

MES KALLADI COLLEGE MANNARKKAD

Mandatory Disclosure for AICTE approval process

18.1 Name of the Institution : MES Kalladi College, Mannarkkad

Address including Telephone,

Mobile, E-Mail

**: Mannarkkad College P.O.,
Palakkad D.t,
Kerala
678583,
Phone No.04924-222377, 223414
E-Mail: info@meskc.ac.in**

18.2 Name and address of the Trust/Society/Company and the Trustees • Address including Telephone, Mobile, E-Mail

**Muslim Educational Society,
MES Fathima Ghafoor Memorial Women's College
Campus. Kannur Road,
Nadakkavu : P.O,
Calicut -673011.
mescollegesdn@gmail.com**

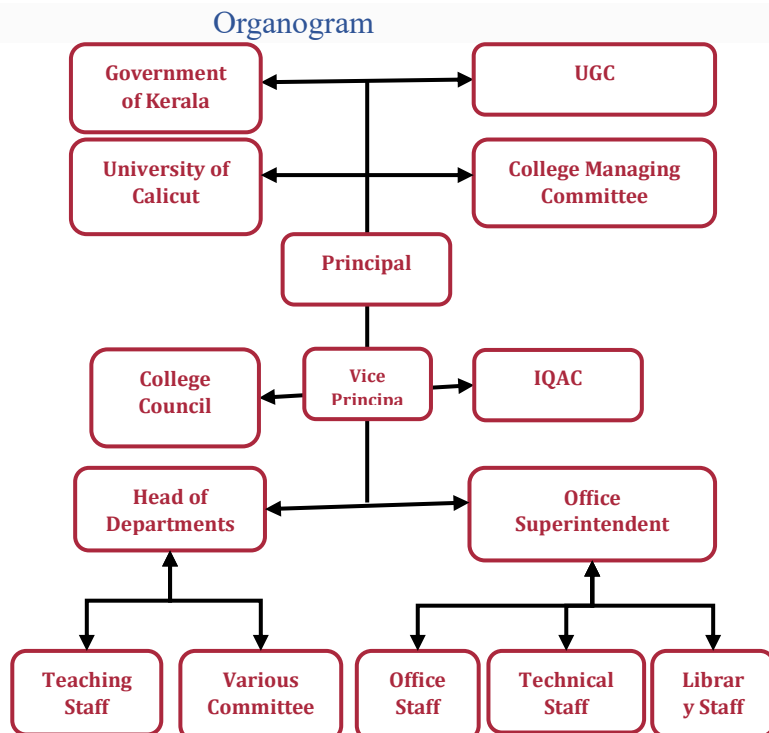
18.3 Name and Address of the Vice Chancellor/Principal/Director • Address including Telephone, Mobile, E-Mail

**Dr.C.Rajesh
Mobile Number: 8078462377,
Email: principal@meskc.ac.in**

18.4 Name of the affiliating University : University of Calicut

18.5 Governance

i. Organizational chart



ii. Grievance Redressal mechanism for Faculty, staff and students

Grievance Redressal system: There is a three-tier system for grievance redressal.

Department level: Comprising one course teacher, one senior teacher and an elected representative of students as members, and the Head of the Department as chairman.

College Level: Comprising of the Dean of Student Welfare as the convenor, three senior teachers and one student representative as members and Principal as Chairman. This committee considers grievances that were not resolved at the departmental level. The submission shall be either online or offline. Attendance shortages due to participation in various co-curricular activities are resolved in consultation with the teachers in charge of the various activities, and grievances are resolved immediately. Grievances related to marks scored in tests, seminars and assignments are resolved by consultation with the teacher concerned, with measures like revaluation, retests and resubmissions.

University Level: Students can submit grievances to this committee if it is not redressed at the college level.

iii. Establishment of Anti Ragging Committee

Anti Ragging Cell : Our College maintains a healthy and congenial academic environment for the student. The institution offers protection to the new entrants from the menace of ragging. In this regard this institution has constituted an Anti-ragging cell. Also an anti ragging Squad has been deputed from all department to monitor students discipline both inside and outside the campus.

Objectives

1. The primary goal of the Anti-Ragging Cell is the prevention of ragging, ensuring a safe and respectful environment for all students on campus.
2. The Anti-Ragging Squad conducts monitoring and surveillance activities to deter and promptly address any instances of ragging, maintaining a vigilant watch over student behaviour both within and outside the college premises.
3. The Anti-Ragging Cell provides support and assistance to students affected by ragging incidents, offering counseling services and ensuring their well-being throughout the process of recovery and resolution.
4. The college administration ensures the enforcement of discipline through strict adherence to established rules and regulations, implementing appropriate measures, including disciplinary actions, in cases of ragging to maintain a safe and conducive learning environment for all students.

The college level punishment in cases of ragging as per UGC directives includes one or more of the following:

1. Suspensions from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.

3. Debarring from appearing any test/ examination or other evaluation process. Withholding of results.

4. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

5. Expulsion from the institution and consequent debarring from admission to any other institution for specific periods. 6. The UGC has issued very strong and detailed regulations for curbing the menace of ragging in Higher Educational Institutions.

As per regulations any of the following acts come under the purview of ragging:

a) Any conduct by any student or student whether by words (spoken or written) or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

b) Indulging in rowdy or indiscipline activities by any student or students which cause or is likely to cause annoyance, hardship physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student

c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student

d) Any act by a senior student that prevents, disturb the regular academic activity of any other student or a fresher:

e) Exploiting the services of a fresher or any other student for completing the academic task assigned to an individual or a group of students;

f) Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing for obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

g) Any act or abusive spoken words, e-mails, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student h) Any act that affects the mental health and self-confidence of a fresher or any other student

i) Feel free to contact to register your complaints: Principal, (8078462377, info@meskc.ac.in) Mr. Sirajudheen, Convener, Anti ragging cell (8943868551) Toll free No. 1800 180 5522, www.antiragging.in, e-mail: helpline@antiragging.in

iv. Establishment of Online Grievance Redressal Mechanism

There is provision for online submission of grievances

v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University

Shihab AM

Ombudsperson
Department of Islamic History

Shameera MK

Deputy Ombudsperson
Department of Commerce

Preetha Rajagopalan

Deputy Ombudsperson,
Department of Computer Science

vi. Establishment of Internal Committee (IC)

Internal Complaints Committee

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college.

Anti Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Goal : Prevention of sexual harassment to ensure safe environment for girl students for the studies.

Objectives:

- To develop guidelines and norms for policies against sexual harassment To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The following is also sexual harassment and is covered by the committee

- a. Eve-teasing
- b. Unsavory remarks
- c. Jokes causing or likely to cause awkwardness or embarrassment

- d. Innuendos and taunts
- e. Gender based insults or sexist remarks Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- f. Touching or brushing against any part of the body and the like
- g. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- h. Forcible physical touch or molestation
- i. Physical confinement against one's will and any other act likely to violate one's privacy

Anti Sexual Harassment Cell

assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

False Reporting

Intentionally making a false report or providing false information is grounds for indiscipline

Fathimath Thasleena K
President,
Assistant Professor,
Department of Commerce
Contact:9846242495

vii. Establishment of Committee for SC/ST

SC/ST Cell

A cell which addresses the concerns and needs of Scheduled Castes and Scheduled Tribes has been established. The objectives of the cell are manifold which includes claiming the rights of students to education, providing a conducive atmosphere for learning, seeking new opportunities both educational and professional and encouraging the students to pursue new pastures in their life ahead.

SC/ST Cell Policy

Implementing SC/ST (Scheduled Castes/Scheduled Tribes) policies in a college setting is essential for ensuring equitable access to education and support for students from these communities. Here's a comprehensive approach to effectively implement these policies:

1. Understand the Policies and Legal Framework

Review Relevant Legislation: Familiarize yourself with national and state-level legislation regarding SC/ST policies, including affirmative action, reservation quotas, and any specific provisions for educational institutions.

2. Develop and Formalize Policies

Policy Documentation: Create or update institutional policies to align with legal requirements and best practices for SC/ST students. This should cover admissions, scholarships, reservations, and support services.

3. Implement Reservation and Affirmative Action Measures

Admission Quotas: Ensure that admission quotas for SC/ST students are adhered to as per regulatory guidelines. This includes reserving a specific percentage of seats in undergraduate and postgraduate programs.

Scholarships and Financial Aid: Provide targeted scholarships, financial aid, and fee waivers for SC/ST students to reduce financial barriers to education.

4. Create Support Services

Dedicated Support Centers: Establish dedicated support centers or cells for SC/ST students to address their specific needs and concerns.

Counseling and Mentorship: Offer counseling and mentorship programs to support SC/ST students academically and emotionally. This may include career counseling, academic guidance, and personal support.

5. Promote Awareness

Awareness Campaigns: Implement awareness campaigns to inform the college community about SC/ST policies, benefits, and the importance of inclusivity.

6. Address Complaints and Issues

Grievance Redressal: Establish a grievance redressal mechanism specifically for SC/ST students to address any issues related to discrimination, exclusion, or non-compliance with policies.

Timely Resolution: Ensure that complaints are addressed promptly and fairly, with clear procedures for resolution and appeals.

7. Engage with SC/ST Student Groups

Student Associations: Support and engage with student associations or organizations representing SC/ST students. These groups can provide valuable feedback and contribute to policy development.

Coordinators

Dr. Sivadasan TP

Nodal Officer

Department of History

viii. Internal Quality Assurance Cell

Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) was established in the college after the first cycle of accreditation in 2003-2004. It is playing a vital role in decision

making and implementation of all the activities regarding academic and infrastructure development.

- **Objectives :**

- To develop a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To assure all the stake holders connected with higher education about the quality of education provided by the institutions.

Strategies

- Timely, efficient and progressive performance of academic, administrative and financial tasks. b) The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- The adequacy, maintenance and proper allocation of support structure and services.
- Research sharing and networking with other institutions in India

- **Functions**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality development.
- Acting as a nodal agency of the institution for quality related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Benefits

IQAC will facilitate or contribute

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To enhance and integrate various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication.

Composition Of IQAC

Dr C Rajesh

Principal, Chairman

Dr. Azhar A

(Department of Commerce) Coordinator

Mrs. Sajna A

(Department of English)

Joint Coordinator

Dr. Job Sabu K

(Department of Physics)

Joint Coordinator

A.Jabar Ali

Representative from Industry, Member

Dr A Biju

Principal, MES Asmabi College Representative from Academia, Member

Dr. K. A. Hashim

Secretary, College Management Committee Representative from Management, Member

Dr. R Selvam

Former Head, Bishop Heber College, Trichi, Tamilnadu Representative from Academia, Member

Mr. Muhammed Basheer

Chairman, Mannarkkad Municipality Representative from Society, Member

Dr. Jaleel TK

Vice Principal, Member

Dr. Ranjini MC

(Department of Mathematics) Member

Dr. Sareena K

(Head, Department of Botany) Member

Mr. Salahudheen PM

(Head, Department of History) Member

Dr.Sreenivasan KP

(Department of Chemistry) Member

Dr. Sanjeev Kumar K

(Department of Hindi) Member

Asmabi K

(Department of Commerce) Member

Ms. Pookoya Thangal

(Junior Superintendent)

Member

Ms. Faizunnisa Y

Member

Mr. Basheer Cholakkal

PTA Vice President, Member

Mr. Fasalurrahman

Chairman, College Union, Member

Dr. Sayed Aboobakar Siddique
President, Alumni Association
ix Equal Opportunity facilities Cell.
Coordinator: Mr. Limseer Ali PA

18.6 Programmes

- i. Name of Programmes approved by AICTE : **BBA and BCA**
- ii. Name of Programmes Accredited by NBA : **NO**
- iii. Status of Accreditation of the Courses: **NA**
- iv. Total number of Courses : **3**

v. Details of Programme

a. Name

b. Number of seats

c. Duration

d. Cut off marks/rank of admission during the last years

Name	Number of seats	Duration	Cut off marks/rank of admission during the last years
BBA (Aided)	60	8 Semester	45%
BBA (Unaided)	60	8 Semester	45%
BCA	60	8 Semester	45%

vi. Fee (as approved by the state government)

Name	Fee (as approved by the state government)
BBA (Aided)	1600 per year
BBA (Unaided)	10080 per semester
BCA	21000 per semester

vii. Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:

NA

18.7 Faculty

i. Course/Branch wise list Faculty members:

BBA Aided :

1. Dr. Muhammed Rafi.P
2. Abdul Basid P.K

3. Shemeem Ummar
4. Shameema A.

BBA Unaided :

1. Shabna M.K.
2. Sujatha N.K.
3. Muhammed Ajmal N.
4. Jisha .P

BCA :

1. C Sreevidya N.R.
2. Fathimath Sumayya O.
3. Muhammed Fazil.

ii. Permanent Faculty: 10

iii. Adjunct Faculty :

iv. Permanent Faculty: Student Ratio:

- BBA Aided : 1:44
- BBA Unaided : 1:39
- BCA : 1:47

18.8 Profile of Vice Chancellor/Director/Principal/Faculty

Sl No	Name	Designation	Profile
1	Dr.C.Rajesh	Principal	https://meskc.ac.in/principal_profile
2	Dr. Muhammed Rafi.P	Assistant Professor	https://meskc.ac.in/department/140/faculty/1071/profile
3	Abdul Basid P.K	Assistant Professor	https://meskc.ac.in/department/140/faculty/1081/profile
4	Shemeem Ummar	Assistant Professor	https://meskc.ac.in/department/106/faculty/1212/profile
5	Shameema A.	Assistant Professor	https://meskc.ac.in/department/140/faculty/1173/profile
6	Shabna M.K	Assistant Professor	https://meskc.ac.in/department/140/faculty/1059/profile
7	Sujatha N.K	Assistant Professor	https://meskc.ac.in/department/140/faculty/1033/profile
8	Muhammed Ajmal N	Assistant Professor	https://meskc.ac.in/department/140/faculty/1044/profile
9	Jisha .P	Assistant Professor	https://meskc.ac.in/department/140/faculty/1167/profile
10	Sreevidya N.R.	Assistant Professor	https://meskc.ac.in/department/116/faculty/1020/profile
11	Fathimath Sumayya O	Assistant Professor	https://meskc.ac.in/department/116/faculty/1148/profile

12	Muhammed Fazil C.	Assistant Professor	https://meskc.ac.in/departement/116/faculty/1210/profile
----	-------------------	---------------------	---

18.9 Fee

- i. No. of Fee waivers granted with amount and name of students: Zero
- ii. Number of scholarship offered by the Institution, duration and amount: 80

18.10 Admission

- i. Number of seats sanctioned with the year of approval

Name of Programme	Sanctioned seat	Year
BBA Aided	60	2025
BBA Self financing	60	2025
BCA	55	2025

- ii. Number of Students admitted under various categories each year in the last three years

Name of the Programme	Open	S C	S T	ET B	M U	L C	OB H	S P	PW D	L D	SS Q	SP L	Comm unity	Managem ent	Total
BBA (Aided)															
2022-23	23	9	3					2	3		1		13	12	66
2023-24	25	9	3					2	1		1	1	13	13	68
2024-25	21	7	3					2	1		1		11	10	56
BBA (Self)															
2022-23	20	2	1	3	2		2	2	1		1			25	59
2023-24	20	2	1	3	2		2	2			1			32	65
2024-25	17	3	0	2	2	1	1	2			1			27	56
BCA															
2022-23	16	2		2	2			2	1		1			24	50
2023-24	16	2		2	2		1	2			1			24	50
2024-25	16	2	0	2	1	0	1	2	1					23	48

- iii. Number of applications received during last year for admission under Management Quota and number admitted

Name of the Programme	Management	
	No. of applications received	Admitted
BBA (Aided)	10	10
BBA (Self)	27	27
BCA	23	23

18.11 Admission Procedure

i. Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website):

Calicut University : <https://uoc.ac.in/>

Admission Procedure

CENTRALIZED ADMISSION PROCESS (CAP)

Introduction

Admission to merit seats in the /programmes/courses in Arts and Science colleges affiliated to the University of Calicut (including 50% of seats set apart for Merit Admission in the Self Financing colleges and Self Financing programmes/ courses in Aided colleges) are being conducted through Centralized Admission Process (CAP).

Aims and Objectives:

The University introduced the 'Online registration' for admissions to UG/PG programmes/courses in the academic year 2013-2014 to cater to the aspirations of students who otherwise could not pursue tendering applications, by personally approaching various Colleges spread over 5 districts affiliated to the University for admissions. While introducing the Online Registration for Centralised admission the University aimed a lofty goal of extending a hand out to the candidates from the socially backward sector of the society and those residing in the remote areas within the jurisdiction of Calicut University.

Seat Nomenclature:

The seats available in the various colleges are classified as

1. Merit
2. Mandatory reservations
3. Community
4. Management
5. Other Reservation Category Seats
6. Special Reservation Category seats.

Admission Schedule/Notification The admission schedule will be prepared and published in the admission notification every year. The date of commencement of online registration to the closing date of admissions will be available in the admission schedule. The dates for each allotment and admissions to all categories will be published in the admission schedule.

Mandatory Fee.

The candidates receiving allotment should remit the Mandatory Fee prescribed in the admission notification. The mandatory fee need to be remitted only once. The candidates failing to remit mandatory fee will lose his/her current allotment and they

will be expelled from further allotments. The candidates, thus expelled will not be reinstated in the allotment process at any stage of the allotment.

The candidates admitted other than through allotment should also compulsorily remit mandatory fee.

Eligibility for Admission

Those candidates who are “Eligible for Higher Studies” as per the Kerala State Higher Secondary Examination or a pass in the equivalent examinations are the minimum criteria for admission to degree courses, unless otherwise specified. However, candidates who have qualified the HSE and VHSE of the Government of Kerala under ‘SAY’ scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree programmes/courses in the same academic year. Candidates who have passed the Higher Secondary Examination of Tamil Nadu (Private study) will not be admitted to any course under this University. (U.ONo.GAI/A1/5062/2002 dated 07.07.2005). Eligibility of each PG Programme is specified based on the eligible UG programmes and the % marks obtained in different Parts. Relaxation in the requirement of minimum marks upto 5% for OBC /OEC is applicable. SC/ST candidates need a pass only in their qualifying examination for admission to the Post Graduate Programmes. Detailed eligibility and indexing rules for various courses/programmes will be published in the prospectus.

Nodal Centres

Nodal Centres are functioning in all affiliated colleges in connection with the admission to function as a helping hand to the students and University. The students can do registration, editing, re arrangement of option, cancellation of higher option etc through the Nodal Centres. The students can also utilise the Nodal Centres for clearing their doubts and clarification regarding the Centralised Admission process (CAP). The list of Nodal Centres is published in the website.(www.cuonline.ac.in)

Instructions for Applying through CAP. Visit the website www.cuonline.ac.in

The admission through Centralised Admission process to First year Degree/P.G/Afsal-ul-ulama preliminary/B.Ed/ M.Ed/and Programmes with Entrance Examination will be conducted in TWO phases.

The registration will be conducted in Two continuous Phases.

Phase 1: Fee Payment.

Phase 2: Submission of Application :

Phase 1: Keep ready the following:

1. Date of Birth: copy of S.S.L.C
2. Mobile Number: mobile number of student/parents/ guardian only to be furnished. Vital informations regarding the allotment and admissions are being

communicated through SMS to the registered mobile number. Therefore, under any circumstance the mobile number of Akshaya centres, internet cafe or other agencies should not be submitted.

3. E-mail: Email Id of student/parents/guardian only be entered. Those who do not have an Email-Id may create one and enter. Vital informations regarding the allotment and admissions will also be communicated through Email to the registered mail id
4. Application Fee : As per admission notification for each Course/Programme.

Instructions for Payment of Fee (through e-payment system)

1. Visit the website <https://www.uoc.ac.in>
2. Click Instant Pay- Select Purpose of payment
3. Furnish the details required. (Mobile number and e-mail id of student/parent/guardian only to be furnished)
4. Select mode of payment

Mode of Remittance of fee by candidates from inside KERALA

1. State Bank online payment. (For those who have State Bank online banking facility).
2. Payment Gateway
3. Nodal Centres (Functioning in All Colleges) List of Nodal Centres is available in www.cuonline.ac.in)
4. Akshaya Centres
5. Friends JanasevanaKendram
6. Other firms providing Internet Facility

Remit the fee in any of the mode of payment mentioned above.

1. After remitting fee in any of the mode mentioned above the CAP ID and password will be received in the registered mobile number through SMS.
2. For the programmes/courses with entrance examination, the chalan number and password will be received in the registered mobile number through SMS. After receiving the SMS online application can be submitted

Mode of online payment

1. Select the Purpose of remittance.
2. Furnish the details in the blank fields (mobile number and e-mail ID only that of the student/parent/guardian).
3. Select the mode of payment
4. Enter the fee amount and click the button "Proceed".
5. You can view the details now, if the details are correct click " Pay Now."

6. In the next page click “Continue for Payment”.Remit the fee online as per the instructions in the online payment site of the Bank selected.
7. Click redirect to the Calicut University Instant Web Payment System (CUIWPS) or wait for 60 seconds to be redirected.
8. Take printout of the online payment “RECEIPT”. CAP ID Number and Password will be received by SMS/e-mail, with which the candidate can login to CAP and complete the online application submission.

The payment procedure completed.”

Fee once remitted will not be refunded”

PHASE 2: Keep ready the following for the submission of application for UG/PG/Afsal-ul-ulama preliminary/B.Ed/ M.Ed Keep ready the following

1. The CAP ID/Chalan number and password received by SMS/ E-Mail.
2. Copy of the Qualifying Examination Mark Sheet.
3. Passport size photograph in ‘.jpg’ format with a size between 20KB and 40 KB.
4. Prepare the list of colleges/courses according to the applicants priority. The fee structure for the self financing programmes will be different from the fee structure of Government/Aided programme.List of colleges and programmes/courses are available in the website.(www.cuonline.ac.in). The fee structure for each year will be published along with the admission prospectus.
5. BPL Certificate for candidates belongs to BPL category among forward communities.

Instructions for submission of application for UG/PG/Afsal-ululama preliminary/B.Ed/M.Ed.

Visit www.cuonline.ac.in-Select UG/PG Registration-Login with CAP ID, registration number and password.

The application submission is done in Four Parts.

Part1: Photo Upload (Passport size photograph in ‘.jpg’ formatwith a size between 20KB and 40 KB

Part 2: Student Profile

1. Basic Details
Enter the details in the blank fields.
 - b. Personal Details:
 1. Utmost care should be taken while entering reservation details. Opt only the eligible reservations otherwise admission will be denied.
 2. Those who apply for the seats reserved for BPL category among forward communities should submit the order No, date of order and details of issuing authority.
 3. Weightage: Enter the eligible bonus/weightage if any. The details entered can be edited. To move to the next part CLICK “SAVE /PROCEED” BUTTON.

Part 3: Qualification Details

1. Enter number of chances taken to pass the qualifying examinations. 10 marks will be reduced for each additional chances taken to pass the qualifying examination subject to a maximum of 25 marks.
2. Specify the Board/University of the qualifying examinations.
3. Enter the stream of study of the Qualifying examinations, if necessary (Science, Humanities, Commerce).
4. Verify the marks displayed automatically; otherwise enter the marks.
5. Utmost care should be taken while entering the marks. The details entered can be edited. To move to the next part CLICK “SAVE /PROCEED” BUTTON

Part 4: College Course Selection

(Utmost care should be taken while fixing the priority of the option. Priority and index marks are the base of the allotment)

Furnish the details of colleges and programmes/courses according to the priority. The candidates who wish to apply for the community quota in Aided colleges can opt the colleges and programmes/courses according to the priority. Candidates can view the options submitted and if necessary can edit the options. The candidates can take a verification print out to verify and ensure that the details submitted are correct. If the details entered are correct click “Final Submit”. After final submission the candidates can take a final “Print Out” (College copy and Student Copy). The student copy shall be retained and the college copy shall be submitted to the college where he/she takes permanent admission.

Cancellation of higher options. Cancellation of all the higher options can only be done through Nodal Centres. Partial cancellation of the higher options can be done by the candidates themselves or can use the services of the Akshaya Centres and other firms providing internet facility.

The candidates can login into CAP with their login credentials after each allotment for partial cancellation.

Rearrangement of college and course After the trial allotment the candidates can rearrange priority of their options already submitted during the registration by “drag and drop” facility. No new course or college can be added at any stage of the allotment process.

Allotment

There will be Three allotments for all category of students and Two special allotment for SC/ST/BPL in forward caste. On receipt of the allotment to an option, all the options below the received allotment will be permanently lost. The options thus lost will not be reinstated at any cost.

Permanent Admissions The candidates receiving allotments for the first options and those candidates are satisfied with the allotment received in any of the allotment can take permanent admissions to the respective colleges. After Fourth allotment all

candidates should take Permanent admissions to the colleges allotted.

In case the higher options are not cancelled the candidate will be considered for the higher options and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

Temporary Admissions

After third allotment all candidates who have received allotment but not satisfied with their current allotment and willing to be considered for higher option shall take Temporary Admission. These candidates will be considered for their higher options.

The candidates taking temporary admissions need not remit any fee or submit any certificates to the college. But, the form provided in annexure 1 shall be submitted to the college.

Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/ CET (State conducted test/ University tests/ CMAT)/ Association conducted test etc.) : NA

iii. Calendar for admission against Management quota seats: Decided by University

iv. Last date of request for applications: Decided by University

v. Last date of submission of applications : Decided by University

vi. Dates for announcing final results : Decided by University

vii. Release of admission list (main list and waiting list shall be announced on the same day): Decided by University

viii. Date for acceptance by the candidate (time given shall in no case be less than 15 days) : Decided by University

**ix. Last date for closing of admission & Starting of the Academic session :
Decided by University**

**x. The waiting list shall be activated only on the expiry of date of main list :
Decided by University**

xi. The policy of refund of the Fee, in case of withdrawal, shall be clearly notified

18.12 Criteria and Weightages for Admission

Admission guidelines, weightage, etc. are decided by the affiliating university

18.13 List of Applicants List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise) : NA

18.14 Results of Admission Under Management seats/Vacant seats: NA

18.15 Information of Infrastructure and Other Resources Available

i. Number of Class Rooms and size of each: 9 (35.5 sq. meter)

ii. Number of Tutorial rooms and size of each: 3

iii. Number of Laboratories and size of each: 0

iv. Number of Computer Centres with capacity of each: 1 (110)

Central Examination Facility, Number of rooms and capacity of each

vi. Online examination facility (Number of Nodes, Internet band width, etc.) : No

vii. Barrier Free Built Environment for disabled and elderly persons : Yes

viii. Fire and Safety Certificate: Yes

ix. Hostel Facilities : Yes

x. Number of Library books/ebooks/Titles/Journals available (Programme-wise)

	BBA Aided	BBA Self	BCA
No.of Library books	5273	5273	462
No.of Journals	10	10	8

xi. List of online National/International Journals subscribed

Sl.No.	Name of journal	ISSN
1	Indian Journal of Finance	0973-8711
2	Indian Journal of Marketing	0973 -8703
3	Vikalpa	0256-0909
4	The Journal of Entrepreneurship	0971-3557
5	Chartered secretary	0972-1983
6	IIMB Management Review	0970-3896
7	Indian Journal of Economics and Development	2277-5412
8	Economic and Political Weekly	0012-9976
9	Indian Journal of Human development	0973-7030
10	Indian Journal of Economics	0019-5170

xii. National Digital Library (NDL) subscription details: No

xiii. List of Major Equipment/Facilities in each Laboratory/Workshop: NA

xiv. List of Experimental Setup in each Laboratory/Workshop : NA

xv. Innovation Cell : Yes

xvi. Social Media Cell : Yes

xvii. Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments : Yes

xviii. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website : Yes

xix. Games and Sports Facilities: Yes

- Gymnasium - with latest equipment
- Multipurpose Indoor stadium- Basketball, Badminton, Tennis, Soft Tennis, Table Tennis and Volleyball
- 400 m Athletic Track
- Football Ground (120 m x 100 m)
- Cricket Field
- Firing cum Archery range

xx. Teaching Learning Process

1. Outcome based education
2. Experiential learning
3. Problem solving method
4. Participative learning
5. ICT enabled learning

xxi. For each Post Graduate Courses give the following: NA

18.16 Enrolment and placement details of students in the last 3 years

Details of Student Placement

2021-22	Shijini K	BBA	Acero Productions, Nattukal, Mannarkkad, Pin : 678583, Ph : 9605244918
2021-22	Aswathi P	BBA	Mother CAre Hospital, VattaMBAalam, Mannarkkad, Pin : 678583, Ph : 04924 227777
2021-22	Muhammed Safwan A	BBA	Logskim Solution Pvt Ltd, Tn Nagar, Chennai, Pin : 600017, Ph : +91 4424320035
2021-22	Navya P	BBA	Aster Medcity Hospital, Eranakulam, Pin : 682027, Ph : 0484669999

2021-22	Abdul Azeez K	BBA	Paris Events And CATERERS, Pallikkurupp, Mannarkkad, Ph : 9746690016
2021-22	Ahammad Ameen	BBA	A T J Gold And Jewellery Trading Llc, Dubai, Ph : +971 565503998
2021-22	Ansil A	BBA	Searock Tile Gallery, Near Ems Hospital Road, Perinthalmanna, Pin : 679322, Ph : 6238811940
2021-22	Mohammed Shakir	BBA	Al Wafaa Group, Dubai, Uae, Ph : +971 42636056
2021-22	Muhammed Fayis A	BBA	First Logic Meta Lab Pvt Ltd, Perinthalmanna, Pin : 679322, Ph : +91 7012483828
2021-22	Muhammed Mufsil K	BBA	Palletco Llc, Dubai, Uae, Ph : +971 48800773
2021-22	Muhammed Ramsheed P K	BBA	Five Guys Jv Ltd, London, England, Ph : +44 2070185008
2021-22	Muhammed Rinshad E	BBA	Total Shipping And Logistics Pvt Ltd, MuMBAi, Pin : 400009, Ph : 022 40767676
2021-22	Muhammed Shahal M A	BBA	Food Basket, Al Adamah, Damam, Saudi Arabia, Ph : +966 920024673.
2021-22	Rishad M	BBA	Harafa Rubber Wood Veneers, Chirakkalpadi, Viyyakurussi Po, Mannarkkad, Pin : 678593, Ph : 0492 4223087
2021-22	Safvan A	BBA	SnoCAp Ice Creams Pvt Ltd, Korattikkara, Thrissur, Pin : 680543
2021-22	Shereef K K	BBA	Safewater Lines India Pvt Ltd, Koramangala, Bangalore, Pin : 560095, Ph : 9744947616
2021-22	Shilpa P	BBA	Hdfc Bank ,Sree Complex, Perinthalmanna, Ph : +91 9426792001
2021-22	Ansaf Azies M	BBA	Al Ghazal Typing & Docum Copying, Sharjah, Uae, Ph : +971 65216650

2021-22	Ashif Ali A	BBA	Magnus Store And CAre, Ottapalam, Palakkad, Ph :9645731329
2021-22	Mohammed Feenan	BBA	Ashtel Ltd, Middlesex Business Centre, Bridge Road, England, Ph : +44 2085749313
2021-22	Muhammed Shamnad P	BBA	Mk Chicken And Chicks, Koomanchira, Alanallur, Palakkad, Pin : 678601, Ph : 7947435244
2021-22	Nikhil K	BBA	Ministry Of Home Affairs, Directorate Of General Assam Reffles, Govt Of India
2021-22	Sreensha U	BBA	Mayoori Furniture And Electronics, Kollam, Ph: 8594007600
2021-22	Vishnu M	BBA	Easy Pick Hypermarket, Abu Dhabi, Ph: 7125512771
2021-22	Harikrishnan K	BBA	Manappuram Finance, Alanallur, Palakkad, Ph: 0492 395100
2021-22	Chinjusha P	BBA	Icici Bank, Mannarkkad, Pin: 678582, Ph : 18001080
2021-22	Mohamed Lishan	BBA	Spices Kerala, Malappuram, Pin : 676519, Ph : 87144 00595
2021-22	Siril Raju	BBA	Pheonix Tech Zone Pvt Ltd, Hyderabad, Pin: 500032, Ph : +91 8800973322
2021-22	Abdul Azeez K	BBA	Paris Events And CAterers, Pallikkurupp, Mannarkkad, Ph : 9746690016
2021-22	Ahammad Ameen	BBA	A T J Gold And Jewellery Trading Llc, Dubai, Ph : +971 565503998
2021-22	Ansil A	BBA	Searock Tile Gallery, Near Ems Hospital Road, Perithalmanna, Pin : 679322, Ph : 6238811940
2021-22	Mohammed Shakir	BBA	Al Wafaa Group, Dubai, Uae, Ph : +971 42636056

2021-22	Muhammed Fayis A	BBA	First Logic Meta Lab Pvt Ltd, Perinthalmanna, Pin : 679322, Ph : +91 7012483828
2021-22	Muhammed Mufsil K	BBA	Palletco Llc, Dubai, Uae, Ph : +971 48800773
2021-22	Muhammed Ramsheed P K	BBA	Five Guys Jv Ltd, London, England, Ph : +44 2070185008
2021-22	Muhammed Rinshad E	BBA	Total Shipping And Logistics Pvt Ltd, MuMBAi, Pin : 400009, Ph : 022 40767676
2021-22	Muhammed Shahal M A	BBA	Food Basket, Al Adamah, Damam, Saudi Arabia, Ph : +966 920024673.
2021-22	Rishad M	BBA	Harafa Rubber Wood Veneers, Chirakkalpadi, Viyyakurussi Po, Mannarkkad, Pin : 678593, Ph : 0492 4223087
2021-22	Safvan A	BBA	SnoCAp Ice Creams Pvt Ltd, Korattikkara, Thrissur, Pin : 680543
2021-22	Shereef K K	BBA	Safewater Lines India Pvt Ltd, Koramangala, Bangalore, Pin : 560095, Ph : 9744947616
2021-22	Shilpa P	BBA	Hdfc Bank ,Sree Complex, Perinthalmanna, Ph : +91 9426792001
2021-22	Ansaf Azies M	BBA	Al Ghazal Typing & Docum Copying, Sharjah, Uae, Ph : +971 65216650
2021-22	Ashif Ali A	BBA	Magnus Store And CAre, Ottapalam, Palakkad, Ph :9645731329
2021-22	Mohammed Feenan	BBA	Ashtel Ltd, Middlesex Business Centre, Bridge Road, England, Ph : +44 2085749313
2021-22	Muhammed Shamnad P	BBA	Mk Chicken And Chicks, Koomanchira, Alanallur, Palakkad, Pin : 678601, Ph : 7947435244

2022-23	Roshni P	BBA	Adi Group Of Institutions, V K Tower, Perinthalmanna, Malappuram, Ph : 9645133444
2022-23	Muhammed Afsal M	BBA	Food Mart Spices And Rostery Llc, Abudhabi, Ph : +971 568175844
2022-23	Roshni P	BBA	Adi Group Of Institutions, V K Tower, Perinthalmanna, Malappuram, Ph : 9645133444
2022-23	Muhammed Afsal M	BBA	Food Mart Spices And Rostery Llc, Abudhabi, Ph : +971 568175844
2023-24	Hafiz Ali P	BBA Sf	Hp Yamaha Ottapalam
2023-24	Risil A T	BBA Sf	C Amb In Himalayas Marketer And Travel Guide
2023-24	Faseeh Fakrudheen P K	BBA Sf	Hues Clothing Sales Executive

BCA

2021-2022	Adheeb A	BCA	Beagle Security, Technopark Campus, Thiruvananthapuram, Ph : 80780 09000
2021-2022	Mohammed Midlaj K	BCA	CVS Info Solutions Pvt Ltd, Perinthalmanna, Pin : 679322, Ph : 4933 220101
2021-2022	Hridya A	BCA	Clarus Rcm Infotech Pvt Ltd, Coimbatore, Pin : 641021
2022-2023	Muhammed Iqbal K	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Sandra Manikandan	BCA	Zain Builders, Palarivattom,Ernankulam, Ph : 73567 01777
2022-2023	Kaja Hussain V M	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Abhijith K K	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Muhammed Rinshad P M	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277

2022-2023	Shahna P	BCA	Init Solutions,Palarivattom,Ernankulam, Ph : 0484 359 9557
2022-2023	Ziyad Kunheen P	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Mohammed Shajahan P	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Muhammed Farsan K	BCA	Codeedex Technologies,Cherpulassery,Palakkad, Pin : 679503, Ph : 9778564277
2022-2023	Darsana P	BCA	Imat Global,Amana Plaza,Edappally Toll,Ernankulam, Pin : 682024, Ph : 09539366666
2022-2023	Sunitha S	BCA	Manager,Kmt Silks,Palakkad, Ph : 92070 05600
2022-2024	Mohammed Sanjeed	BCA	W3 Digital Agency,Perinthalmanna,Palakkad, Ph : 75618 66000

18.17 List of Research Projects/Consultancy Works : NA

18.18 MoUs with Industries

BBA:

Year	MOU with
2021-22	•Global Institute of Integral Management studies-Cochin
	•Institute of Cost Accounts of India, (through ICMS, Kottakkal, Malappuram)
2022-23	•National Institute of Taxation and Accounting
	•Beauty Mark Gold and Diamonds, Mannarkkad
2023-24	•Tally Institute of Learning
	•Beauty Mark Gold and Diamonds, Mannarkkad
	•M/s Mercy Accounts Academy (SAP)
2024-25	Learn tree school, Palakkad

BCA

Year	MOU with
2024-25	Pinnacle Technologies, Malappuram