAL is intensively involved in its efforts to improve its profile by serving the society in different spheres imparting education through various community oriented courses at UG and PG level. GIAL School of Management Studies is approved by AICTE, New Delhi and affiliated to Mahatma Gandhi University, Kottayam. It is owned and managed by Bethany Navajyothi Province of the Order of Imitation of Christ (Bethany Ashram). The School of Management Studies is a milestone in its journey with its motto ‘In Pursuit of Excellence’. Business Management is one of the most varied and demanding professions.

GIRIDEEPAM SCRIPTING SUCCESS STORY

Girideepam (Giri means Mountain, Deepam means Lamp), is the lamp on the mountain top. The mission to Enlighten and Educate began in 1976 at Bethany Ashram, Kalathilpady, Kottayam. It was the untiring passion, the commendable determination and dedication of the Bethany Father's, synchronized with social responsibility helped the institutions to grow by leaps and bounds. Today, Girideepam has become a Brand in the Education Sector. Girideepam Institutions had been consistent in providing overall growth and development in curricular and extra-curricular activities.

5. AIMS AND OBJECTIVES

- To utilise best resources and develop ethical, entrepreneurial and socially responsible managers committed to the 'Pursuit of Excellence' through vibrant experiential learning in a dynamic serene and invigorating environment.
- To disseminate the radiance of management education to the reach of common man who can contribute to the betterment of society.
- To enlighten the minds of participants through innovative and futuristic endeavors.

6. MANAGEMENT

The Congregation of the Order of the Imitation of Christ (OIC) which is also known as Bethany Ashram, was founded by Servant of God late Archbishop Mar Ivanios on 15th August 1919. The Congregation aims at following Jesus Christ in his life of prayer and action, realized in Oriental monastic tradition and Indian sanyasa which are aimed at the evangelization of India through the spiritual renewal of the Malankara Catholic Church.

Soon after its foundation, Bethany Ashram became the pilgrim center of the Malankara Church giving solace to the spiritually starved people. In 1930 most of its members joined their founder on his way to Catholic Church and Bethany Ashram remained the cradle of the historic Reunion Movement. This event ushered in a new era in the life and growth of



Bethany Ashram. The members were initially confined to the activities directly related to Reunion Movement. But later, along with that, began to undertake a wide range of apostolic activities. In 1966 the Congregation was raised to the Pontifical Status.

After the reunion to the Catholic Church, the Generalate of the Order of the Imitation of Christ was at Nalanchira, Thiruvananthapuram. In 1971 it was shifted to Kalathilpady, Kottayam.

The General Chapter of the Order of the Imitation of Christ held in the year 1998, decided to establish provincial system in the Congregation and so it formed two provinces, namely Bethany Navajeevan Provinces, with its headquarters in Thiruvananthapuram and Bethany Navajyothy Province with its headquarters in Desom, Aluva. Girideepam is owned by the Bethany Navajyothy Province, Desom, Aluva.

7. GIAL CAMPUS

Girideepam Institute of Advanced Learning is committed towards creating a culture of environment responsibility among its students. A green campus demonstrates its commitment to ecological sustainability through its academic programs and its campus life.

MANAGING BOARD [FOR THE YEAR 2021-2022]

- 1. REV.FR. VARGHESE THYKKOOTTATHIL OIC**
[DIRECTOR , GIRIDEEPAM GROUP OF INSTITUTIONS]
- 2. REV.FR. NOBLE JOSEPH OIC**
[PRINCIPAL, GIRIDEEPAM BETHANY CENTRAL SCHOOL]
- 3. REV.FR. BENOY GEORGE OIC**
[BURSAR, GIRIDEEPAM GROUP OF INSTITUTIONS]
- 4. REV.FR. GEEVARGHESE BARSOMO OIC**
[PRINCIPAL, GIRIDEEPAM BETHANY HIGHER SECONDARY SCHOOL]



8. SISTER CONCERNS

❖ GBS [GIRIDEEPAM BUSINESS SCHOOL]

Recognizing the need of professional Management education in the State, Girideepam unveiled its prestigious Business School in 2010. The full time MBA programme of Girideepam Business School is approved by Government of Kerala, AICTE New Delhi, and affiliated to Mahatma Gandhi University.

❖ GIRIDEEPAM BETHANY HIGHER SECONDARY SCHOOL

Girideepam had a very humble beginning in 1975 with a dozen of tiny tots in a room attached to Bethany Ashram, Kalathilpady, Kottayam. Over the years, the school grew in leaps and bounds. In 1987, Girideepam Bethany High School presented the first batch of SSLC. Since then, an uninterrupted history of total pass with top State Ranks and grades continues.

❖ GIRIDEEPAM BETHANY CENTRAL SCHOOL

The credibility and social commitment of this Institution called for another School with CBSE syllabus. Girideepam Central School established in 1997 is an off-shoot of Girideepam High School. This School in the same campus has grown into a full fledged Senior Secondary School and we have presented the first batch of AISSE (X) in 2001 and AISSCE (XII) in 2003. The commendable results in Board Examinations put this School in the list of top ranking CBSE Schools in the country.

❖ GIRIDEEPAM BETHANY KINDERCITY

Girideepam Bethany Kindercity caters the needs of the children and ensures that all children grow physically, emotionally, morally and intellectually. We enable the children to grow up and face the challenges of life and focus on an overall personality development. Bethany Kindercity provides simple and systematic methods of teaching without strain or stress. We provide a curriculum in an attractive and caring environment. The Kindercity gives importance to language and



communication skills, reading and writing skills, social and emotional skills that help the children to learn through joyful activities that stimulate child's curiosity and developed self confidence .We also have a playschool for children between 3 and 4 years, managed by very loving and caring teachers and supporting staff.

9. AWARDS AND ACHEIVEMENTS

➤ ISO AWARD

ISO 9001: 2008 certificate as a token of quality education

➤ EXCELLANCE AWARD 2016

➤ EXCELLANCE AWARD 2017



II. COURSES, FACULTY, ADMINISTRATION AND SUPPORTING STAFF PROGRAMMES OFFERED

A. UNDER GRADUATE PROGRAMMES

BACHELOR OF COMMERCE (B.COM)

Programme	Stream	Open Course
B.Com	Computer Application	Fundamentals of Accounting
	Model I –Finance and Taxation	
	Model II–Finance and Taxation	

BACHELOR OF COMPUTER APPLICATION (BCA)

Programme	Stream	Open Course
B.C.A		Cyber Law

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Programme	Stream	Open Course
B.B.A		Brand Management

BACHELOR OF ARTS IN ENGLISH (BA IN ENGLISH)

Programme	Stream	Open Course
BA English	Model II Careers and Communication Skills	English for Careers

B. POST GRADUATE PROGRAMMES

Course	Eligibility
M.Com (Finance and Taxation)	Graduation in Commerce/Business Administration
M.Com (Marketing and Logistics Management)	
M.A	Graduation in Arts and Science



CERTIFICATE COURSES

The following are some of the certificate courses offered by the College.

- ❖ SAP – FICO
- ❖ GST
- ❖ Business Analytics
- ❖ Digital Marketing
- ❖ Ethical Hacking
- ❖ English for Excellence
- ❖ IELTS Training Course

STAFF COUNCIL

1. Rev. Fr. Varghese Thykottathil OIC (Director)
2. Dr. Antony Thomas (Principal, GIAL)
3. Dr. C.Jayachandran (Principal, GBS)
4. Dr. James Joseph (HOD, Dept of Commerce)
5. Mrs. Treasa Fyna (HOD, Dept of Management Studies)
6. Mrs. Ann Mary Jacob (HOD, Dept of English)
7. Mrs. Saritha N Pillai (HOD, Dept of Computer Applications)

NAAC ACCREDITATION COMMITTEE INTERNAL QUALITY

ASSURANCE CELL [IQAC]

National Assessment and Accreditation Council (NAAC) was established by the UGC in September 1994 at Bangalore for evaluating the performance of the Universities and Colleges in the Country. NAAC's mandate includes the task of performance evaluation, assessment and accreditation of universities and colleges in the country. The philosophy of NAAC is based on objective and continuous improvement rather than being punitive or judgmental, so that all institutions of higher learning are empowered to maximize their resources, opportunities and capabilities. Assessment is a performance evaluation of an institution and /or its units and is accomplished through a process based on self- study and peer review using defined criteria.



COMPOSITION OF IQAC

1. Dr. Antony Thomas (Principal – Chairman)
2. Rev. Dr. Varghese Thaikkoottathil OIC
3. Rev. Fr. Joseph Noble Kannamkulam OIC
4. Ms. Treasa Fyna (Coordinator)
5. Mr. Sarun Jacob (Joint Coordinator)
6. Dr. C Jayachandran
7. Dr. James Joseph
8. Mr. Subin Thomas
9. Dr. Roshini Philip
10. Ms. Ann Mary Jacob
11. Ms. Saritha N Pillai
12. Mr. Moncy Kuriakose
13. Sri. Jomon Chacko
14. Mr. T.S Thampan (Administrative Officer)
15. Sri. P.P Varghese (Local Society Representative)
16. Sri. Vitty Kondody (Industrialist)
17. Ms. Aswin Sanal (Student Representative)
18. Ms. Megha Sara Bobby (Alumni Representative)

PTA Executive Committee

President	-	Fr. Varghese Thaikooattathil OIC (Director)
Secretary	-	Dr. Antony Thomas (Principal)
Treasurer	-	Fr. Binoy George OIC (Bursar)
Staff Representative	-	Mrs. Biby Moitheen
Executive Members	-	Babu E M (F/o Pratheesha & Prathibha)
	-	Mrs. Vigi Antony (M/o Angel)
	-	Mr. Babu George (F/o Noel George)

Alumni Executive Committee

President	-	Fr. Varghese Thaikooattathil OIC (Director)
Secretary	-	Dr. Antony Thomas (Principal)
Treasurer	-	Fr. Binoy George OIC (Bursar)
Staff Representative	-	Mrs. Suby Mathew
Executive Members	-	Mr. Britto Babu
-		Mr. Ashlin Tom
-		Ms. Rinchu Maria Abraham



THE FACULTY

PRINCIPAL

Dr. Antony Thomas M.Com, M.Phil, Ph.D

COMMERCE DEPARTMENT

1. Dr. James Joseph (HOD), M.Com, M.Phil, Ph.D
2. Mr. Jayapraksh T S, M.Com, BEd
3. Mr. Jomon Chacko, MCom (Marketing), M.Com (Finance), MPhil
4. Mr. Ramakrishnan T U, M.Com, PGDPM
5. Mrs. Subi Mathew, M.Com, B.Ed, SET
6. Mrs. Annie Philip, M.com (Finance), B.Ed
7. Mrs. Tessy Mathew, M.Com, NET
8. Mrs. Swapnamol P S MCom, B.Ed, SET
9. Mrs. Lamia Elizabeth Joseph, M.Com
10. Mrs. Radhika Ramanujam, M.Com, MBA
11. Mrs. Suji Mathew M.Com, MPhil, B.Ed, SET
12. Mrs. Roopakala C V, M.Com
13. Mrs. Anchitha Liz Thomas, M.Com
14. Mr. Reuben Philip Abraham, M.Com

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. Mrs. Treasa Fyna (HOD), MBA (HR & Finance) UGC-NET
2. Mrs. Meera.M.Nair, MBA (HR & Marketing)
3. Mrs. Arya S Babu, MBA (HR & IT)
4. Mr. Sarun Jacob, MBA (Finance & Marketing), M Com, NET
5. Mrs. Athira Kishnan R, M Tech, MBA

BACHELOR OF COMPUTER APPLICATION (BCA)

1. Mrs. Saritha N Pillai (HOD), MCA
2. Mrs. Swapna Jinu, MCA
3. Mr. Vinumon Jacob, M.Sc IT, M.Phil
4. Mrs. Jintu John, MCA

Guest Faculty:

1. Mrs. Anuja Varghese, M.Sc Maths, B.Ed



ENGLISH DEPARTMENT

1. Mrs. Ann Mary Jacob, M.A English
2. Mr. C. P. Roy, M. A. English, B.Ed
3. Mrs. Geetha Mani, M.A English B.Ed
4. Mrs. Biby Moitheen ,M.A English, B.Ed,NET
5. Mrs. Mini Alex, MA B.Ed SET CTET
6. Mrs. Mini Peter, MA English, MA Hindi, B.Ed,PG Diploma in Translation
7. Ms. Shalabha Rachel Abraham, MA English, NET
8. Mrs. Merin George, M.A English
9. Mrs. Anju Thomas, M.A English
10. Ms. Abiya George, M.A English
11. Ms. Divya K M, M.A English, MBA
12. Ms. Sneha P Kurian, M. A. English, B.Ed

LANGUAGES

1. Mr. Pradeep Kumar M G, Diploma in French
2. Mr. Saneesh M K, M.A Hindi, B.Ed
3. Mrs.Nishi V.J, M.A Malayalam, M.Ed
4. Mrs.Sajeena G Nair, M.A Malayalam, B.Ed, SET

ADMINISTRATIVE AND SUPPORTING STAFF

- | | | |
|----|----------------------|--------------------------|
| 1 | Mr. ThampanT.S. | (Administrative Officer) |
| 2 | Mrs. Lanila B. Nair | (Accountant) |
| 3 | Mrs. Aiswarya Raj | (PRO) |
| 4 | Mr. Anish G | (Librarian) |
| 5 | Ms. Anju Anna Babu | (Assistant Librarian) |
| 6 | Mr. Sabin Sabu | (Office Assistant) |
| 7 | Mr. Nibin Baby | (Office Clerk) |
| 8 | Mrs. Achamma Johnson | (Store in charge) |
| 9 | Mrs. Jancy Mathew | (Supporting Staff) |
| 10 | Mrs. Betty Thomas | (Supporting Staff) |
| 11 | Mrs. Jessy Reji | (Supporting Staff) |

**OFFICE BEARERS 2021-2022**

A	SECRETARY STAFF ASSOCIATION	Mrs. Biby Moitheen
B.	EXAM COORDINATORS	Mrs. Saritha Pillai Mrs. Jintu John Mrs. Lamia Elizebath Joseph
C	CHIEF MENTOR	Mr. Vishnu Lona
D	IQAC CO-ORDINATOR	Mrs. Treasa Fyna
C	PRO	Mrs. Aiswarya Raj
D	COLLEGE UNION DIRECTOR	Mrs. Suji Mathew
E	UNION ADVISOR	Dr. James Joseph
F	ARTS CLUB DIRECTOR	Mrs. Annie Philip
G	COLLEGE MAGAZINE	Ms. Shalabha Rachel John

CO-ORDINATORS OF VARIOUS ACTIVITIES/CLUBS

NATURE CLUB	Dr. C P ROY
QUIZ CLUB	Mr. VINUMON JACOB
MENTORING	Mrs. TESSY MATHEW
BRIDGE CLASS	Mrs . SWAPNAMOL P S
REMEDIAL COACHING	Mrs. SWAPNA JOSE
UNION DIRECTOR	Mrs. SUJI MATHEW
UNION ADVISOR	Dr. JAMES JOSEPH
ANTI RAGGING	Mrs. SUBI MATHEW
MAGAZINE	Ms. SHALABHA RACHEL ABRAHAM
IQAC	Mr. SARUN JACOB
MEDIA CELL	Mr. VINUMON JACOB, Mr. SARUN JACOB, Mr. REUBAN PHILIP ABRAHAM, Ms. ABIYA GEORGE



COUNCELLING	Mrs. ROOPAKALA C V
ALUMINI ASSOCIATION	Mrs. SUBI MATHEW
SC/ST/OBC CELL	Mrs. SWAPNAMOL P S
YOUNG INNOVATORS PROGRAM	Mrs. ROOPAKALA C V
PLACEMENT	Mr. REUBAN PHILIP ABRAHAM
PHOTOGRAPHY CLUB	Mr. REUBAN PHILP ABRAHAM
SPORTS AND GAMES	Mr. RAMAKRISHNAN T U
ED CLUB	Mrs. RADHIKA RAMANUJAM
MUSIC CLUB	Mrs. ANN MARY JACOB Mr. REUBAN PHILIP ABRAHAM
YOGA	Mrs. MINI PETER
DEBATING CLUB	Mrs. MINI ALEX
ORATORY CLUB	Mrs. MERIN GEORGE
COMMUNITY OUT REACH CELL	Mrs. MINI PETER, Mr .JOMON CHACKO
GRIEAVANCE REDRESSAL	Mrs. MEERA M NAIR
NSS	Mr .JOMON CHACKO, Mrs. MINI PETER
HOSTEL LAISON	Mrs. JAYAPRAKASH T S, Mrs. ARYA S BABU
ANTI NARCOTIC CELL	Dr. JAMES JOSEPH
GENDER JUSTICE FORUM	Mrs. MEERA M NAIR
WOMEN CELL	Dr. GEETHA MANI
ANCHORING CELL	Mrs. ANN MARY JACOB
PTA	Mrs. BIBY MOITHEEN
JESUS YOUTH	Mrs. ANNIE PHILP
RESEARCH COMMITTEE	Dr. JAMES JOSEPH
LIBRARY DEVELOPMENT	Mrs. ATHIRA KRISHNAN R



DANCE CLUB	Mrs. ANNIE PHILP
RESEARCH JOURNAL	Mrs. ANN MARY JACOB
CANTEEN	Mrs. ANCHITHA LIZ THOMAS
NEWS LETTER	Ms. ABIYA GEORGE
PLACEMENT CELL	Ms. SNEHA P KURIAN
FDP COORDINATOR	Ms. DIVYA K M
MENTORING CELL	Mrs. MAYA SUSAN

CLASS TEACHERS

Class teachers play a very **important role in a student's life**. As a class teacher, one must bring out the best in students and inspire them to strive for greatness.

I YEAR DEGREE CLASSES

BCOM	
• MODEL I CA	Mr. Jayaprakash T S
• MODEL I FINANCE AND TAX	Mr. Jomon Chacko
• MODEL II FINANCE AND TAX	Mrs. Anchitha Liz Thomas
BBA	Mr. Sarun Jacob
BA ENGLISH	Mr. Mini Alex
BCA	Mr. Swapna Jose

II YEAR DEGREE CLASSES

BCOM	
• MODEL I CA	Mrs. Suji Mathew
• MODEL I FINANCE AND TAX	Mr. Ramakrishnan T U
• MODEL II FINANCE AND TAX	Mr. Reuban Philp Abraham
BBA	Mrs. Arya S Babu
BA ENGLISH	Mrs. Sneha B Kurian
BCA	Mrs. Jintu John

**III YEAR DEGREE CLASSES**

BCOM	
• MODEL I CA	Mrs. Subi Mathew
• MODEL I FINANCE AND TAX	Mrs. Annie Philip
• MODEL II FINANCE AND TAX	Mrs. Tessy Mathew
BBA	Mrs. Meera Nair
BA ENGLISH	Mrs. Biby Moitheen
BCA	Mrs. Vinumon Jacob

POST GRADUATE COURSES

COMMERCE	
• M Com Previous	Dr. James Joseph
• M Com Final	Mrs. Roopakala C V
M.A ENGLISH	
• M.A Previous	Ms. Abiya George
• M.A Final	Ms. Shalabha Rachel George



III. COLLEGE RULES AND REGULATION

Every profession formulates its own code of conduct and all the members must abide by such behavioral pattern for professional managers. The values and culture that students inherit from the institution they study are the basic fundamental aspects of their life. The Rules and Code of conduct to be followed by the students of GIAL are officially published herewith for strict adherence and are applicable with immediate effect.

❖ **CAMPUS DISCIPLINE**

- The students should behave in a manner befitting the policies of the institution. They are expected to use decent language in the campus. Due respect should be given to all the members in the campus including the Principal, teachers, other elders and fellow students.
- English is prescribed and adopted as the sole medium of communication in the campus.

❖ **COLLEGE UNIFORM**

- All students are permitted to the campus only in the prescribed uniform. This includes neatly ironed uniform, black belt, black shoes and ID card. During rainy season (till Onam holidays) students are permitted to wear black sandals.
- Low waist pants and skin fit pants are not permitted. Students wearing low waist and skin fit pants will not be permitted to sit in the class room. Boys should always insert their shirts properly. Students wearing full sleeve shirts should button up their shirt sleeves.
- The identity card is an integral part of the uniform. Students are expected to wear it always (including exam days). They will not be permitted to attend the classes or write exams without their identity cards.
- Girls should not wear their hair loose. Sleeveless tops, leggings, short kurtis etc. are strictly prohibited.
- Boys should keep their hair and beard trimmed and neat.



- Costly ornaments and electronic items are not allowed in the campus.

❖ ATTENDANCE

- Students are expected to attend the Morning Prayer at 9.00 am. Students who are coming late will have to enter their names in the late coming register and continue to attend the class without attendance.
- One hour absence will be considered as half day leave and two or more hour's absence will be deemed as a full day leave.
- Students are not permitted to go out of the campus, during college hours, for any reason. Students are advised to bring their lunch or make use of the canteen facilities. However if any student is required to leave the college during college time, they should obtain a written permission from the Director or Principal and the same should be submitted to the concerned security in charge.
- Students are expected to attend the classes daily. If reason for leave is known earlier, it should be informed to the class teacher by the parents through telephone and also through the prescribed leave application form given at the end of the hand book, prior to taking leave. In the case of emergency leave, the matter should be reported to the class teacher by the parents on the same day itself. Students should also produce the leave application form, in the prescribed format given at the end of the hand book, along with medical certificate if needed, on the day of joining the college after the leave, before attending the regular classes. Students who are not adhering to the above rules will be sent back home and the parents will be informed duly.
- **A minimum of 75% attendance of total working days in a semester is mandatory to appear in the University examinations as per M.G. University Regulations 2012**



- Attendance will be marked at the beginning of each session by the concerned faculty member. Late comers will be marked absent and no excuses in this regard will be entertained. The percentage of attendance will be notified by the Department during the first week of every month. The students are required to diligently make a note of the same and ensure that they do not fall below the mandatory requirements.
- A shortage of 10 days could be condoned if he / she apply in the prescribed form, through the Principal. For semester courses, condonation is allowed only once. Students are advised not to remain absent from the class unless it is absolutely necessary.
- Students who have attendance shortage are required to submit application for condonation to the University in the prescribed form. The form should be submitted together with the certificate from the college.

❖ COLLEGE RULES

- Students, who have not appeared for internal exams due to any reason, shall have to appear for a re-test. For this purpose he / she has to pay the prescribed fine to the College Office. Students are expected to attend the classes daily.
- Students are expected to enter the classes at the first bell. Students who reach before the first bell should not crowd the stairs, passages or verandah. They should either remain in their classes or in the library preparing for their lessons. The second bell in the morning is for prayer session. Students are expected to attend the same.

❖ LEAVE

Students are not allowed to take leave or remain absent from the College. However, in special circumstances, leave is granted as per University Rules. In case of medical leave, a certificate from Registered Medical Practitioner is to be submitted. The leave form should be submitted to the class teacher. Details of every



leave must be updated in the college diary which should be duly signed by the parent and the class teacher.

❖ **INTERNAL ASSESSMENT FOR CBCS 2017 ONWARDS
(MARKSYSTEM)**

**REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER
CHOICE BASED CREDIT SYSTEM 2017**

The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	A ⁺ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B ⁺ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

All papers (theory & practical), grades are given **on a 7-point scale** based on the total percentage of marks, **(ISA+ESA)** as given below:-

CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a paper is calculated using the formula: - $CP = C \times GP$,
where *C* is the Credit and *GP* is the Grade point

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:-



$SGPA = TCP/TC$, where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:-

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

$CGPA = TCP/TC$, where TCP is the Total Credit Point of that programme.

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below

MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below. For all courses without practical:

- **Marks of external Examination** : **80**
- **Marks of internal evaluation** : **20**

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20

For all courses with practical total marks for external evaluation is 60



and total marks for internal evaluation is 15.

- **Marks of external Examination** : **60**
- **Marks of internal evaluation** : **15**

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2 x 4)	8
Total	15

For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal evaluation of Practical	Marks
Attendance	2
Test paper (1 x 4)	4
Record*	4
Total	10

*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge. All three components of internal assessments are mandatory.

For projects

- **Marks of external Examination** : **80**
- **Marks of internal evaluation** : **20**

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.



Components of internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

(Decimals are to be rounded to the next higher whole number)

INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

PG CHOICE BASED CREDIT SYSTEM (CBCS)

CHOICE BASED CREDIT SYSTEM (CBCS) IN PG COURSES

Main features of the Choice Based Credit System (CBCS):

- ✓ A Post Graduate student has a choice of selecting two interdisciplinary courses/papers one each in III and IV semesters offered by other Departments/Faculties.
- ✓ All the PG Departments in the Faculties of Science, Social



Sciences, Arts and Commerce shall participate in this Choice Based Credit System (CBCS) i.e. the student has the choice of selecting two courses offered by any other Department of the same Faculty or a Department of any other Faculty, depending on his/her interest, needs and long term goals.

- ✓ Each PG Department designs, offers and teaches two courses/papers i.e. one during Semester-III and another during Semester-IV for the students admitted in other PG Departments. These two courses/papers are designated as Choice Based / Interdisciplinary (ID) which carry a weightage of $2 \times 4 = 8$ credits.
- ✓ In the CBCS system continuous evaluation of the students in all the semesters is done through Internal Assessment Examinations, assignments, Seminars, Project Work etc.
- ✓ The student shall do a project work during the IV semester as a part of the regular course work, for which ever programme it is applicable.
- ✓ Course contents of each PG programme are designed to meet the ever changing requirements of the industry/job market/needs of society.
- ✓ Each paper/course, Seminar and Project work is assigned a specific number of credits and the marks secured by a student are converted into grade points and credit points. The performance of a student in a semester is expressed as Grade Point Average (GPA) and the combined performance of a student in all the four semesters of the PG programme is expressed as Cumulative Grade Point Average (CGPA).

❖ **CBCS COURSE STRUCTURE**

PG Courses in the CBCS are offered within the existing Semester pattern.

There shall be Four Semesters in each PG course. The duration of an Academic year consists of two semesters, each of 15 weeks for teaching.

The Academic session in each semester will provide 90 teaching days

There shall be three categories of courses/papers in the PG programmes:



- i. Compulsory/core courses/papers.
 - ii. Elective/specialization courses/papers (wherever applicable)
 - iii. Two Choice Based/Interdisciplinary courses/papers with 4 credits each in III and IV Semesters, offered by other Departments/Faculties
- b. Each course / paper shall have a character code which indicates
 - i. The Department
 - ii. The Semester
 - iii. The Course No. / Paper No
- c. The student shall compulsorily deliver one seminar lecture in each of the Semesters from the core subject which will be evaluated.
- d. The detailed PG course structure for each Department will be designed by the Board of Studies of the Department and finalized by the respective Faculty and approved by the Academic Senate of the University from time to time.
- e. Choice Based/Interdisciplinary courses/papers:
 - ✓ In the first and second semester the students will pursue Add-On Courses for 2 Credits and in the third and fourth semester they pursue Inter-Disciplinary Courses for 4 Credits.
 - ✓ Students admitted in a PG Course under MGU Jurisdiction shall take the choice based / interdisciplinary courses offered by the Departments / Faculties of that approved and listed from time to time, subject to stipulation as to the minimum (10 students) and maximum (50 students) ceiling strengths in each interdisciplinary course.

The list of courses/papers offered and the detailed syllabus of all the departments shall be displayed on the Notice Board of the Departments concerned, Website of the Department and also in the MGU Website www.mguniversity.ac.in.

- ✓ The PG students shall register for the Choice Based/ Interdisciplinary Courses during the II Semester of study in



consultation with mentors/ student advisors.

- ✓ The student has to give the I & II preference for the ID courses, which he/she desires to choose in the III and IV semesters

❖ **ATTENDANCE:**

- 75% of attendance is compulsory to all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the semester end examination, if he/she has attended not less than 75% of the number of classes (both regular and interdisciplinary courses) held upto the end of the semester including tests, seminars and practicals etc.
- However, there is a provision for condonation of attendance for the students those who have put up the attendance between 65% and 74% on Medical Grounds on payment of a fee and production of medical certificate.
- If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the Semester end examinations.

❖ **MEDIUM OF INSTRUCTION:**

The medium of instruction shall be English, except for PG programmes in Languages.

❖ **AWARD OF GRADES, SGPA, CGPA**

CREDITS, GRADE LETTER GRADE POINTS, CREDIT POINTS

- Credit means the unit by which the course work is measured. In these Regulations one credit means one hour of teaching work or two hours of practical work per week.



- Grade Letter is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade Letter.
- Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper

Award of Grades

Range of % of Marks	Grade Letter	Grade Point
85 to 100	O	10
70 to 84	A+	9
60 to 69	A	8
55 to 59	B+	7
50 to 54	B	6
40 to 49	C	5
Less than 40	F	0

❖ SEMESTER GRADE POINT AVERAGE (SGPA)

Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper. SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

Note: SGPA is computed only if the candidate passes in all the papers (gets a minimum 'E' grade in all the Papers).

❖ CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points (CPTs) in all the semesters by the total number of credits in all the Semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: The result of the successful candidates shall be classified as follows:



i.	First Division with Distinction	CGPA from 9.00 to 10.00
ii.	First Division	CGPA from 8.00 to 8.99
iii.	Second Division with 55%	CGPA 7.00
iv.	Second Division	CGPA from 6.00 to 7.99
v.	Pass Division	CGPA from 5.00 to 5.99

In awarding the distinction, the additional marks obtained through improvement will not be considered. A similar calculation needs to be made for each and every Programme with the number of credits and accordingly SGPA for each semester is calculated and the CGPA for the entire programme need to be arrived.

❖ CERTIFICATE COURSES (OPTIONAL)

The student can enroll in Certificate Courses offered by the various Departments of the University. The classes for these Certificate Courses are held before or after the regular college hours. A special fee for these courses will be prescribed by the University.

❖ CODE OF CONDUCT FOR EXAMINATIONS

- Students must observe silence and strict discipline in the examination hall.
- Students must display their ID Cards properly while sitting for their internal assessment examination.
- Those students involved in malpractice during internal assessment examinations will be fined with an amount of Rs.1000/-to be paid in the college office by their parents.
- For University examinations, students must bring their hall tickets. Students will not be allowed to sit for the examinations without the hall tickets.
- Students must keep all their belongings at a space specified for the same by the invigilator. The college authorities will not take any responsibility for the loss or damage to such belongings.
- Sharing of writing and drawing materials, statistical tables and scientific calculators are not allowed in the exam hall.
- Students who are not attending any internal examinations



without prior permission will have to meet the Principal with their parents.

- Malpractice in exams is against University rules. Students found involved in such practices will be reported to the University.
- Application forms for university examination will be issued only after receiving a no – due certificate from the administrative officer.
- For any other matters pertaining to smooth conduct of the examination not mentioned above, the decision of the Invigilator / Chief Invigilator / Additional Superintendent / Chief Superintendent will be considered final and binding.
- Violation of any of the rules of conduct of examinations will be viewed as a serious offence and will result in immediate cancellation / disqualification of the candidature of the student as well as suspension / expulsion. It is also to be noted that any kind of malpractice that is detected would be referred to the University and may result in the student being debarred for a period determined by the University.

❖ CRITERIA FOR ASSIGNMENT AND RECORDS

- i. All assignments should be submitted on or before the due dates. Late submissions will not be accepted. **Students must sign in the teacher’s register of assignments while submitting their assignments.**
- ii. Use only blue or black ink.
- iii. Red ink should not be used.
- iv. Sketch pens of blue / black colors can be used for better presentation.
- v. Serial numbers, topics and page numbers should be properly entered in the contents page.
- vi. Names and other details should be entered on the cover page and the first two inner pages.
- vii. All the inner pages should be filled adequately.
- viii. All the topics entered should have proper introduction, main body of the paper, conclusion and bibliography.
- ix. Unnecessary gaps in pages should be avoided.



❖ **CRITERIA FOR SEMINAR / PRESENTATION**

- i. Medium of presentation should be English.
- ii. Students should not read directly from their notes.
- iii. A copy should be handed over to the subject teacher before presentation.
- iv. Audio visual aids should be used appropriately.
- v. The following will be the criteria for evaluation:
 - a. Power of expression
 - b. Subject knowledge
 - c. Confidence
 - d. Body posture and gesture
 - e. Interaction with the audience
 - f. Aptness of audio-visual aids to the topics.

❖ **PROJECT WORK**

As part of the curriculum, students are required to undertake project work from time to time. Place of project work is to be identified by the students themselves and the same must be informed to the College Office and the guide. Students are required to submit the project report on time in neat and clean format.

❖ **CRITERIA FOR ON-THE-JOB TRAINING (PROJECT)**

- i. Name of the company and details regarding the section of duty, guide, contact number, accommodation, etc should be submitted to the guide 15 days before joining the training.
- ii. The company's confirmation letter should be submitted to the guide on the first week of joining either by email or post.
- iii. The first report of the program should be submitted on the 10th day after joining the organization and the second report on the 20th day.
- iv. At the end of the training the attendance sheet and training completion certificate, both signed by the guide, should be submitted.
- v. The complete report should be submitted after 5 days of



completing the training and the presentation should be done.. The format to be followed:

- a. Cover page – Name of the project, submission details
- b. College certificate
- c. Company Certificate
- a. Declaration
- b. Acknowledgement
- c. Table of Contents
- d. List of Table
- e. List Of Charts
- f. Body of the project
- g. Appendix
- h. Bibliography

❖ **CODE OF CONDUCT IN COMPUTER / LANGUAGE LAB**

- i. Computer lab is to be used only for academic purpose.
- ii. Every student using computers must sign in the lab log book. Ensure to sign out when leaving.
- iii. Students are not allowed to install or use any outside software in the lab.
- iv. Students should not change, modify or update computer configurations unless authorized by an instructor or lab staff (i.e., screen savers, wall papers, printers, network properties etc.)
- v. Students are not allowed to bring food and refreshments to the lab.
- vi. Students are not allowed to move, change or replace any computer peripheral.
- vii. Students are not allowed to use the lab resources or printers for personal use.
- viii. Viewing of pornographic or inappropriate materials is strictly prohibited and violation of this will be considered as serious indiscipline.
- ix. Downloading of any non-academic material is not allowed.
- x. Do not play games or use chat rooms unless assigned by your instructor.
- xi. Any loss/damage caused by the students will be levied from



them as fine.

❖ **LIBRARY RULES**

- At the time of registration a student will receive an identity card. This card serves as library card. This is to be produced on demand.
- Students are permitted to borrow two books at a time and should return within 14 days.
- Reference books, periodicals and journals should not be taken out of the reading room.
- A fine of Rs. 5/- per day will be levied on all library materials, which are not returned within the stipulated time. Fine must be paid immediately. Until then, the borrowing rights will be suspended.
- Strict silence must be observed in the library.
- Personal belongings must be kept outside the library.
- Do not displace the library furniture.
- Borrowers are responsible for the books marked against their names. In case of damage they shall pay the cost of replacement or binding.
- Loss of books is to be reported to the librarian as soon as possible. Lost books will have to be replaced or double the cost of the books will have to be paid.
- Students should return their library cards to the librarian before they claim their TC.
- No students shall lend their books to a fellow-student or outsiders.
- Books taken out of the library shall be returned when called for.
- CD's are issued only for overnight use.
- Reservation facility is available for highly demanded books.
- No one is allowed to bring food and refreshments to the library.

❖ **INTERCOLLEGIATE COMPETITIONS AND RULES REGARDING PRACTICE**

- Students are encouraged to participate in various intercollegiate competitions.



- Students can participate in the various intercollegiate fests only if they have an attendance of 80 % and minimum 50% mark in both university and internal examination.
- Half of the registration fee will be paid by the college.
- The winning team must submit the prizes (including cash prize to the Director)
- Prior permission should be sought from Academic coordinator or Principal for practice.
- Students are allowed to practice only during the allotted time.
- The students should practice in the campus only under the supervision of a lecturer.
- If any indiscipline or indecent behavior is reported about any student during the time of practice or competition, strict action will be taken against them.
- Only one day class may be given for practice.
- Make use of Saturdays, and holidays for practice.
- **Students must get the exclusive permission from the H.O.D for taking part in inter collegiate fests.**

❖ COLLEGE ACTIVITIES

Various activities designed by GIAL help in the holistic development of the students and the faculty members. Apart from the regular curriculum and syllabus, students are encouraged to take part in the different activities of GIAL.



ANTI-RAGGING CELL & DISCIPLINARY COMMITTEE

Ragging as per Government order 16992 / Leg B / 97 / dated 24 April 1998 and 1943 / 2005UVV dated 21 November 2005 is strictly prohibited in the college. In order to ensure the prevention of any ragging or other kind of disciplinary activities, an anti-ragging cell and discipline committee is functioning in GIAL. The Committee shall monitor the various anti-ragging activities and disciplinary matters inside the college and the hostel.



COLLEGE UNION & STAFF ADVISORY COMMITTEE

To look into the matters of the students, a college union comprising



the representatives of the various departments headed by a staff advisor is functioning in GIAL. The union is a platform which considers the diversities and provides a common platform for the students, teachers, management and alumni.



COLLEGE MAGAZINE

The magazine provides a platform for the students to highlight their artistic skills in writing. Every year GIAL publishes the college magazine comprising the articles of students and faculty members. Magazine Committee consists of staff and student editors.



QUIZ CLUB

To empower the students with knowledge and to create curiosity among the students to get updated with the affairs happening in and around the world, the Quiz club of GIAL organizes Higher Secondary, intra and inter collegiate quiz competitions annually



HERBAL GARDEN

GIAL is promoting the growth of Herbal plants inside the campus. An area is set apart for preserving the flora of the rare plant species under the guidance of Prof. C.P Roy.



CAREER & PLACEMENT CELL

Our career guidance and placement cell organizes programmes to create awareness among the students about various job opportunities. The cell takes initiative in many campus placement drives. Many students of our college have been placed in prestigious institutions.



ANTI-NARCOTIC CELL

Drug addiction, smoking and alcoholism are detrimental to the society. To educate and prevent the usage of drugs and allied products, anti-narcotic cell is functioning in GIAL under the leadership of Dr. James Joseph.



SOCIAL ENGAGEMENT PROGRAM/CAMPUS TO COMMUNITY

Apart from the daily lessons and text book, the students of GIAL are encouraged to take part in Social Engagement/community outreach programs. The aim of the program is to make the students



aware of the society to which they belong. The community programs/cell works in collaboration with the NSS



ENTREPRENEURSHIP DEVELOPMENT CLUB

The Entrepreneurship Development Club operates on the concept of “Earn while you learn”. The aim of EDP club is to create the spirit of entrepreneurship, self management and inquisitiveness among the students.



YOGA CLUB

The aim of Yoga club is to find a balance, strength and focus in body, mind and spirit. Yoga and meditation are practiced in GIAL under the guidance of our faculty Mrs. Mini Peter and a trained yoga expert who helps the students to reduce the social and academic stress.



CRISIS MANAGEMENT CELL

The unpredictable nature of the world around us calls for emergencies. The crisis management cells provide necessary arrangements and training to handle emergencies which might arise in future.



REMEDIAL COACHING

Every class teacher is required to evaluate the performance of their students and provide for required arrangements for those who fall below the expected scores.



BRIDGE CLASS

The first year students who join GIAL are provided with the facility of bridge class. Bridge class enables students to refresh themselves before directly entering into the syllabus.



ALUMNI ASSOCIATION

GIAL is having a well connected alumni network. The Alumni Association of GIAL organizes annual alumni meet.



RESEARCH FORUMS

To promote research orientation among the Faculty members of GIAL and to support and assist them, a research forum is



functioning in GIAL.



INFRASTRUCTURE & PLANNING COMMITTEE

Headed by the Director, GIAL, the infrastructure and planning committee look into the matters pertaining to infrastructure development and updation of the facilities on a time bound manner.



MENTORING PROGRAMS

The mentoring program practiced in GIAL provides encouragement and guidance to the students. It enhances the mental satisfaction and thereby mental health of the students.



EXAMINATION MONITORING CELL

All the students shall strictly comply with the examination rules and regulations. The following members constitute the Examination monitoring cell as per M.G University Regulations, 2012.



LIBRARY DEVELOPMENT COMMITTEE

The committee is entitled with the responsibility of regulating the availability of books and other equipments and also to provide necessary guidance and support for the overall development of the library.



GAMES/SPORTS ACADEMY

The games/sports academy functioning in GIAL, provide necessary training and facilitates the conduct of programs like inter collegiate cricket competition, basket ball tournaments, football matches etc.



MUSIC CLUB

The purpose of Music Club is to facilitate music education, provide a practice space for students and coordinate student and non-student performances on and off-campus.



DANCE CLUB

Dance club intends to encourage participation in dance events irrespective of the student's degree of talent. It provides an opportunity to better the dancer in students through constant engagement and also through workshops conducted by



professionals.



NEWS LETTER

Under the initiative of the Department of English, a biannual news letter FANTASIA is published.



MEDIA CELL

GBuzz, the official YouTube channel of GIAL functions under the Media Cell. The cell monitors all the media related activities of the college by providing opportunities for the students to hone their skills



CENTRE FOR COMPETITIVE EXAMINATION

The centre for competitive examination provides information to the students regarding the various competitive exams. It works in collaboration with the add-on-courses offered by the college.



NATURE CLUB

Nature club is functioning in GIAL under the Guidance of Prof. C.P Roy. The various activities organized by the club aims to create gratitude among the upcoming generation towards our Mother Earth.



ORATORY CLUB

Oratory club attempts to instill confidence in the students to face the public. Oratory club is providing training and arranging activities like group discussions, public speaking etc.



ANCHORING CLUB

The college offers an ideal platform for the students who are interested in anchoring various programmes and events.



JESUS YOUTH

The Jesus Youth functioning in GIAL guides and motivates the students to live a meaningful, creative and fulfilling life.



DEBATE CLUB

Vagyuddha, the Debate Club provides a platform for the students to sharpen their critical thinking and speaking skills.



PHOTOGRAPHY CLUB

Photography Club enriches the aesthetic skills of photography enthusiasts of the college.

ACADEMIC MONITORING CELL

The Academic Monitoring Cell is concerned with maintaining the decorum related to the academic activities of GIAL. The monitoring cell conducts regular internal audits to ensure the quality related to academic activities. The cell evaluates and appraises the performance of the students and faculty members every semester to ensure enduring quality in its various academic matters.

RESEARCH JOURNAL

Lux Montis (ISSN: 23218053) is a journal published by GIAL. It aims to promote research activities in various departments. The journal is a venture to go along with the changing scenario in academics.

HRD CELL

The HRD Cell is functioning in GIAL to enhance the students and faculty members. The cell organizes programmes to build up professional expertise among the staff and students.

FDP CELL

To enhance the expertise of the faculty members in their concerned areas, the FDP cell is arranging Faculty Development Programmes every year.

INTERNAL ASSESSMENT AND GRIEVANCE REDRESSAL

For grievances relating to internal assessment, a three tier committee consisting of class teacher, HOD and the Principal is functioning in GIAL. Any student who has a grievance relating to their internal marks can approach the class teacher, HOD and then the Principal for redressing the same.

JOB FAIR

Every year we conduct job fairs for U.G. and P.G. students.

ANTI-MOBILE SQUAD



The students of GIAL are not permitted to use mobile phone inside the campus. The Anti-Mobile Squad functioning in the college is entrusted with conducting frequent mobile checks and ensuring that it is not used inside the campus. **If any student is found to be using mobile phones in the campus, it shall be seized as per the High Court order and a fine of Rs.1000/- will be charged from the students, which will be transferred to the PTA fund meant for the welfare of the students.**



STUDENTS WELFARE COMMITTEE

Students Welfare Committee headed by the Principal has mainly been formed to look into the welfare matters of the students. The committee takes decisions on matters pertaining to welfare of the students.



HOSTEL FACILITIES

The college provides separate hostel facility for boys and girls within the campus. The students can make use of the facilities such as prayer room, indoor game centre and gym.



STUDY TOUR

Study tours conducted by the college are part of the academic programmes. The following instructions should be strictly followed by the students with regard to the study tour.

- Only final year students are allowed to organize study tours. Each department can organize tour separately.
- This should be done only with the prior permission of the class teacher, H.O.D. and the Principal or Director.
- Booking of vehicles and arrangements for stay will be made by the institution.
- The details of the tour programmes should be given to the Principal or Director in writing, well in advance.
- The maximum number of days for a tour shall be three.
- Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- The use of alcohol, drugs and tobacco is strictly prohibited.



- The Principal or Director has the right to cancel or to make any modification in the tour programme at any time.

CELEBRATIONS

Education aims in overall grooming of a student. In order to have social awareness, the college conducts celebrations like Onam, Christmas, College Day, Sports Day, Arts Day etc. All students are expected to participate in the celebrations with full enthusiasm and discipline. In the event of celebrations in Auditorium, Hall, Play Grounds etc., students must observe maximum discipline.

Birthday celebrations of faculty and students are not allowed in the campus.

❖ ACTION PLAN OF VARIOUS DEPARTMENTS FOR THE ACADEMIC YEAR 2021-2022

✓ DEPARTMENT OF COMMERCE

The department plans to conduct the following events in the academic year 2021-2022:

1. Inauguration of Commerce association will be conducted in the first week of November.
2. Sphinx – The Inter School Quiz Contest organized annually by the PG Department of Commerce is planned to be conducted in second week of January 2022.
3. A seminar on GST for the B.Com students will be conducted in the last week of October.
4. A national seminar on ‘Derivatives and Stock Market’ will be organized for the PG students in January 2022.
5. Commerce Fest – An annual event for the Department of Commerce for bringing together both managerial and cultural events.
6. Peer Teaching – “To teach is to learn twice”. For PG students to deepen their understanding of the subject and impart confidence, peer teaching sessions will be organized.



7. Feel Employable – A programme to train the outgoing students for facing interviews and group discussions is planned in the month of March 2022. The training will focus on improving speaking and other social skills required for a professional, thus making them more employable.
8. Career Guidance – 2-day enrichment programme is planned in the month of March for enlightening the outgoing students about the various career opportunities ahead of them.
9. Lecture Series – A series of lectures by bringing forth experts from various domains of business like Banking, Insurance and Industries is planned to be conducted in March 2022.
10. Add-on Courses – The department plans to provide maximum add-on courses (job-oriented courses) to mould the students with the 21st century skills to face the emerging challenges in job market.
11. Industrial Visit – To combine theoretical knowledge with industrial knowledge, a 2-day IV is planned for UG and PG students in Feb 2022.

✓ **DEPARTMENT OF BUSINESS ADMINISTRATION**

The department plans to conduct the BBA association (NEX-GENOVA) inauguration in the month of November. An inter collegiate Management fest “Dhruva” and inter-school fest Dhruva –Junior will be conducted in the month of December and January. Industrial visits are scheduled for the students undergoing third, fourth and sixth semester. During the month of December, final semester students are required to undergo one month Internship in various organisations.

✓ **DEPARTMENT OF ENGLISH**

ELACES (English Literary Association for Creativity, Excellence and Service) will be inaugurated at the beginning of the academic year. The department has decided to conduct the Interschool Fest Express’ion, for higher secondary students, and the Intercollegiate Fest Callida, later during the year. Reading Day celebrations will also be conducted in the memory of P. N. Paniker on 19 June 2021.



A Faculty Development Programme for school teachers- Interactions and Impressions, will be organized to help them improve their language skills in classroom conversations. The department also plans to share short videos on Quotes and Current Affairs every day, created by the students of the department, through the various social media platforms. A dissertation competition will be organised for the final year undergraduate students in the month of September 2021. A manuscript magazine is to be released by the final year students of B.A. English. The departmental Annual Alumni meeting will be held in February, 2022, and Fantasia, the biannual magazine will be released in the month of March, 2022. The department is also planning to organise various events in connection with celebrating special days. A National Seminar/Webinar will be organised for students, research scholars and faculty, with an opportunity for presenting quality research papers. We plan to publish a compilation of literary concepts in “Glossary to Literary Terms”, under the supervision of the faculty, with the active involvement of the students, and an edited book compiled by the faculty of the department. IELTS coaching and Research Methodology will also be provided by the department as Add-on courses.

✓ **DEPARTMENT OF COMPUTER APPLICATION**

The department aims to mould programmers with ability to solve problems with traditional and latest computing tools. To achieve this, the department has planned several activities of interest to the computing people. This includes enhancing the activities of the association of the computing students of Girideepam, hosting a programme with an intention to increase the awareness of computing among potential school students, hosting Inter collegiate technical meeting of computing students, regular and periodic industry-institution interaction and acquainting the industry to the students by arranging I.T campus visits at various development centres’ during the academic year 2021 - 2022. An inter school IT fest will be conducting on end of the year. All these help the students know the industry pulse in this era of market fluctuation. Apart from this, different Faculty Orientation Programmes are also planned.



IV. CO-CURRICULAR ACTIVITIES

1. CAMPUS MINISTRY

It aims at the moral development of the staff as well as the students of the college.

A. STAFF ORIENTATION PROGRAMME

The main objective of conducting an orientation programme annually is to transform a faculty into a learning and creative teacher for the achieving the goals and objectives of the institution.

B. COUNSELLING CELL

In the changing scenario, counseling cell plays a vital role in an educational institution. Education stands for an overall development of a student and thus counseling cell, a facilitator. Teachers in charge of counseling cell sat together and shared their thoughts about the problems faced by students and they came to a conclusion that we need to promote the well-being of our students and empower them with life skills needed to face the challenges of this dynamic world.

C. ARTS CLUB

The main objective of fine arts club is **to encourage the budding talent of the students**. Provide opportunities and encouragement to express oneself freely. Educational objective of this club are to encourage imagination, create ability and introduce an artistic environment

2. SERVICE FORUMS

A. NATIONAL SERVICE SCHEME (NSS)

Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community linkage. The cardinal principle of the NSS programme is that it is organised by the students themselves, and both students and teachers through their combined participation in community service, get a sense of involvement in the tasks of nation building.



First year degree students can join the scheme and continue as volunteers till the end of second year of their degree course. There will be one annual special camp, the participation of which is mandatory so that they will be awarded grace marks on successful completion.

B. WOMEN'S FORUM/ANTI-HARASEMENT CELL

Women *cell aims* at empowering and orienting women students of the college to recognize their true potential and to help them attain their own stand in a competing world.

C. SC/ST/OBC CELL AND EQUAL OPPORTUNITY CELL

The *college* takes special interest in facilitating financial support to students from these communities from government *agencies* and other sources.

D. BLOOD DONORS FORUM

Blood donor forum functions in the college aiming to cater to the needs of patients in and around the district. Working in collaboration with the NSS unit of the college the forum maintains a blood donors directory.

3. WELFARE ASSOCIATIONS

A. COLLEGE CANTEEN

GIAL is having a full-fledged canteen facility with the provision for snacks, Tea and lunch facilities within the campus

B. BOOK STORE

Notebooks /Pens/Sticky notes/Highlighters - these are just some basic requirements for all the students. A College book store is run, where you need to head to for hoarding quality stationery within the campus itself.

4. PARENT TEACHER ASSOCIATION

GIAL is having a well connected Parent Teachers Association. Every semester PTA meetings will be organized and the parents are updated during those meetings the progress of the students, their academic and non academic matters and other related areas. A PTA fund was formulated for the welfare of students. A fixed amount was collected from the newly admitted students.

**V. TELEPHONE DIRECTORY****DIRECTOR**

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PRINCIPAL

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YEAR PLAN 2021-2022

JUNE 2021			
1	TUE	C	College Reopens
2	WED	C	
3	THU	C	
4	FRI	C	
5	SAT	H	Environment Day
6	SUN	H	
7	MON	C	
8	TUE	C	
9	WED	C	
10	THU	C	
11	FRI	C	
12	SAT	H	
13	SUN	H	
14	MON	C	
15	TUE	C	
16	WED	C	
17	THU	C	
18	FRI	C	
19	SAT	H	Reading Day
20	SUN	H	Yoga Day
21	MON	C	
22	TUE	C	
23	WED	C	
24	THU	C	
25	FRI	C	
26	SAT	H	
27	SUN	H	
28	MON	C	
29	TUE	C	
30	WED	C	

Number of working days: 22

JULY 2021			
1	THU	C	
2	FRI	C	
3	SAT	H	St. Thomas Day
4	SUN	H	
5	MON	C	
6	TUE	C	
7	WED	C	
8	THU	C	
9	FRI	C	
10	SAT	H	
11	SUN	H	
12	MON	C	
13	TUE	C	
14	WED	C	
15	THU	H	Mar Ivanios Day
16	FRI	C	First Series Exam S3 & S5 begins
17	SAT	H	
18	SUN	H	
19	MON	C	
20	TUE	H	Bakrid / Eid-al-Adha
21	WED	C	
22	THU	C	
23	FRI	C	
24	SAT	H	
25	SUN	H	
26	MON	C	
27	TUE	C	
28	WED	C	
29	THU	C	Bethany Feast
30	FRI	C	
31	SAT	H	

Number of working days: 20

AUGUST 2021			
1	SUN	H	
2	MON	C	
3	TUE	C	
4	WED	C	
5	THU	C	
6	FRI	C	
7	SAT	H	
8	SUN	H	
9	MON	C	First Series S1 Begins
10	TUE	C	
11	WED	C	
12	THU	C	
13	FRI	C	
14	SAT	H	
15	SUN	H	Independence Day
16	MON	C	
17	TUE	C	
18	WED	C	College closes for Onam vacation
19	THU	H	Muharram
20	FRI	H	First Onam
21	SAT	H	Thiruvonam
22	SUN	H	
23	MON	H	Sree Narayana Guru Jayanti
24	TUE	H	
25	WED	H	
26	THU	H	
27	FRI	H	
28	SAT	H	Ayyankali Jayanthi
29	SUN	H	
30	MON	H	Sree Krishna Jayanti
31	TUE	C	College re-opens after Onam Vacation

Number of working days: 14

SEPTEMBER 2021			
1	WED	C	
2	THU	C	
3	FRI	C	
4	SAT	H	
5	SUN	H	Teachers Day
6	MON	C	
7	TUE	C	
8	WED	C	
9	THU	C	
10	FRI	C	
11	SAT	H	
12	SUN	H	
13	MON	C	
14	TUE	C	
15	WED	C	
16	THU	C	
17	FRI	C	
18	SAT	H	
19	SUN	H	
20	MON	C	
21	TUE	H	Sree Narayana Guru Samadhi
22	WED	C	
23	THU	C	
24	FRI	C	Model Examinations begins
25	SAT	H	
26	SUN	H	
27	MON	C	
28	TUE	C	
29	WED	C	
30	THU	C	

Number of working days: 21

OCTOBER 2021

1	FRI	C	
2	SAT	H	Gandhi Jayanthi
3	SUN	H	
4	MON	C	Publishing the results of Model Examination
5	TUE	C	
6	WED	C	
7	THU	C	
8	FRI	C	
9	SAT	H	
10	SUN	H	
11	MON	C	
12	TUE	C	
13	WED	C	
14	THU	H	Mahanavami
15	FRI	H	Vijayadashami
16	SAT	H	
17	SUN	H	
18	MON	C	
19	TUE	H	Miladi Sherif/Nabi dinam
20	WED	C	
21	THU	C	
22	FRI	C	
23	SAT	H	
24	SUN	H	
25	MON	C	
26	TUE	C	
27	WED	C	
28	THU	C	
29	FRI	C	
30	SAT	H	
31	SUN	H	

Number of working days: 18

NOVEMBER 2021			
1	MON	C	Keralapiravi Day
2	TUE	C	
3	WED	C	
4	THU	H	Deepavali
5	FRI	C	
6	SAT	H	
7	SUN	H	
8	MON	C	
9	TUE	C	
10	WED	C	
11	THU	C	
12	FRI	C	
13	SAT	H	
14	SUN	H	Children's Day
15	MON	C	
16	TUE	C	
17	WED	C	
18	THU	C	
19	FRI	C	
20	SAT	H	
21	SUN	H	
22	MON	C	
23	TUE	C	
24	WED	C	
25	THU	C	
26	FRI	C	
27	SAT	H	
28	SUN	H	
29	MON	C	Arts Day
30	TUE	C	Sports Day

Number of working days: 21

DECEMBER 2021			
1	WED	C	
2	THU	C	
3	FRI	C	
4	SAT	H	
5	SUN	H	
6	MON	C	
7	TUE	C	
8	WED	C	
9	THU	C	
10	FRI	C	
11	SAT	H	
12	SUN	H	
13	MON	C	
14	TUE	C	
15	WED	C	
16	THU	C	
17	FRI	C	First Series Examination begins-S2,S4,S6
18	SAT	H	
19	SUN	H	
20	MON	C	
21	TUE	C	
22	WED	C	
23	THU	C	Christmas Celebrations, College Closes for Vacation
24	FRI	H	
25	SAT	H	Christmas
26	SUN	H	
27	MON	H	
28	TUE	H	
29	WED	H	
30	THU	H	
31	FRI	H	

Number of working days: 17

JANUARY 2022			
1	SAT	H	New Year
2	SUN	H	Mannam Jayanthi
3	MON	C	College re-opens
4	TUE	C	
5	WED	C	
6	THU	C	
7	FRI	C	
8	SAT	H	
9	SUN	H	
10	MON	C	
11	TUE	C	
12	WED	C	
13	THU	C	
14	FRI	C	
15	SAT	H	
16	SUN	H	
17	MON	C	
18	TUE	C	
19	WED	C	
20	THU	C	
21	FRI	C	
22	SAT	H	
23	SUN	H	
24	MON	C	
25	TUE	C	
26	WED	H	Republic Day
27	THU	C	
28	FRI	C	
29	SAT	H	
30	SUN	H	
31	MON	C	

Number of working days: 20

FEBRUARY 2022			
1	TUE	C	
2	WED	C	
3	THU	C	
4	FRI	C	
5	SAT	H	
6	SUN	H	
7	MON	C	
8	TUE	C	College Annual Day
9	WED	C	
10	THU	C	
11	FRI	C	
12	SAT	H	
13	SUN	H	
14	MON	C	
15	TUE	C	
16	WED	C	
17	THU	C	
18	FRI	C	
19	SAT	H	
20	SUN	H	
21	MON	C	Model Examination begins
22	TUE	C	
23	WED	C	
24	THU	C	
25	FRI	C	
26	SAT	H	
27	SUN	H	
28	MON	C	

Number of working days: 20

MARCH 2022			
1	TUE	H	Sivarathri
2	WED	C	
3	THU	C	
4	FRI	C	
5	SAT	H	
6	SUN	H	
7	MON	C	
8	TUE	C	
9	WED	C	
10	THU	C	
11	FRI	C	
12	SAT	H	
13	SUN	H	
14	MON	C	
15	TUE	C	
16	WED	C	
17	THU	C	
18	FRI	C	
19	SAT	H	
20	SUN	H	
21	MON	C	
22	TUE	C	
23	WED	C	
24	THU	C	
25	FRI	C	
26	SAT	H	
27	SUN	H	
28	MON	C	
29	TUE	C	
30	WED	C	
31	THU	C	College Closes for Summer Vacation

Number of working days: 22

Total Number of working days: 195

APRIL 2022			
1	FRI		
2	SAT		
3	SUN		
4	MON		
5	TUE		
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN		
11	MON		
12	TUE		
13	WED		
14	THU		Maundy Thursday / Vishu
15	FRI		Good Friday
16	SAT		
17	SUN		Easter
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		

MAY 2022		
1	SUN	May Day
2	MON	
3	TUE	Idul Fitri
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	



GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING
Approved by AICTE & Affiliated to Mahatma Gandhi University, Kottayam

APPLICATION FOR LEAVE

1. Name of the Student :
2. Class & Class No :
3. Local Address of the Student :
.....
.....
4. Date(s) and No. of days for which leave is required:
5. Reason for leave :
6. Signature of the student :
7. Signature & Name of Parent / Guardian / Warden :
8. Signature of Class Teacher :
9. Signature of Principal :

ABSENCE RECORD

Reason for absence	No : of days absent	Dates of absence	Signature of parent/ guardian	Signature of the parent



GIRIDEEPAM 
In Pursuit of Excellence

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