

**ST. KURIAKOSE COLLEGE
OF MANAGEMENT AND SCIENCE**

KURUPPAMPADY P.O., ERNAKULAM Dist.

KERALA, INDIA - PIN: 683 545

(Affiliated to Mahatma Gandhi University, Kottayam

Approved by Govt of Kerala)

Phone: 0484-2596250, Mob: 9142888793

Email: skicolleges@gmail.com

Web: www.skcmscollege.com

**HANDBOOK & CALENDAR
2024 - 2025**

Name

Programme Year of Admission Roll.No.

Name of Guardian.....

Home Address

.....

.....

Phone No

E-Mail. Blood Group.....

St. Kuriakose



The holy mortal remains of St. Kuriakose Sahda was entombed in Malekuish Chappel on January 28, 1901 by Saint Geevarghese Mor Gregorious, (Parumala Thirumeni). Hundreds of people from far and near visit the Chappel and participate in the Holy Qurbana celebrated on every Friday and Sunday. On all Fridays, people used to offer *Pachornercha* praying for the intercession of the Sahada and receive abundant blessings in the form of miracles in their lives.

THE PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers, and all elders respect, and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well being and prosperity alone, lies my happiness.

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COLLEGE PROFILE

St. Kuriakose College of Management and Science (SKCMS) is a private self-financing college founded in 2012 and managed by the St. Mary's Charitable Trust, Kuruppampady. It is the third educational project of the Trust; its sister concerns being M.G.M. Higher Secondary School, Kuruppampady (1921) and St. Mary's Public School (2006). The College is affiliated to Mahatma Gandhi University, Kottayam and approved by the Government of Kerala.

The sprawling green campus of about 3 acres is located on the scenic and serene abode of *Malekureze* chapel Hill, Kuruppampady, Ernakulam District, Kerala. The nearest railway station is Aluva, 18 km west and the nearest airport is Cochin International Airport 18 km northwest of the College. The idyllic location of the campus enjoys the refreshing aura of the rural ambience.

The College offers 6 UG Honours programmes – B.Com, BBA, BCA, B.A Economics, B.Sc. Psychology, BSW, and 2 P.G. Programmes M.Com. (Finance & Taxation) and MSW

The College has the state-of-the-art infrastructure with advanced facilities for effective teaching and learning. The campus is Wi-Fi enabled and there is an ICT enabled library with good collection of books and journals. Since its very inception, the College has been committed to the holistic development of the students, imparting quality wholesome education. It has carved a sense of reliance and trustworthiness among the community around and has become a major destination for higher studies.

True to its founding objectives, the College has built up a distinct reputation in terms of academic performance and conducting numerous skill development activities. The present eminence of the College is the result of the long vision and resolute commitment of the Management coupled with the unconditional cooperation and hard work of the staff and students.

Above all, the intercession and blessings of the Patron Saint, *Mar Kuriakose Sahada* and St. Mary are the major guiding force.

The College takes pride in its past achievements and looks forward to realizing its vision and aspirations for the future. It is steadfast in its commitment to shape and mould generations of young men and women into intellectually competent, professionally skilled, socially responsible and ethically upright citizens in the service of the country.

MOTTO

Strive, Thrive, Serve

VISION

To become an institution with par excellence in higher education fostering intellectually competent, morally upright, socially committed and spiritually empowered men and women

MISSION

- To equip students with advance knowledge and the latest skill in their chosen discipline to make them more employable
- To inculcate the right attitude in students to face real life problems and instill in them the spirit of lifelong learning
- To provide value-based education that will mould the students as responsible citizens.
- To cater to the needs of students in holistic development

QUALITY POLICY

SKCMS shall strive continually for evolving into an advanced centre of academic discourse through efficient team work in all its endeavours, adhering to applicable requirements and upholding the founding principles and time tested values.

PRINCIPAL

Dr. Sunny Kuriakose A. M.Sc., Ph.D. 9495677688

BOARD OF DIRECTORS

1. Mr. Jose Kuriakose	Manager
2. Mr. Bibin M. Kuriakose	Secretary
3. Mr. Eldhose M.Y	Treasurer
4. Mr. Eldho Tharakan	Trustee
5. Mr. K.K.Varghese	Trustee
6. Mr. George Joseph	Board Member
7. Mr. Sabu P.O	Board Member
8. Mr. Eldho Paulose	Board Member
9. Mr. Berin V.B	Board Member
10. Mr. Eldhose Iype	Board Member
11. Mr. Joy P C	Board Member
12. Mr. Sijo Jose	Board Member
13. Mr. Akhil Varghese	Board Member

SUCCESSION LIST

Chairmen

1. Mr. Giju Korah	2012-2013
2. Mr. Biju M Varghese	2014-2015
3. Mr. Eldho Mathai	2016-2017
4. Mr. Biju M Varghese	2018- 2021
5. Mr. Babu Paul	2022-2023
6. Mr. K.K.Varghese	2023- onwards

Managers

1. Mr. Babu Paul	2012-2013
2. Mr. Basil Paul	2014-2015
3. Mr. Fegin Paul	2016-2017
4. Mr. Mathaikunju P. A.	2018- 2021
5. Mr. Benny Varghese	2022-2024
6. Mr. Jose Kuriakose	2024 onwards

Principals

1. Dr. P J Poullose	2012-2014
2. Dr. Baby Joseph	2014-2019
3. Prof. V P Gangadharan Nair	2019-2022
4. Dr. Sunny Kuriakose A	2022- onwards

PROGRAMMES OFFERED

U.G. Programmes

1. B.Com. Honours

No of seats – 140 Duration 4 years (8 semesters)

Eligibility - +2 or its equivalent with any group.

2. BCA-Honours (Bachelor of Computer Applications)

(AICTE Approved)

No of seats - 40 Duration 4 years (8 semesters)

Eligibility - +2 or its equivalent with any group.

3. BBA - Honours (Bachelor of Business Management)

(AICTE Approved)

No of seats - 60 Duration 3 years (8 semesters)

Eligibility - +2 or its equivalent with any group.

4. BA - Honours Major-Economics

No of seats - 40 Duration 4 years (8 semesters)

Eligibility - +2 or its equivalent with any group.

5. B. Sc. Honours Major- Psychology

No of seats - 24 Duration 4 years (8 semesters)

Eligibility - +2 or its equivalent with any group.

6. BSW - Honours (Bachelor of Social Work)

No of seats - 40 Duration 4 years (8 semesters)

Eligibility +2 or its equivalent with any group.

P.G. Programmes

7. M.Com. (Finance and Taxation)

No of seats - 40 Duration 2 years (4 semesters)

Eligibility - B.Com/B.B.A/B.B.M with not less than 45% marks.

8. MSW (Master of Social Work)

No of seats - 20 Duration 2 years (4 semesters)

Eligibility - any degree with not less than 45% marks

PROGRAMME STRUCTURE

MGU- UGP Honours

SI No.	Categorization of Courses for all Programmes	Minimum Number of Credit Required	
		3- year UG	4- years UG
1	Major	68	88
2	Minor	24	24 + 12*
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field based learning etc.	2	2
8	Research Project / Dissertation		12/8**
Total Credits		133	177

* The students can acquire advanced/ capstone level courses with 12 credits from their DSC/ DSE/ Minor courses depending up on their pathway choice. The Minor courses can be of level 300 or above.

** The students pursuing the 4-year honours with research have to complete a project with 12 credits and for the 4-year honours degree, students have to complete a project with 8 credits and DSC/ DSE capstone/ advanced level course in the 8th semester.

Assessment and Evaluation

Evaluation	Percentage
Continuous Comprehensive Assessment (CCA)	30%
End Semester Evaluation (ESE)	70%

End Semester Evaluation

Credits	Total Marks	CCA	ESE	Examination & Evaluation Mechanism
2	50	15	35	Written Examination
3	75	25	50	Multiple Choice
4	100	30	70	Open Book Any other mode as decided by the BoS

MGU- UG Programme Outcomes (PO)

PO 1: Critical thinking and Analytical reasoning

Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.

PO 2: Scientific reasoning and Problem solving

Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

PO 3: Multidisciplinary/interdisciplinary/transdisciplinary Approach

Acquire interdisciplinary /multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary- approach for formulate constructive arguments and rational analysis for achieving common goals and objectives.

PO 4: Communication Skills

Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.

PO 5: Leadership Skills

Ability to work effectively and lead respectfully with diverse teams; setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.

PO 6: Social Consciousness and Responsibility

Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development.

PO 7: Equity, Inclusiveness and Sustainability

Appreciate equity, inclusiveness and sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible.

PO 8: Moral and Ethical Reasoning

Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behavior.

PO 9: Networking and Collaboration

Acquire skills to be able to collaborate and network with educational institutions, research organisations and industrial units in India and abroad.

PO 10: Lifelong Learning

Ability to acquire knowledge and skills, including “learning how to learn”, that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of workplace through knowledge/skill development/reskilling.

Programme Pathway and Curriculum Structure

Pathway Option 1 - Degree Major or Major with Multiple Disciplines of Study

Course Components	Semester 1	Semester 2	Semester 3	Semester 4	No. of Courses			Remarks	Semester 7	Semester 8	Total		
					Semester 5#	Semester 6#	Total						
DSC A (4 Credit /Course)	1(P)	1(P)	3 (2P)	3 (2P)	Internship of 2 Credits	5	4	17	7 Out of 17 can be opted as DSE	3	2	22	
DSC B & C (4 Credit /Course)	2(P)	2(P)	1(P) (B or C)	1(P) (C or B)					6		3		9
Multidisciplinary Courses (MDC) (3 Credit /Course)	1(P)	1(P)	1*						3	*Cannot opt from DSC			3
Ability Enhancement Courses (AEC) (3 Credit /Course)	1 (English) (OL)	1 (English) (OL)							4				4
Skill Enhancement Courses (SEC) (3 Credit /Course)				1*		1**	1**		3	*Cannot opt from DSC A ** From DSC A only			3
Value Addition Courses (VAC) (3 Credit /Course)			1*	1*			1**		3	*Cannot opt from DSC A ** From DSC A only			3
Project/ Dissertation (12 credits for Honours with Research & 8 for Honours)													12/8 (1 DSC / DSE for Honours)
Total Courses	6	6	6	6	6	6	36			6	2+1		
Total Credits	21	21	22	22	2	23	22	Total Credits 133		24	20	Total Credits 177	
Total Hours per Week	25	25	25	25		25	25	Exit option available		25	25		

BoS can include 2 practical courses in 5th semester and 3 practical courses in 6th semester in any of the 6 courses distributed in each semester.

MGU-UGP (Honours) 2024

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CBCS UG Programme

Model II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	14
d	Credits required from Common Course II	18
e	Credits required from Core and Complementary / Vocational courses including Project	95
f	Open Course	03

Model I BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the Programme	120
c	Credits required from Common Course I	22
d	Credits required from Common CourseII	16
e	Credits required from Core and Complementary / Vocational courses including Project	79
f	Open Course	03

BSW

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course	8
D	Credits required from Complementary Course	41
E	Credits required from Core course, field practicum, research and viva	64
F	Open Course	03
G	Elective Course	04

EXAMINATIONS

The evaluation of each paper shall contain two parts:

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

% 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

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

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula

$GPA = TCP/TC$, where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course

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

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

Components Internal evaluation of Practical	Marks
Attendance	2
Test papers (1x4=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

a) Marks of External Evaluation : 80

b) Marks of Internal Evaluation : 20

Components of External Evaluation of project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	10

***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)

Assignments

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

Seminar/Viva

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course. **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.

For PG 2019 Admission onwards

The PG course regulations shall be called Mahatma Gandhi University Regulations (2019) governing Post Graduate Programmes under Credit Semester System. These regulations shall come into force from the Academic Year 2019-2020.

Internal Assessment

The evaluation of each course shall contain two parts such as internal/In Semester Assessment (IA) and external /End Semester Assessment (EA). 25% of weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both End Semester (ESE) and continuous Evaluation (CE) shall be carried out using direct grading system.

Performance Grading

Students are graded based on a 7-point scale is used to evaluate the performance. Letter grade and GPA/SGPA/C GPA are given on the following scale:

RANGE	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very good
3.00 to 3.49	B	Good(Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal(pass)
up to 1.99	D	Deficient(Fail)

Evaluation first stage bothe internal and external

Grade	Grade Point	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	1.00 to 1.99
E	0	0.00

Weightage distribution for External and Internal Examination for Theory (Internal)

Components	Weightage
Assignment	1
Seminar	2
Best Two Test papers	2(1each)
Total	5

For Practical (Internal)

Components	Weightage
Written/Lab test	2
Lab involvement and Record	1
Viva	2
Total	5

For Project (Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
Total	5

For Project (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
Total	15

Comprehensive viva-voce(Internal)

Components	Weightage
Comprehensive viva-voce (all courses from first semester to fourth semester)	5
Total	5

Comprehensive viva-voce (External)

Components	Weightage
Comprehensive viva-voce (all courses from first semester to fourth semester)	15
Total	15

U.G. CBCS PROGRAMME

B.Com.

Semester I

Course Code	Course	Credit	Hrs. Per Week
EN1CCT01	Language- English-I	4	5
ML1CCTII	Second Language-I	4	5
CO1CRT0	Dimensions and Methodology of Business Studies	4	3
CO1CRT0	Financial Accounting I	3	5
CO1CRT0	Corporate Regulations and Administration	3	4
CO1CMT01	Banking and Insurance	3	3
	Total	20	25

Semester II

EN2CCT02	Language- English-I	4	5
ML2CCT12	Second Language-I	4	5
CO2CRT04	Financial Accounting II	4	5
CO2CRT05	Business Regulatory Framework	3	4
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decisions	3	3
	Total	21	25

Semester III

EN3CCT05	Language- English-I	3	5
CO3CRT07	Corporate Accounts I	4	
CO3CRT08	Quantitative Techniques for Business- II	4	4
CO3CRT09	Financial Markets and Operations	3	4
CO3CRT10	Marketing Management	3	3
	Optional – I		

CO3OCT01	Finance and Taxation- Goods and Services Tax	4	5
CO3OCT02	Computer Application-Information Technology for Business (Theory)	3	3
CO3OCP01	Information Technology for Business (Practical) - Exam in semester 4 only	-	2
CO3OCT04	Travel and Tourism Fundamentals of Tourism	4	5
	Total	21	25

Semester IV

EN4CCT06	Language- English-I	3	5
CO3CRT07	Corporate Accounts II	4	5
CO3CRT08	Quantitative Techniques for Business- II	4	5
CO3CRT09	Entrepreneurship Development and Project Management	4	5
	Optional - 2 -	4	5
CO4OCT01	Finance and Taxation- Financial Services	4	5
CO4OCT02	Computer Application-Information Technology for Office (Theory)	3	3
CO4OCP01	Information Technology for Office (Practical)	-	2
CO4OCT04	Travel and Tourism Travel and Tourism Infrastructure	4	5
	Total	19	25

Semester V

CO5CRT14	Cost Accounting – 1	4	6
CO5CRT15	Environment Management and Human Rights	4	5
CO5CMT07	Complementary Course Finance and Taxation- E- Commerce	4	5
CO5CMT08	Computer Application- Programming in ‘C’ (Theory)	3	3

CO5CMP01	Programming in 'C' (Practical)- Examination in sem 6 only	-	2
CO5CMT07	Travel and Tourism E Commerce	4	5
	Optional – 3		
CO5OCT01	Finance and Taxation- Income Tax- I	4	5
CO5OCT02	Computer Application- Computerised Accounting (Theory)	3	3
CO5OCP01	Computerised Accounting (Practical)-	2	
CO5OCT04	Travel and Tourism Hospitality Management	4	5
	Open Course	3	4
	Total	19	25

Semester VI

CO6CRT17	Cost Accounting – 2	4	6
CO6CRT18	Advertisement and Sales Management	3	4
CO6CMT09	Complementary Course Finance and Taxation Income Tax- Assessment and Planning	4	5
CO6CMT10	Computer Application- Database Management System	3	3
CO56CMP01	Database Management System (Practical)	2	2
CO6CMT11	Travel and Tourism Tourism Environment and Ecology	4	5
CO6CRT20	Management Accounting	4	5
CO6OCT	Optional – 4	4	5
CO6OCT01	Finance and Taxation- Income Tax- II	4	5
CO6OCT02	Computer Application- Software for Business and Research (Theory)	3	3

CO56OCP01	Software for Business and Research (Practical)	2	2
CO6OCT04	Travel and Tourism Tourism and Cultural Heritage of India	4	5
CO6PR01	Project and Viva	1	-
	Total	20	25

BBA

Semester I

BA1CRT01	Management Core Principles and Methodology of	4	6
BA1CRT02	Business Accounting Core	4	6
BA1CMT03	Fundamentals of Business Mathematics Complementary	4	4
BA1CMT04	Fundamentals of Business Statistics Complementary	4	4
BA1CCT05	English Paper –I Common	4	5
	Total	20	25

Semester II

BA2CRT06	Cost and Management Accounting Core	4	6
BA2CRT07	Business Communication Core	4	6
BA2CMT08	Mathematics for Management Complementary	4	4
BA2CMT09	Statistics for Management Complementary	4	4
BA2CCT10	English Paper –II Common	4	5
	Total	20	25

Semester III

BA3CRT11	Human Resource Management Core	4	5
BA3CRT12	Marketing Management Core	4	5
BA3CRT13	Research Methodology Core	4	5
BA3CMT14	Business Laws Complementary	4	5
BA3PRP15	Personality Development and Management Skills (Minor Project)	4	5
	Total	20	25

Semester IV

BA4CRT16	Financial Management Core	4	5
BA4CRT17	Managerial Economics Core	4	5
BA4CRT18	Entrepreneurship Core	4	5
BA4CMT19	Basic informatics for Management Complementary	4	5
BA4CMT20	Corporate Law Complementary	4	5
	Total	20	25

Semester V

BA5CRT21	Organisational Behaviour Core	4	6
BA5OPT22	Open Course Core	3	4
BA5CRT23	Environment Science and Human Rights Core	4	5
BA5CMT24	Intellectual Property Rights and Industrial Laws Complementary	4	5
BA5CRT25	Operations Management Core	2	2
BA5CRT26	Industrial Relations Core	3	3
	Total	20	25

Semester VI

BA60CT27	Optional-I Opt.Core	4	5
BA60CT28	Optional-II Opt.Core	4	5
BA6CRT29	Strategic Management Core	4	5
BA6CRT30	Communication Skills and Personality development Core	4	5
BA6PRP31	Management Project Core	4	5
	Total	20	25

BCA**Semester I**

EN1CCT01	English-I Common	5	4
MM1CMT03	Mathematics Complementary	4	4
ST1EMT31	Basic Statistics Complementary	4	4
CA1CRT01	Computer Fundamentals and Digital Principles Core	4	4
CA1CRT02	Methodology of Programming and C Language Core	4	3
CA1CRP01	Software Lab I Core	4	2

Semester II

EN2CCT02	English-II Common	5	4
MM2CMT03	Discrete Mathematics Complementary	4	4
CA2CRT03	Data Base Management Systems Core	4	3
CA2CRT04	Computer Organization and Architecture Core	4	4
CA2CRT05	Object oriented Programming using C++	3	4
CA2CRP02	Software Lab – II	5	2

Semester III

CA3CRT06	Computer Graphics	Core	4	4
CA3CRT07	Microprocessor and PC Core Hardware		3	4
ST3CMT02	Advanced Statistical Methods Complementary		4	4
CA3CRT08	Operating Systems	Core	4	4
CA3CRT09	Data Structure using C++	Core	4	3
CA3CRP03	Software Lab III	Core	6	2

Semester IV

MM4CMT03	Operational Research Complementary		4	2
CA4CRT10	Design and Analysis of Core Algorithms		4	4
CA4CRT11	System Analysis & Core Software Engineering		4	4
CA4CRT12	Linux Administration	Core	4	4
CA4CRT13	Web Programming using PHP	Core	3	3
CA4CRP04	Software Lab IV	Core	6	2

Semester V

CA5CRT14	Computer Networks	Core	3	4
CA5CRT15	IT and Environment	Core	4	4
CA5CRT16	Java Programming using Linux	Core	3	3
CA5OPT	Open Course	Core	4	3
CA5CRP05	Software Lab V	Core	5	2
CA5CRP06	Software Development Lab I (Mini Project in PHP)	Core	6	2

Semester VI

CA6CRT17	Cloud Computing	Core	4	4
CA6CTR18	Mobile Application development-Android	Core	4	4
CA6PET	Elective	Core	4	4
CA6CRP07	Software Lab VI & Seminar	Core	6	2
CA6CRP08	Software Development Lab II (Main Project)	Core	7	3
CA6VVT01	Viva Voce	Core		1

B.Sc. PSYCHOLOGY**Semester I**

ENICCT01	Common Course I-Paper I (English)		4	5
ENICCT02	Common Course I.Paper II (English)		3	4
MLICCT01/ HNICCT01	Common Course II-Paper I (Additional Language)		4	4
PYICRT01	Foundations and Methods of Psychology (Core)		4	7
PY1CMT02	Body Systems And Behaviour (Complementary I)		2	2
ST1CMT21	Basic Statistics-Paper I (Complementary II)		2	3

Semester II

EN2CCT03	Common Course I-Paper II (English)		4	5
EN2CCT04	Common Course I-Paper IV (English)		3	4
ML2CCT01/ HN2CCT01	Common Course II-Paper II (Additional Language)		4	7
PY2CMT05	Basic Cognitive Processes	Core	2	2

PY2CMT06	Biological Basis of Behaviour- Paper II (Complementary I)	2	2
ST2CMT22	Statistical Tools-Paper II (Complementary II)		

Semester III

EN3CCT05	Common Course I- Paper V (English)	4	5
ML3CCT01/ HN3CCT01	Common Course II-Paper III (Additional Language)	4	5
PY3CRT07	Living in the Social World Core	4	7
PY3CMT08	Neurophysiology of Behaviour I- Paper III (Complementary I)	2	3
ST3CMT23	Probability and Probability distributions Complementary I	2	3
PY3P01	Psychology Practical	3	2

Semester IV

EN3CCT06	Common Course I- Paper VI English	4	5
ML3CCT01/ HN3CCT01	Common Course II-Paper IV Additional Language	4	5
PY4CRT10	Social Interactions and Human behaviour Core	4	7
PY4CMT11	Biophysiology of Behaviour II- Paper IV Complementary	2	3
ST4CMT12	Statistical Inference- Paper IV Complementary II	2	3
PY4 P02	Psychology Practical	1	2

Semester V

PY5CRT13	Abnormal Psychology Core	4	4
PY5CRT14	Foundations of Organizational Behavior Core	3	3
PY5CRT15	Environmental Psychology and Human Rights	4	4

	Open Course (Any one)		
PY5OP1	Basic of Counseling Psychology	3	4
PY5OP2	Life Skills Development		
PY5 P03	Practical	8	8
	Experimental Psychology	2	2
PY5 Pr01	Project 1		

Semester VI

PY6CRT16	Psychology of Maladaptive Behaviour Core	4	4
PY6CRT17	Child Development Core	4	4
PY6CRT18	Managing Behavior in Organizations Core	4	4
PY6CB1	Choice-based Core course (Any one) Theory and Practice of Counselling	3	3
PY6CB2	School Psychology		
PY6CB3	Human Resource Development		
PY6CB4	Health Psychology		
PY6 P02	Practical	8	8
	Psychological Assessment		
PY6 Pr02	Project 2	2	2
	TOTAL	120	150

BA - ECONOMICS

Semester I

EN1CCO 1	Common Course I - Paper I (English)	4	5
EN1CCO2	Common Course I - Paper II (English)	3	4
ML1CCTO1	Common Course II - Paper I (Malayalam)	4	4
HNICCTO1	Hindi		
EC1CRT01	Perspectives and Methodology of Economics	6	4
EC1CMT01	Complementary I	6	4

Semester II

EN2CCO3	Common Course I- Paper III (English)	4	5
EN2CCO4	Common Course I- Paper IV (English)	3	4
ML2CCTO2	Common Course II- Paper II(Malayalam)	4	4
HN2CCTO2	Hindi		
EC2CRT02	Core 2- Micro Economic Analysis 1	6	5
EC2CMT02	Complementary 2	6	4

Semester III

EN3CC05	Common Course I- Paper V (English)	4	5
ML3CCT03	Common Course II- Paper III		
HN3CCT03	(Malayalam)	4	5
EC3CRT03	Core 3- Micro Economic Analysis-II	4	4
EC3CRT04	Core 4- Economics of Growth & Development	5	4
EC3CMT01	Complementary 3	6	4

Semester IV

EN4CC06	Common Course I- Paper VI (English)	4	5
ML4CCT04	Common Course II- Paper IV (Malayalam)	4	5
HN4CCT04	Hindi		
EC4CRT05	Core 5- Macro Economics-1	5	4
EC4CRT06	Core 6- Public Economics	4	4
EC4CMT02	Complementary 4	6	4

Semester V

EC5CRT07	Core 7-Quantitative Techniques	6	4
EC5CRT08	Core 8-Macro Economics-II	6	5
EC5OPT01/2/3	Open Course	4	3
EC5CRT09	Core 9-Environmental Economics	5	4
EC5CRT10	Core 10- Introductory Econometrics	4	5

Semester VI

EC6CRT11	Core 11- Quantitative Methods	6	4
EC6CRT12	Core 12- International Economics	5	4
EC6CBT1/2/3	Choice based Elective	4	3
EC6CRT13	Core-13 Money & financial markets	5	4
EC6CRT14	Core-14 Indian Economy	5	4
EC6PR01	Project		

BSW**Semester I**

EN1CCT01	English -1 Common	5	4
SW1CRT0	Introduction to Social Work Core	4	4
SW1CMT02	Economics for Social work Practice Complementary	4	4
SW1CMT03	Sociology for Social Work Practice Complementary	4	
SW1CRT04	Field Education and Practicum Lab-1(FEPL-1) Core	8	4

Semester II

EN2CCT02	English-II Common	5	4
SW2CRT05	Working with Individuals Core	4	4
SW2CMT06	General Psychology Complementary	4	4
SW2CMT07	Developmental Psychology Complementary	4	4
SW2CRT08	Field Education and Practicum Lab-2 (FEPL-2) Core	8	4

Semester III

SW3CRT09	Working with Groups	Core	4	4
SW3CRT10	Working with Communities	Core	4	4
SW3CRT11	Legal information for socialwork practice Complementary		4	4
SW3CRT12	Rural Developments Complementary		4	4
SW3CRT13	Field Education and Practicum Lab-3(FEPL-3) Core		9	4

Semester IV

SW3CRT14	Administration of Non-profit organizations Core		4	4
SW3CRT15	Research & statistics for Social work practice Complementary		4	4
SW3CRT16	Management concepts and skills for social work practice Complementary		4	4
SW3CRT17	Community Health & Health Care services Complementary		4	4
SW3CRT18	Field Education and Practicum Lab-4(FEPL-4) Core		9	4

Semester V

SW5OCT19	Development Communication Open		4	3
SW0CRT20	Project Planning and Management Core		4	4
SW5CMT21	Environmental Studies Core		4	4
SW5CMT22	Gandhian Philosophy Complementary		4	4
SW5CRT 23	Field Education andPracticum Lab-5 (FEPL-5) Core		9	4

Semester VI

SW6CRT24	Social work Practice with Children	Core	4	4
SW6CMT25	Theory and practice of Counselling Complementary		4	4
SW6GET26	Disability Studies or Social Work Practice with	Choice base	4	4
SW6GET27	Elderly OR	Elective		
SW6GET28	Labour Welfare			
SW6CRT29	Field education and Practicum Lab-6(FEPL-6)	Core	9	4
SW6CRT30	Research Project	Core	4	5

M. Com.**Semester I**

CM010101	Specialized Accounting	Core	5	4
CM010102	Organisational Behaviour	Core	5	3
CM010103	Marketing Management	Core	5	4
CM010104	Management Optimization Techniques	Core	5	4
CM010105	Methodology for Social Science Research	Core	5	4
	TOTAL		25	19

Semester II

CM010201	Advanced Corporate Accounting	Core	5	4
CM010202	Human Resource Management	Core	5	3
CM010203	International Business and Finance	Core	5	4
CM010204	Quantitative Techniques	Core	5	4
CM010205	Strategic Management	Core	5	4
	TOTAL		25	19

Semester III

CM010301	Strategic Financial Management	Core	6	5
CM010302	Income Tax-Law and Practice	Core	7	5
CM010303	Security Analysis and Portfolio Management	Core	6	4
CM800301/	Indirect Tax Laws (Group 1)			
	Elective		6	4
CM810301/	Logistics and Supply Chain Management	(Group 2)		
CM820301	Quality Management	(Group 3)		
	TOTAL		25	18

Semester IV

CM010401	Advance Cost and Management Accounting	Core	6	5
CM010402	Income Tax-Assessment and Procedure	Core	7	5
CM800401/	Derivatives and Risk Management (Group 1)	Elective	6	4
CM810401/	Retail and Rural Marketing (Group 2)			
CM820401	E-Commerce and E-Business Management	(Group 3)		
CM800402/	Personal Investment and Behavioural Finance (Group 1)			
	Elective			
	International Marketing (Group 2)		6	4
CM810402/	Legal Frame work for I.T. Based business and Intellectual Property Rights (Group 3)			
CM010403	Project Report	Core Project	Nil	4
CM010404	Comprehensive Viva Voce	Core Viva	Nil	2
	TOTAL		25	24
TOTAL CREDITS FOR THE PROGRAMME				80

MSW**Semester I**

SW010101	Social Sciences for Social Work	Core	3	3
SW010102	Human Growth and Development	Core	3	3
SW010103	History, Philosophy and Fields of Social Work	Core	3	3
SW010104	Social Work Practice with Individuals	Core	3	3
SW010105	Social Work Practice with Communities	Core	3	3
SW010106	Field Practicum	Core	12	6
	Total		21	

Semester II

SW010201	Introduction to Abnormal and Social Psychology	Core	3	3
SW010202	Counselling and Psychotherapy	Core	3	3
SW010203	Professional Skills for Social Workers	Core	3	3
SW010204	Social Work practice with Groups	Core	3	3
SW010205	Social Work Research and Statistics	Core	3	3
SW010206	Field Practicum 2	Core	12	6
	Total			21

Semester III

SW010301	Planning and Implementation of Development Projects	Core	3	3
SW010102	Administration of Human Service Organization	Core	3	3
SW010303	Field Practicum 3	Core	12	6

Specialization Courses
Group 1: Community Development (CD)

SW800301	Rural & Urban Community Development	Elective	3	3
SW800302	Environment and Disaster Management	Elective	3	3
SW800303	Community Health for Development Practice	Elective	3	3

Group 2: Family and child Welfare (FCW)

SW810301	Social Work Practice With Families	Elective	3	3
SW810302	Policies and Programmes for Children and Youth	Elective	3	3
SW810303	Population dynamics and Reproductive and Child Health	Elective	3	3

Group 3: Medical and Psychiatric Social Work (MPSW)

SW820301	Clinical Assessment and Diagnosis of Psychiatric Disorders.	Elective	3	3
SW820302	Social Work in the Field of Health	Elective	3	3
SW820303	Health Care Administration and Community Health	Elective	3	3
	Total			21

Semester IV

SW010401	Social Legislation and Human Rights	Core	3	3
SW010402	Genetological Social Work	Core	3	3
SW010403	Field Practicum 4	Core	12	6
SW010404	Dissertation	Core	3	3
SW010405	Internship (After the completion of fourth semester examination)	Core	10	5

**Specialization Courses Group 1:
Community Development (CD)**

SW800401	Human Resource Management for Development Practice Elective	3	3
SW800402	Economic Development: Theory and Practice Elective	3	3
Group 2: Family and Child Welfare (FCW)			
SW810401	Therapeutic Interventions in the field of Family and Child Welfare Elective	3	3
SW810402	Social Work in Education Elective	3	3
Group 3: Medical and Psychiatric Social Work (MPSW)			
SW820401	Social Work Interventions in the field of mental health Elective	3	3
SW820401	Social mental health and social in the field of work practice Comprehensive Viva Voce Elective	3	3
TOTAL CREDITS FOR THE PROGRAMME			90

DEPARTMENTS

DEPARTMENT OF MANAGEMENT STUDIES

The Department of Management studies was started ever since the inception of the College in 2012. The Department intends to groom and nurture fresh talents in the field of management to take up challenging careers in corporate world and enabling them to pursue higher studies.

Vision

To be a good leader in business education, research and consultancy helping to create a better knowledge society.

Mission

- To achieve academic excellence in commerce & business education.
- To impart highest quality education with a strong foundation of management concepts
- To develop a strong bond with industry for project-based learning, internships, and placements.
- To prepare the students for complex management positions and enable them to perform with ethical and social values.
- Fostering the growth of faculty and staff through professional development plans and programs

Programme Offered

BBA (Bachelor of Business Administration)

Programme Outcomes (PO)

- PO 1:** Use analytical and reflective thinking techniques to identify and analyze business problems, develop viable solutions, and make effective decisions.
- PO 2:** Explore opportunities being newly created in the Management Profession
- PO 3:** Develop appropriate skills so as to be competent for self-employment.

PO 4: Understand the fundamental knowledge of business management.

PO 5: Communicate effectively on business activities with society, such as, being able to comprehend and write effective reports and strategic plans, make effective presentations, and give and receive clear instructions.

PO 6: Apply the various concepts, theories and models in the area of HR, Marketing, Finance

PO 7: Develop a positive attitude and life skills to become a multifaceted personality with a sense of environmental consciousness and ethical values.

PO 8: Develop research aptitude and life-long learning skills

Programme Specific Outcomes (PSO)

After the successful completion of the programme the graduates will be able to

PSO1: Become competent entry level managerial professionals.

PSO2: Impart basic and operational knowledge on all functional area of management.

PSO 3: Pursue higher studies and develop life-long learning

Add - on Courses :

- Logistics Management
- Digital Marketing
- Data analysis using SPSS
- Website Creation and Management using HTML

Faculty Members

Ms. Bini Abraham	MBA, M.Com (HOD)
Ms. Binsa Rani Jacob	MBA
Ms. Aleena Lalu	MBA
Ms. Rincy Elizabeth Sam	MBA

DEPARTMENT OF COMPUTER APPLICATIONS

The Department of Computer Applications was established in 2014 with the undergraduate programme BCA (Bachelor of Computer Applications). The well-equipped department is committed to mould students into quality computer professionals endowed with good theoretical knowledge and applicational skills and to equip them to pursue higher studies in the field of computer science.

Vision

To empower students to be innovative, responsible, technically competent and skilled intellectual professionals, to meet the growing needs of the industry and society.

Mission

- To provide quality learning experiences through effective classroom practices, active learning styles of teaching, and opportunities for meaningful interactions between students and faculty.
- To inculcate professional behaviour, strong ethical values, innovative research capabilities, and leadership abilities

Programme Offered

BCA (Bachelor of Computer Applications)

Programme Outcomes (POs)

- PO 1:** Understand, analyze and develop computer programmes from defined problems and requirements.
- PO 2:** Apply appropriate technologies and tools to a wide range of computational activities while understanding their limitations.
- PO 3:** Able to engage in independent learning for continuous self- development as a computing professional.
- PO 4:** Demonstrate competencies in fundamentals of computing, mathematics and domain knowledge suitable for the abstraction and conceptualization of computing models.

PO 5: Able to perform professional practices in an ethical way, keeping in the mind cyber regulations and laws, responsibilities and norms of professional computing practices.

PO 6: Able to work in multi-disciplinary team collaboration both as a member and leader for the betterment of the individual and society at large.

PO 7: Communicate effectively with the technical community and with the society at large about complex computing activities by being able to understand and write reports, design documentation and make excellent presentations.

PO 8: Pursue higher studies in Computer Science/Applications and related areas and possess the spirit of life-long learning.

Programme Specific Outcomes (PSOs)

PSO 1: Understand the basic principles of programming by identifying and formulating problems and integrate resources to decisions using problem solving approach.

PSO 2: Comprehend, explore and build up computer programs in the allied areas like Algorithms, System Software, Multimedia, Web applications and Data Analytics for efficient design of computer-based systems of varying complexity.

PSO 3: Understand and recognize different value system in software development and applications and their outcomes.

Add - on Courses :

- **Artificial Intelligence**
- **Hardware Assembling and Networking**
- **Python Programming**

Faculty Members

Ms. Nisha P. Varghese	MCA (HOD)
Ms. Sanitha K. K.	MCA
Ms. Geena Kunju	M.Sc. Computer Science
Ms. Bini M.B.	MCA

DEPARTMENT OF ECONOMICS

The Department of Economics came into existence in 2019. It combines the disciplines of History and Political Science to offer Complementary courses for Economics main.

Vision

To be a Centre, moulding students to successful professionals and socially responsible citizens capable of contributing positively and creatively to the economic and social well-beings of the society.

Mission

- To enhance knowledge in the field of Economics by imparting quality education
- To foster creative skills and innate talents of students to make them ready for community service.
- To promote holistic development of students.

Programme Offered BA Economics

Programme Outcomes (POs)

- PO 1:** Understand basic concepts of economics and the economic way of thinking.
- PO 2:** Take informed actions after identifying the assumptions that frame our thinking and actions, checking the authenticity, and looking at ideas and decisions (intellectual, organizational, and personal) from different perspectives
- PO 3:** Apply quantitative analytical skills in order to collect and analyze data to support economic decision.
- PO 4:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
- PO 5:** Demonstrate empathetic social concern and equity-centered national development, and the ability to act with an informed awareness of issues and participate in civic life.

PO 6: Understand the issues of environmental contexts and sustainable development and try to contribute to the environment protection.

PO 7: Apply the knowledge and professional skills acquired to become successful entrepreneurs through life long learning.

PO 8: Appreciate different value systems, understand their moral dimensions and practice high ethical values.

Programme Specific Outcomes (PSOs)

PSO 1: Apply basic concepts of Economics and core economic activities such as production, distribution, consumption and growth of productive resources.

PSO 2: Develop analytical and economic reasoning skills helping in deducing reasonable predictions about possible economic outcomes.

PSO 3: Analyze the determinants of economic conditions (National output, employment and inflation etc.), the causes of business cycle and the interactions of monetary and fiscal policy.

Add - on Courses :

- **Legal Literacy**

Faculty Members

Ms. Jisha Eldhose	M.A (HOD)
Ms. Seena Mathew	M.A, B.Ed
Ms. Lisha Francis	M. A (On Leave)

DEPARTMENT OF COMMERCE

The Department of Commerce is the oldest department started in July 2012 with two undergraduate programmes in B.Com. Computer Applications and B.Com. Finance & Taxation. The Department was elevated to a postgraduate department in 2013 with the introduction of the post graduate programme M.Com. (Finance and Taxation). B.Com. in Travel & Tourism was started in 2014. The Department is committed to impart quality education in commerce, empowering the students for better employability and to encourage them to pursue higher studies.

Vision

To become a centre of excellence in commerce studies imparting high quality education transforming the students into commerce professionals capable of meeting the challenges in business environment with a positive attitude.

Mission

- To achieve academic excellence in commerce & business education.
- To develop effective skills and dynamic leadership quality in students.
- To develop students into ideal citizens, through value-based education and service-oriented programmes.
- To inculcate entrepreneurship skills in students and eventually to become quality business professionals.
- To provide quality learning experiences through effective classroom practices, active learning styles of teaching, and opportunities for meaningful interactions between students and faculty.
- To inculcating professional behaviour, strong ethical values, innovative research capabilities and leadership abilities

Programme Offered (POs)

Undergraduate Programmes

B.Com.

At the end of the B.Com Programmes at St. Kuriakose College of Management & science ,the students will have the ability to:

- P01:** Acquire knowledge of various disciplines of commerce, business accounting, economics, information technology and management to enable them take up challenging jobs or to pursue higher studies
- P02:** Acquire entrepreneurial, legal, computational and managerial skills with practical exposure to present day challenges in commerce and business through various co-curricular activities

- P03:** Develop right attitude to take up challenging research projects in the field of business, finance and commerce and imbibe the life long learning spirit
- P04:** Think rationally, analyse situations and solve problems adequately.
- P05:** Understand the role of business and commerce and their implementation on society and to elicit views of others, mediate disagreements and help reach conclusions in group settings.
- P06:** Understand the issues of environmental contexts and sustainable development.
- P07:** Recognize different value systems and ethics, develop a spirit of inclusiveness, understand the moral dimensions and accept responsibilities

B.Com. (Finance & Taxation) Specific Outcomes

After the successful completion of the programme the graduates will be able to

- PSO1:** Prepare financial statements of business using accounting principles, concepts, conventions and provisions
- PSO 2:** Develop skills to equip themselves as successful entrepreneurs
- PSO 3:** Develop an in-depth knowledge on GST and provisions of income tax and to familiarize the students with recent amendments in tax systems

B.Com. (Computer Applications) Specific Outcomes

After the successful completion of the programme the graduates will be able to

- PSO 1:** Develop ICT skills to work efficiently in MS -Word, MS- Excel, MS -Power Point and Tally
- PSO 2:** Practice different techniques of communication and apply in business and profession
- PSO 3:** Seek variety of career options in accounting, management and business-related fields and develop competency to become successful entrepreneurs

Postgraduate Programme
M. Com. (Finance & Taxation)
Programme Outcomes (POs)

- PO 1:** Enhance the horizon of knowledge to carry out qualitative research and pursue academic or professional careers.
- PO 2:** Develop problem analysis skills and knowledge and to apply the same in real-life situations.
- PO 3:** Use research knowledge and aptitude acquired in the programme of study to solve socially relevant problems
- PO 4:** Understand the role and applicability of knowledge acquired in the context of society, environment and sustainable development sticking on to the ethics and values.
- PO 5:** Develop effective communication skills and ability to work in teams by strengthening group dynamics.
- PO 6:** Pursue career in professional areas of commerce and management such as taxation, financial services, consultancy etc.
- PO 7:** Foster ability to engage in lifelong learning, demonstrating empathetic social concern, contributing to the development of nation, by making sure of awareness gained on various issues.

Programme Specific Outcomes (PSOs)

- PSO 1:** Inculcate managerial skills and theoretical knowledge for managing business units with special focus on functional areas of business and management.
- PSO 2:** Apply advanced accounting knowledge and skills and provide awareness regarding latest developments in the field of commerce and accounting
- PSO 3:** Acquire advanced theoretical knowledge on research methods and techniques to develop capabilities in the application of research in business related problems.
- PSO 4:** Acquire expertise in specialized fields like finance, taxation, marketing, management and information technology.

Add-on courses:

- Data Analytics
- Digital Marketing
- GST and Income Tax Return Filing
- Data Analysis using SPSS

Faculty Members

Ms. Ruby Cherian	M.Com, B.Ed, (HOD)
Ms. Nuthan .K	M.Com, MBA,B.Ed, NET, SET
Ms. Anju Maria Baby	M.Com, MBA, NET
Ms. Jerfy J. Panjikaran	M.Com, M.Phil
Ms. Vandana B	M.Com, SET
Ms. Divya.T. Varghese	M.Com, NET
Ms. Susan Paulose	M.Com, B .Ed
Ms. Shimi. A.K	M.Com, B .Ed, MBA, SET

DEPARTMENT OF LANGUAGES

The Department of Languages in SKCMS is functioning with the intention of imparting the linguistic, literary and communication skills of the students and makes them responsible persons. The Department includes faculty members of English, Malayalam and Hindi. There are four faculty members in the Department. Dr. Sreeja Parameswaran, Assistant Professor in Hindi is the HOD of the Department.

The Department of languages engages courses in Part 1 English, which is a compulsory course for all undergraduate programmes and courses in Hindi and Malayalam as optional subjects.

HINDI

Dr. Sreeja Parameswaran M.A, Ph.D. (HOD)

MALAYALAM

Dr. Jeteesh Sivadas M.A, NET, Ph.D.

ENGLISH

Ms. Renu Joseph M.A English, M.A Journalism, B.Ed, SET
Ms. Lidiya Mathew M.A English, B.Ed, K-TET

DEPARTMENT OF PSYCHOLOGY

The Department of Psychology in St. Kuriakose College of Management and Science has laid its roots in 2020. The department builds and maintains academic relationship with students and their parents. The B.Sc. Psychology programme is suitable for students who are interested in the systematic study of cognition, mind and behaviour. The programme covers many of the field of psychology and its research methods. Psychology plays a significant part in modern day life, from the school classroom to the courtroom, in industry, business organisations and in universities. More recently, psychology has become more integrated with the neurosciences and studies how the brain and nervous system underlie our thoughts and behaviours.

Vision

To mould psychologists who can discover knowledge about mind, brain and behaviour, and to share that knowledge with the community so as to help them lead a healthy life.

Mission

- To impart knowledge in psychology leading to personality development.
- To create and develop awareness of mental health.
- To mould skilled psychologists and counsellors.
- To promote higher studies and research

Programme Offered

B.Sc. Psychology

Programme Outcomes (POs)

- PO 1:** Apply scientific methods, basic psychological processes and various perspectives in Psychology
- PO 2:** Apply theoretical knowledge on the process and nature of child development.
- PO 3:** Demonstrate theoretical knowledge, approaches and issues in counselling.
- PO 4:** Understand the biological basis of behaviour and basic statistical methods used in Psychological research.

PO 5: Acquire skills to identify and diagnose mental disorders causal pattern and appropriate treatment of different disorders.

PO 6: Identify strategies to manage organizations more effectively and will be expert in topics like Leadership, Motivation, Power, Conflict, Negotiation, etc.

PO 7: Familiar with skills of observation and scientific reporting in psychology; trained in planning and conducting a psychological experiment.

PO 8: Acquaint with different mental health problems of children and elderly through doing internship.

PO 9: Familiarize the psychological instruments and tools and developed the ability to understand self and others.

PO 10: Develop skills to live in the social world by understanding psychological aspects of various social phenomena, errors in interaction and theoretical approaches of social behaviour.

PO 11: Competent in conducting a scientific research and engage in life-long learning. social behaviour.

Programme Specific Outcomes: (PSOs)

PSO 1: Acquire foundation skills needed to be a psychologist.

PSO2: Use knowledge to pursue higher education in Psychology.

PSO 3: Analyse and resolve Psychological issues faced by self and others.

Add - on Courses :

- **Practicum in LD Management**
- **Certificate Course in Adolescents Counselling**

Faculty Members

Dr. Rekha K.S.	M.Sc, NET, Ph.D (HOD)
Fr. Eldhose K. joy	M.Sc.
Ms. Latha Sreekumar	M.Sc.
Ms. Abnamole Sunny	M.Sc Applied Psychology

DEPARTMENT OF SOCIAL WORK

The PG Department of Social Work of St. Kuriakose College of Management and Science was established in 2023. Social Work is a dynamic and multi disciplinary field that focuses on addressing social issues, promoting social justice, and enhancing the well-being of individuals and communities. The Department envisions to prepare professionals who can actively engage in social change and contribute to the betterment of society and committed to mould quality professionals who can take up challenging jobs in the field of social work and make positive impetus in the society through education, research, and community engagement.

The Department offers BSW (Undergraduate) and MSW (Postgraduate) programmes affiliated to Mahatma Gandhi University, Kottayam.

Vision

To be a center of excellence in the realm of social work education, research, and practice moulding socially committed and morally upright social work professionals.

Mission

- To impart high-quality education in social work making use of the modern innovative teaching learning tools.
- To equip the students with necessary skills to address the multifaceted challenges of our society.
- To provide maximum exposure to real life situations and case studies and community engagement.
- To provide opportunities for lifelong learning, skill enhancement, and staying updated with the latest developments in the field of social work.
- To kindle the spirit of research and innovation to find solutions to social problems.

Programmes Offered

Undergraduate Programme

BSW (Bachelor of Social Work)

Programme Outcomes (POs)

- PO1 :** Develop professional knowledge and understand of the core concepts, principles, and theories of social work, including social justice, human rights, and social welfare.
- PO2:** Assess the needs and strengths of individuals, families, groups, and communities, and develop effective intervention strategies to address various social issues.
- PO3:** Demonstrate a strong commitment to ethical practice and adhere to the code of ethics of the social work profession.
- PO4:** Work effectively with diverse populations and understand the impact of culture on individuals and communities.
- PO5:** Analyze social issues, policies, and programs, and contribute to evidence-based practice in social work.
- PO6:** Communicate professionally with clients, colleagues, and other stakeholders and collaborate with professionals from other disciplines, recognizing the importance of interdisciplinary teamwork in addressing complex social problems.
- PO7:** Pursue higher studies and practice life long learning

Programme Specific Outcome (PSOs)

- PSO1:** Demonstrate cultural humility and competence in working with diverse populations, recognizing the impact of culture on individuals and communities.
- PSO2:** Apply classroom learning to real-world practice, demonstrating competence and professionalism in a supervised setting.
- PSO3:** Critically reflect on the implications for Social Work practice with people at different stages and strata of human life.

Postgraduate Programme
MSW (Master of Social Work)

Programme Outcome (POs)

- PO1:** Develop a strong professional identity as a social worker, guided by the values, ethics, and principles of the social work profession.
- PO2:** Exhibit commitment to upholding ethical standards, social justice, and human rights in all aspects of social work practice.
- PO3:** Implement evidence-based interventions that empower clients, promote well-being, and address social, emotional, and economic challenges.
- PO4:** Engage with communities to identify needs, assets, and resources, and collaborate with stakeholders to develop and implement programs that enhance community well-being.
- PO5:** Engage in respectful and empathetic communication that fosters a positive and therapeutic working relationship with clients.
- PO6:** Assess the impact of policies on vulnerable populations and advocate for social justice and policy reforms.
- PO7:** Pursue higher studies and research with lifelong learning and professional development skills.

Programme Specific Outcome (PSOs)

- PSO1:** Engage in ongoing self-reflection and self-assessment to enhance personal growth and competence as a social worker.
- PSO2:** Provide constructive feedback, facilitate professional growth, and ensure adherence to ethical standards..
- PSO3:** Advocate for social justice, human rights, and the well-being of vulnerable and marginalized populations

Add-on Courses :

- Counselling and Psychotherapy
- Enhancing Competencies in Professional Social Work

Faculty Members

Ms. Bijila O.S.	M.S.W.
Ms. Priya Paul	M.S.W. (On Leave)
Ms. Siya Maria Sunny	M.S.W.
Ms. Salila Santhosh	M.S. W
Ms. Amrutha M.Thankan	M.S.W, NET

DEPARTMENT OF MATHEMATICS AND STATISTICS

The Department of Mathematics and Statistics in SKCMS, though not offering any programmes, teaches complementary courses in BCA, BBA, B. Sc. Psychology undergraduate programmes and two core courses in the postgraduate Programme M.Com. Finance and Taxation. 'epsilon' is the maths-stat association in SKCMS committed to kindle the mathematical and statistical interests in students.

Faculty Members

Dr. Sunny Kuriakose A	M.Sc. Ph. D., Principal
Mr. George P. Cherian	M.Sc., PGDCA, (HOD)
Ms. Anju. K Simon	M.Sc.

LIBRARY

Ms. Anjaly S. Nair	M. LISc., M. Phil., Librarian
Ms. Athira Surendren	M.LISc.

PHYSICAL EDUCATION

Mr. Saju. P. Ittoop	C.PE.d
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COLLEGE OFFICE

Mr. Binoy Mathew A.	Superintendent (on leave)
Mr. Ashil Paulose	Accountant
Mrs. Simi George	Clerk
Mrs. Giby Baby	Office Assistant
Mrs. Deepa Sheeban	Sweeper
Mrs. Bindu Biju	Sweeper
Mrs. Eliamma Varghese	Sweeper
Mr. Kuriakose P.K	Security

CLASS IN CHARGES

Department of Commerce

First year B Com	- Ms.Vandana B.
Second Year B Com FT/CA	- Ms. Anju Maria Baby
Third Year B Com FT / CA	- Ms.Shimi A.K.
First Year M Com	- Mr.Susan Poullose
Second Year M Com	- Ms.Divya T. Varghese

Department of Management Studies

First Year BBA	- Ms.Rincy Elizabeth Sam
Second Year BBA	- Ms. Binsa Rani Jacob
Third Year BBA	- Ms. Aleena Lalu

Department of Computer Applications

First Year BCA	- Ms. Sanitha K.K
Second Year BCA	- Ms. Geena Kunju
Third Year BCA	- Ms. Bini M.B

Department of Economics

Second Year BA Economics	- Ms. Seena Mathew
Third Year BA Economics	- Ms. Jisha Eldhose

Department of Psychology

First Year B.Sc. Psychology -	-Ms. Abnamole Sunny
Second Year B.Sc. Psychology	- Ms. Latha Sreekumar
Third Year B.Sc. Psychology	- Dr. Rekha K.S.

Department of Social Work

First-year BSW	- Ms. Siya Maria Sunny
Second-Year BSW	- Ms. Salila Santhosh
First year MSW	- Ms. Kebin Saji
Second Year MSW	- Mr. Amrutha M. Thankan

BEST PRACTICES

Outcome Based Education

The Outcome Based Education, based on the competencies in knowledge, skill and attitude is being introduced in SKCMS. Various parameters like Programme Outcomes, Programme Specific Outcomes and Course Outcomes are being introduced to make the teaching learning and evaluation more effective.

Academic Progress Monitoring

Prime importance is given to academic performance of the students, and there is a committee exclusively for monitoring the academic output of the students and also to propose necessary actions if required.

Value Education

Knowledge which is imbibed without values is perilous. Various sessions on value education are conducted on a regular basis.

Morning Worship

The College privileges the serene ambience of the Malaikuriz chapel where the holy mortals of Kuriakose Sahda is entombed. Apart from the regular morning prayer just before the beginning of the classes.

Faculty Exchange And Student Exchange Programmes

As part of intellectual resource sharing, faculty exchange programmes are encouraged. Different faculty members of SKCMS who have proved their mettle in their areas of interest are encouraged to share their expertise with the academia elsewhere. Similarly, experts from other institutions are invited to share their acumen with the faculty members and students of SKCMS.

Add-on Courses

As we are functioning in an affiliated system, the curriculum designed and given by the parent University is to be followed. However, various structured courses are being offered by different departments to add value to the existing programmes offered in the department. The conduct of the add-on courses is being closely monitored by the Internal Quality Assurance Cell of the College.

Mentor- Mentee System

Students in a class are divided into smaller groups and a faculty member is assigned duty as mentor for each group. Every mentor prepares a data base of all the mentees allotted to him / her and holds meetings and interaction sessions. The mentor gives all possible support to the mentees to resolve all kinds of difficulty in their curriculum and suggests necessary measures. The mentor also works for finding out dormant talents of the students in various aspects of academic, co- curricular, extra - curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

Remedial Coaching

Slow learners and advanced learners are identified at the beginning of every semester. The slow learners may find difficult to cope up with

the peers which could tamper their enthusiasm and good attitude. Structured remedial measures are taken to keep such slow learners in high spirits and perform better.

Committee System

The College promotes participatory administration. Almost all activities in the College are being planned and executed by different committees and cells. This practice instills proprietary spirits in the staff members.

Scholarships

The College is under the aegis of the St. Mary's Charitable Trust of the St. Mary's Cathedral and offers various merit scholarships. Also, fee waiver, cash awards etc. are being given to deserving students. The Alumni Association has instituted scholarships for sponsoring students during their entire period of study.

Parent - Faculty Interaction

The College promotes active and continuous interaction between the faculty members and the parents. The performance of each student is informed to his/ her parents on a regular basis. This interaction helps to monitor the performance of students systematically. This is in addition to the activities of the College PTA.

COMMITTEES / CLUBS

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of St. Kuriakose College Management and Science plays an important role in the overall functioning of the College. The IQAC functions with the following objectives which comply with those envisaged by the National Assessment and Accreditation Council

Objectives

- To develop a system for conscious and catalytic action to improve the academic and administrative performance of the institution
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To develop a quality system to ensure all round development of the college and achieve the vision of the College.

Alumni Association (ASKA)

The Alumni Association of St. Kuriakose (AASK) was officially inaugurated in 2019. Ever since its inception, the old students of the College visit their alma mater to attend the alumni meet annually and to refresh their nostalgic memories. The first alumni meeting was held on 9th November 2019. Presently, Mr. Arun B. Chandran, Mr. Sandeep K. S., and Ms. Ambily K. R. are the President, Vice President, and Secretary respectively. Several Alumni Projects are in the anvil.

MGU- UGP Academic Committee

MGU-UGP Academic Committee constituted for the FYUGP at the college level comprising the Principal as the Chairperson, and the Academic Coordinator/ Nodal Officer as its convenor on 7th May 2024 for the smooth implementation of FYUGP in all departments.

Arts Club

The Arts Club in SKCMS comprises of students and staffs who are interested in performing various onstage and offstage arts forms. The Club is committed to nurture the students' talents in various arts form and preparing them to take part in various events at the college level and university level.

Goals and Objectives

- To explore and bring about the hidden talents of students, build confidence and prepare them for a bigger world and a bright future.
- Conduct Arts Fest.
- Organise onstage and offstage performances by students.
- Contribute to recreational activities.

Entrepreneurship Development Club (EDC)

Entrepreneurship Development Club (EDC) of St. Kuriakose College of Management and Science, is a platform for the students to develop and foster their entrepreneurship skills. It is a joint venture associated with Directorate of Industries and Commerce, Govt. of Kerala. The club is committed to promote entrepreneurial skills among students by conducting various hands-on training, workshops, seminars, discussions, experience sharing with the leading successful business entrepreneurs and conducting industrial visits. It also aims to create a partnership between leading business/ industrial establishments and larger student community in creating entrepreneurial culture.

Anti-Ragging Committee / Squad

Ragging in all forms is a criminal offence and earnest efforts are being taken from all corners on curbing the menace of ragging by prohibiting, preventing and eliminating the scourge of ragging. Following the 'Prohibition and Eradication of Ragging Act, 2019, an Anti-Ragging Committee and an Anti-Ragging Squad have been formed in SKCMS.

Ethics/Value Education Committee

According to Gandhiji, 'Knowledge without character' is a deadly sin. An Ethics Committee has been constituted in the College as per the govt. order (RT) No 346/05/H. Edn. dt. 01-03-2005 in compliance with the regulations of the Government/ University to curb indiscipline on the campus. The Committee is committed to nurture the moral and ethical values in students and helping them to become healthy citizens of the Nation. The Ethics Committee examines alleged breaches of discipline within the College and adjudicates on them and tries to maintain calm and peaceful atmosphere on the campus. The Committee comprises of faculty members and students.

Academic Monitoring Committee

Academic performance of students is being given prime importance in the College. The Academic Monitoring Committee (AMC) is committed to planning and implementing various measures to ensure the good academic performance of students of all programmes.

Internal Complaint Committee (ICC)

The Internal Complaints Committee (ICC) in SKCMS is formed as per the guidelines of the Supreme Court, UGC Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC (prevention, prohibition and redressal) of sexual harassment of women employees and students in HEI Regulations, 2015. The committee is committed to ensure the protection and well-being of girls and women staff and receives complaints on sexual harassment in the College from an aggrieved girl or woman staff member, as well as to inquire into and make recommendations to the Management on the action required pursuant to its inquiry of such complaint.

Objectives

- 1 To provide protection to women against sexual harassment at the college.
- 2 To prevent sexual harassment.
- 3 To provide a redressal mechanism for complaints relating to sexual harassment at the college.

National Service Scheme (NSS)

National Service Scheme (NSS), conceived by the Department of Youth Affairs, Government of India and launched in 1969 is an academic extension programme envisioned to bring our academic institutions closer to the society. The Scheme with the motto 'not me but you' is an educational programme for personality development of the students through community service. The activities of National Service Scheme will provide a platform for the volunteers to achieve their competencies in skill and attitude, besides enhancing their cognitive capacity. NSS gives an extended dimension to the Higher Education system and expose the students to the idea of 'Service Learning' through community service while they are studying in the College. The activities of NSS are envisaged to create a social consciousness

among students, by establishing a meaningful linkage between the campus and the community. The cardinal principle of the programme is that it is organised by the students themselves and both students and teachers through their combined participation in social service, take part in the noble task of nation building. The NSS Unit of SKCMS (Unit No: SFU 238) functions in accordance with the above principles.

Film Club

Films have become one of the most effective and powerful media of communication used more than ever before thanks to the advancement of modern technology. The film club of SKCMS creates opportunities for students and staff to familiarize different genres of films and to discuss the poetics and politics of the movies. The club helps the students to kindle their cinematographic interests by encouraging them to do projects, attend workshops, seminars webinars etc. The Cell also attempts to nurture the students' creative skills in screenplay writing, shooting, acting, editing, and direction and provides opportunities to make short films. There is an Executive Committee committed to plan and execute the activities of the club. The Film Club has already formed a YouTube channel named SKCMS ONLINE, which updates programmes regularly.

Goals and Objectives

- To provide the opportunity for members to view films from different cultures
- To enable members who share love for films to socialize together
- To encourage interest in and study of films as a form of art and as a medium of information and education
- To emphasize the cultural diversity and value education through the good cinema

Music Club - 'Bring Harmony to your Lives'

'Where words fail, music speaks'. Music club of SKCMS aims to embellish the innate gift of music in students. The club kindles various talents and interests in any form of music like vocal /instrumental, Eastern/ Western. The Club will come up with various competitions and interactive sessions. Let us be a part of the Club to make our indoors filled with the magic spell of harmony and music.

Objectives

1. To engage musically talented students in club activities.
2. To maintain the progress in their musical skills throughout the academic year.
3. To develop critical listening and analyzing skills, and enhance the enjoyment of music.

Nature Club

'Be with nature'

The Nature Club of SKCMS believes that nature teaches life's lessons in its own subtle ways and enables our youth to share their responsibilities in maintaining a healthy environment and to take steps to avoid environmental degradation in their individual capacity as well as in a group. To achieve this, one needs to individually and collectively think, act, and interact to encourage change in the students' outlook and to take initiatives and organize campaigns to achieve its objectives.

Objectives

- The club focus on increasing students' understanding and appreciation of nature and raising awareness about the consequences of human activity on the natural world
- Appreciate the blessings of Nature and the work to solve the problems of environment
- Develop an attitude to work for the preservation and conservation of Nature
- Provide opportunities to learn about bees, native plants and animals, and how to establish and foster a deeper connection with mother nature.

PLACEMENT AND TRAINING CELL (PTC)

The Placement and Training Cell in the College is committed to help the students to be empowered for employability. PTC conducts several training programmes for students to make them competent in their aptitude, skill, and personality. They are encouraged to attend various placement drives on/off the campus thereby helping them placed in good companies, where they can start their careers.

An Executive Committee consisting of faculty members and students shall plan and execute various activities

Objectives

To provide guidance to the students for selecting right careers. To enhance knowledge and improve skills and aptitude. Guide the students in developing skills and job-search strategies required to achieve their career objectives. Organize activities concerning career planning. Organizing preplacement training/workshops/seminar for students. Collecting employer feedback from employers to know their expectation. Act as a link between students, alumni and employers.

SC/ST Monitoring Cell

Equal opportunity and equality are the hallmarks of a truly human and welfare society. To bring about equity in the society and all aspects of social order there is a need to address the various issues of gaps in the social structure. SKCMS has setup a special cell to assist and monitor the students from Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes in improving their academic performance and developing their personal and social life in general.

Objectives

To create awareness among the SC/ST and OBC students regarding the various Government and Non-Government scholarship schemes. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusiveness. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds. Help the SC/ST and OBC students of the college to utilize the benefits of the schemes offered by the Government and U.G.C.

Parent Teacher Association

Parent Teacher Association (PTA) is a formal body composed of parents, teachers and staff intended to offer parental participation to contribute to the holistic growth of students. Every meeting of the PTA provides a platform for healthy interaction between parents and teachers to explore various means to make the performance of the students in both academic and in general matters of the students. An Executive Committee formed with parents nominated from each department will plan and execute various activities.

Objectives

To promote connections and communications between parents and College and to establish a partnership between them. To promote the development in academic performance and the physical and mental health of students through close interaction between mentors, teachers and parents.

Tourism Club

The Tourism Club of SKCMS - CUTE (Club under Tourism Executives) functioning under the aegis of the Department of Commerce was formally started in 2015. CUTE, which aims at building responsiveness on tourism in students, is registered under DTPC (District Tourism Promotion Council) Ernakulam.

Goals and Objectives

Give an exposure about various aspects of tourism industry to the students and equip them to take up jobs to become efficient tourism professionals. Create a common platform to share the knowledge about the changing trends in the tourism industry. Generate more public attention in tourism and its developmental efforts.

Women Development Cell (WDC)

The Women Development Cell at St. Kuriakose College of Management and Science, Kuruppampady was started with the aim of empowering and orienting women to recognize their true potential and to help them attain their own stand in a competitive world. Its goal is the overall development of women in all spheres of their life. It also helps in creating awareness about important issues related to women and provides a forum for discussion and deliberation on a range of issues from empowerment to environment. There is an Executive Committee for planning and executing the activities of the Cell..

Objectives

- 1 Sensitize students on serious gender issues.
- 2 Generate awareness of burning social issues for ensuring holistic education of students.
- 3 Educate, empower, and devise preventive measures for the prevention of gender bias and sexual harassment of students .

- 4 To impart knowledge on legal rights of women.
- 5 To conduct guest lectures by eminent people from different fields.
- 6 To organize workshops on personality development.

Grievance Redressal Cell (GRC)

As suggested by University Grants Commission, New Delhi, the College has established an Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student and judge its merit. The Grievance Cell is also empowered to look into matters of harassments. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Grievance Redressal Cell.

Goals and Objectives

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a congenial atmosphere in the College.

The Grievance Cell in SKCMS has the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student- Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
- Suggestion/complaint Box is installed in front of the Office in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics/Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.

- The cell will deal with Grievances received in writing from the students about any of the following matters
- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payment of fees.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.
- The cases will be attended promptly on receipt of written grievances from the students. The Cell formally will review all cases and will act accordingly as per the Management policy.
- The Cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- Students can register their complaints through this e-mail : skmsgrc@gmail.com

Electoral Literacy Cell (ELC)

An Electoral Literacy Cell is a platform to engage students through interesting activities and hands-on experience to sensitive them on their electoral rights and familiarize them with the electoral process of registration and voting. ELCs are present in schools, colleges and rural communities.

Objectives

- To create awareness and interest among faculty members and students about the importance of voting.
- To promote awareness of 'Right to Vote' among students and faculty members.
- To develop a culture of electoral participation and maximize the informed and ethical voting.
- To encourage critical thinking about issues relating to voting rights, democracies and their procedures.

Institution's Innovation Council (IIC)

In the year 2018, the Ministry of Education (MoE) through MoE's Innovation Cell (MIC) launched the Institution's Innovation Council (IIC) program in collaboration with AICTE for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and start-up ecosystem in education institutions. Primarily, IICs' role is to engage large number of faculty, students and staff in various innovation and entrepreneurship related activities such as ideation, Problem solving, Proof of Concept development, Design Thinking, IPR, project handling and management at Pre-incubation/Incubation stage, etc., so that innovation and entrepreneurship ecosystem gets established and stabilized in HEIs.

Functions of IIC

- To conduct various Innovation, IPR and entrepreneurship related activities prescribed by MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.

Academic Enrichment Committee (AEC)

The New Education Policy 2020, propounded by the Government of India, envisages more flexibility and innovation in education. In line with policy, St. Kuriakose College of Management and Science formed the Academic Enrichment Committee. The AEC oversees the administration of the Academic Bank of Credits (ABC). ABC is a virtual store that maintains data about the academic credits that can be earned by students throughout their education via online or offline. The Cell also oversees the functioning of important online education platforms like NPTEL, SWAYAM, Coursera Plus etc. in the college.

Objectives

The primary objectives of the Academic Enrichment Committee are as follows:

- Encourage a culture of lifelong learning by offering a diverse range of educational opportunities through MOOCs and NPTEL courses.
- Provide students with the flexibility to accumulate and transfer academic credits earned through different modes of learning, including online courses.
- Ensure that all courses offered through the AEC, MOOC, and NPTEL Cell meet high-quality academic standards and are aligned with the institution's educational goals.
- Simplify the process of credit transfer for students who have successfully completed UG,PG,MOOCs and NPTEL courses, promoting efficiency in the academic system.
- Encourage faculty members to explore innovative teaching methods, including online resources and technology, to enhance the overall learning experience.
- Encourage faculty members to design credit-based courses and deposit in ABC
- Equip students with additional skills and knowledge that enhance their employability and readiness for a dynamic job market.

College Research Cell (*Critica*)

A Research Cell functions in the College with the aim of promoting research culture among the faculty and students. This cell will focus to enrich faculty and students with latest expertise and skills in their area of specialization and interest to ensure their optimal growth.

Objectives

- To create interest and awareness among faculty and students in research
- To motivate staff to enroll for Ph.D Programs
- To encourage the faculty to undertake research projects (UGC and Sponsored)

- To assist the faculty and students to participate in various research competitions- National and International
- To encourage staff members and students to publish papers for publishing in National and reputed International Conferences/Journals
- To develop strategies for collaborative research activities with other institutions/ Industries

Functions

- To coordinate research activities between various departments, faculty members, and students
- To develop faculty research priorities in interdisciplinary areas
- To establish collaboration with other universities, research centres, and industries
- To identify potential projects/sources of funds

Software Development Cell (SDC)

SDC has been helping students gain knowledge profusely about the world of coding and development by providing them with opportunities of internships, thus aiding in building the student's strong foundation of technical knowledge, which is important in today's competitive environment.

Objectives

- To provide effective education and training to students
- Develop various software required by the institute and also provide consultancy to industries and other academic institutions.
- To utilize the existing infrastructure and to satisfy the current software automation needs of the institute.
- Identification of technical experts from industry, especially alumni of SKCMS for including them as a part of the SDC.

Anti Narcotic Cell - Nerkoottam

The Anti Narcotics Cell of the college has been established for curbing drug trafficking and use of illegal substances inside the campus. An effective vigilant committee has been constituted in order to execute the functions of the cell and also to impart an awareness campaign against use of drugs in the campus.

Objectives

- To ensure that no student of the College uses any form of narcotic stuff.
- To educate and enable the youth to abstain from all kinds of illicit stuffs
- To join hands with the Government / NGOS in all their efforts to eradicate narcotic use in students and in youths.
- Arrange necessary steps to help the students who have fallen prey to the use of narcotic substances (if any) for recovery.
- Participation in the outreach programme: pledge against drugs in co- ordination with Narcotic Control Bureau for a fully pledged campus movement.
- Arrange Narcotic substance inspection inside the campus using scientific equipment and methods as directed by the Police Department

S- Groom

S-Groom St. Kuriakose Grooming School- is committed to mould students into well-rounded professionals, equipped with the skills and knowledge needed to excel in their future careers.

Vision

To empower students with various skills in addition to their academic acumen and make them industry ready.

Mission

- To provide maximum practical grooming sessions where students can apply what they've learned.
- To conduct personal development sessions and vocational training to the students for their all-round development to make them empowered for better employability.
- To train students to hone their life skills, employability skills, functional and communication skills.
- To instill confidence in students to become successful entrepreneurs.

Objectives

- Identifying the innate talent and potential of students from the very beginning of their first semester classes.
- Nurturing the talent dormant in the students.
- Enhancing Communication Skills:
- Building confidence
- Grooming personal etiquette
- Career development
- Leadership and Management Skills
- Networking and Social Skills
- Time Management
- Crisis Management
- Shaping the overall personality of the students and prepare them to compete in the competitive world.

Composition

An Executive Committee consisting of the following students and staff members shall plan and execute the activities of S-Groom

1. The Manager (Patron) (ex-officio)
2. Principal (Chairman) (ex-officio)
3. A faculty member (Director)
4. Students (Secretary and Joint Secretary).
5. A representative from the non-teaching staff.
6. The faculty members in-charge of all supporting cells and clubs.
7. Students representing all supporting cells and clubs.

The modus operandi

A brief account of S-Groom - its relevance and functions - is given to the students and parents at the induction meeting itself. The curriculum designed by S-Groom is presented at the meeting.

The activities of S-Groom run in three phases. The first phase covers the first two modules where the sessions are conducted by the faculty members. At the end of the first phase, the students are grouped according to their talents and interests. The talents and interests are identified by continuous evaluation.

During the second phase the third and fourth modules are given as per the groups identified. Module five is covered in the third and final phase. The placement training and career counselling are given in this phase as well.

The following are the cells and clubs associating with S-Groom.

1. Placement and Training Cell
2. Entrepreneur Development (ED) Cell
3. Additional Skill Acquisition Programme (ASAP)
4. Film Club
5. Institution Innovation Council (IIC)
6. Scientific Technical Education Development (STED) Council
7. Software Development Cell (SDC)

Counseling Cell

The present-day students are facing very many psychological and emotional challenges more than ever before, which may not be handled by them alone. An effective mechanism to help the students to overcome such issues is very much required on the campus. A Counselling Cell, under the aegis of the Department of Psychology, functions in the college to help the students solve their emotional and other personal issues and facilitate their overall development.

Functions

- Offer individual counseling to help students resolve personal or interpersonal/social problems as well as psychological problems.
- Promote positive behavioral changes.
- Kindle the potential and abilities of students.
- Helping them improve their capability.
- Cope effectively with the problems.
- Help the students in solve their personal, educational, inter- personal/social as well as psychological problems

SPORTS AND GAMES CLUB

Run fast or be last!

Looking for something cool and fun? Searching for recreation, instruction, healthy competition and combination of activities in one package? Well, then sports and games club is the right choice... Here we are to promote and develop the interests and skills of members in sport- related activities. Our aim is to develop the physical fitness and mental ability for the potential sports players under the supervision of physical education instructor. Intensive practice is given to the best talented sports players. State level online sports skill competition in association with Kerala Youth Welfare board was hosted by our club to find out the talent of youngsters. Sport and Games events for teaching and non teaching staff are also under way.

Intellectual Property Right (IPR) Cell

IPR cell in SKCMS plays a crucial role in protecting, promoting, and managing intellectual property assets while creating a conducive environment for innovation, entrepreneurship, and knowledge dissemination. The primary function of an IPR Cell is to ensure that the intellectual efforts of students, faculty, and researchers are not only protected legally but also harnessed to drive innovation, economic growth, and academic excellence.

Objectives:

1. **Awareness and Education:** To create awareness among students and faculty members about intellectual property rights, such as patents, copyrights, trademarks etc.
2. **Protection of Intellectual Property:** To assist students and faculty members in identifying, protecting, and managing their intellectual property assets, ensuring they are aware of the legal mechanisms available.
3. **Promotion of Innovation and Creativity:** To foster a culture of innovation and creativity within the college community, encouraging research and development activities that can lead to intellectual property creation.
4. **IP Policy Development:** Developing and implementing institutional policies and guidelines related to intellectual property rights and their management.

5. **Ethical Considerations:** Promoting ethical practices in research and innovation, ensuring that intellectual property rights are obtained and used responsibly.
6. **Documentation and Record-Keeping:** Maintaining records of intellectual property created within the college and ensuring proper documentation of inventions, copyrights, and trademarks.

Ms. Jisha Eldhose (Asst. Prof. Department of Economics) is the faculty in charge.

Red Ribbon Club

Red Ribbon Club is a voluntary on-campus intervention Programme for students in educational institutions. It is initiated and supported by the KSACS and implemented through multisectoral collaboration, particularly using the service of the cadre office of the state's NSS. The club is proposed to be established in every school and college to provide youth with access to information on HIV/AIDS and voluntary blood donation. the club also works towards the promotion of life skills to bring about behavioral change among the youth.

Objectives

- To reduce new HIV infection among youth by raising their risk perception through awareness on safe sex.
- To induce among youth the spirit to help and support people living with HIV/AIDS there by reducing the stigma and discrimination against (PHLWA)
- To motivate youth and build their capacity as peer educator and change agents by developing their skills on leadership, negotiation and team building.
- To promote voluntary non-remunerated blood donation among the youth

Right Turn Club

Mission: To empower students to make positive choices and cultivate healthy habits, promoting a drug-free lifestyle and supporting overall well-being.

Aim: To provide a supportive community that encourages positive addiction, fostering holistic growth and development among students.

Objectives:

- Organize anti-drug awareness campaigns and events
- Promote healthy alternatives like sports, art, and music
- Encourage peer support and mentoring
- Collaborate with experts for workshops and training
- Create a safe space for students to share and learn

ASAP Cell

ASAP Cell of our college in association with Additional Skill Acquisition Programme (ASAP) Kerala, provides skill training for students to bridge the gap between academia and the professional world, making them well-rounded, competent, and confident individuals ready to contribute to their chosen careers and society at large. ASAP Cell promotes the holistic development of students by equipping them with a range of practical and soft skills necessary for their academic, personal, and professional growth.

Objectives

- Enhancing students' employability and career prospects.
- Preparing students for success in a rapidly changing and competitive job market.
- Enhancing students' personal skills and professional development.

Youth Red Cross (YRC)

Youth Red Cross (YRC) is the younger branch of the Indian Red Cross Society, whose members are mostly young people. . Young volunteers can make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth programme.

Objectives

- Promoting the Red Cross Red Crescent Movement and its principles
- Strengthening the YRC's capacity in basic first aid, hygiene promotion, and household water treatment
- Encouraging behavioral changes in selected communities regarding hygiene promotion, household water treatment, and basic first aid
- Fostering community-based initiatives led by the youth

ASSOCIATIONS

Commerx - Commerce Association

The Commerce Association, Commerx, is an association under the aegis of the Department of Commerce. The Association was formally inaugurated on 8th August 2018 by Dr. Santhosh Kumar S, Professor. School of Management Studies, CUSAT.

Objectives

- To develop overall personality of the students.
- To impart the practicality of commerce.
- To channelize students potential to meet the dynamic business environment.
- To build decision making quality
- To update students with the latest happenings in the world of commerce.
- To develop soft skills and leadership skills among students through conducting various programmes
- To prepare them to face the challenges of the competitive world with right attitude.

CADRES - Management Association

Management Association of the College comprises of all the students and teachers of the Department of Management Studies.

Goals and objectives

- Plan and conduct activities to enhance knowledge of the students in the realm of business administration
- To impart managerial skills in students which will help them to become successful managers in future
- Conduct workshops, games and other activities which will cultivate entrepreneurial mindset and right attitude in the students

S K - ECON Economics Association

The Economics Association of SKCMS is committed to provide ample opportunities for students to enhance their knowledge and improve their skills through conducting various events and

programmes. The Association activities are conceived and executed by the faculty members and students of the Department of Economics.

Goals and objectives

- It aims at creating an impact in the society by linking Economics to the present world scenario and highlighting the key issues that are faced by the world.
- It spreads awareness and helps in broadening the perspective of the young and impressionable minds.
- It serves as a platform to students by providing space for mental activity ranging from the expected to the eccentric.

Functions

- Promote the development of individual talents.
- Develop and explore the student's strengths and talents outside of academics.
- Giving opportunity to the students to build friendships and participate in group activities outside of the tight circle of the regular classroom..
- Advance the educational and psychological values among the students.
- Develop the overall personality of the students.
- Helping students develop stronger time management and organisational skills.

TechWizz - IT Association

TechWizz - IT association is a club for all students of Department of Computer Applications. It stands to provide greater exposure to students in the field of information technology.

Goals and objectives

IT Association aims at enhancing knowledge, improving computer skills and inculcating value- based attitude in students.

Epsilon - Maths Stat Association

More often than not, Mathematics is a hard nut to crack for many students. They scary learning mathematics and statistics. 'Epsilon' is an association in SKCMS composed of faculty member and students studying mathematics / statistics.

The Association is committed to create real interests in learning mathematics and statistics topics beyond curriculum. There is an Executive Committee consisting of faculty members and student representatives for Epsilon to plan and execute activities.

Objectives

- To promote and popularize Mathematics and Statistics education.
- To conduct various activities to make mathematics / statistics learning more interesting and successful.
- To conduct various Quiz competition for students.
- Organize workshops on various topics, concepts clarification and innovative method of teaching.

Thoolika' - Language Association

Thoolika -The Language Association in SKCMS offers a platform for nurturing and showcasing the talents of the students. The Association intends to engage in critical perspectives and new developments in the analysis of language, literature and culture. It also gives opportunity to become a part of this ever-growing community and enables the students to meet the challenges ahead. The Executive Committee shall plan and execute various activities.

Objectives

- To equip the students with the art of communication and discussion and the skill of creative writing.
- To enhance students ' learning opportunity
- To enable the students to active participation in community life.

Mana Aikya-Psychology Association

The Psychology Association is a group of students who share a passion in exploring Psychology. Association sponsors academic, career-oriented, and social events during the college year. The primary goals are to help undergraduate students to learn more about psychology in a non-classroom setting, foster student-faculty communications, and facilitate the awareness of professional opportunities related to psychology.

Goals & Objectives

1. Promoting interest, academic excellence, professional development and understanding of psychology among students.
2. Advocating for mental health awareness and reducing the stigma surrounding mental health issues.
3. Providing opportunities for networking and collaboration among psychology students and professionals.
4. Organizing educational events, workshops, and seminars that enhance students understanding of psychological concepts and principles.
5. Conducting research projects or facilitating research opportunities for members.
6. Creating a supportive community for psychology students to share ideas and experiences.
7. Engaging in community outreach and volunteering to apply psychological principles for the greater good.
8. Enhancing leadership and communication skills among members through active participation in the association's initiatives.

Social Work Association- SKASS

The social work Association, SKASS, is an association under the aegis of the Department of Social Work . The function of this association is to help people, develop their skills and ability to use resources and those of the community to resolve problems.

Objectives

- To equip students to address and challenge barriers, inequalities and injustice that exist in society.
- To assist and educate people to acquire more qualified life and obtain social welfare.
- To help people make such use of their own capacities and of environmental resources and of environmental resources as well which result in personal satisfaction and adjustment.

FACULTY MEMBERS IN CHARGE

Principal is the Ex-officio member of all committees.

➤ **College Council**

1. Dr. Sunny Kuriakose A (Principal)
2. Mr. George P Cherian (Vice Principal)
3. Dr. Jeteesh Sivadas (Staff Secretary)
4. Ms. Ruby Cherian (Head, Department of Commerce)
5. **Ms. Bini Abraham**
(Head, Department of Management Studies)-Secretary
6. Ms. Nisha Varghese
(Head, Department of Computer Application)
7. Ms. Jisha Eldhose (Head, Department of Economics)
8. Dr. Rekha K.S (Head, Department of Psychology)
9. Ms.Nuthan. K (IQAC Coordinator)
10. Ms. Anjaly S. Nair (Librarian)
11. Ms. Simi George (Office Representative)
12. Dr. Sreeja Parameswaran (Head, Department of Hindi)
13. Ms. Bijila O.S. (Head, Department of social work)

➤ **Internal Quality Assurance Cell (IQAC)**

1. Dr. Sunny Kuriakose A (Principal), Chairman
2. Mr. Jose Kuriakose (Manager)
3. Mr. Bibin Kuriakose
(Secretary), Management Representative
4. Mr. Saji Padayattil (Panchayath Member).
5. **Ms. Nuthan. K**, Co-ordinator
6. Mr. George P. Cherian (Vice Principal)
7. Dr. Jeteesh Sivadas (Staff Secretary)
8. Ms. Ruby Cherian
(Head, Department of Commerce), Member.
9. Ms. Bini Abraham
(Head, Department of Management Studies), Member.
10. Ms. Nisha P. Varghese
(Head, Department of Computer Application), Member.

11. Ms. Jisha Eldhose
(Head, Department of Economics), Member.
12. Dr. Sreeja Parameswaran
(Head, Department of Languages), Member.
13. Dr. Rekha K.S.
(Head, Department of Psychology), Member.
14. Mr. Jose E O, PTA Representative.
15. Mrs. Shimi A.K, Alumni Representative
16. Ms. Vandana B., NAAC Coordinator
17. Ms. Anju Maria Baby, NAAC Coordinator
18. Mr. Wilbin Pathrose (Students' Union Chairman)
19. Ms. Simi George (Office Representative), Member
20. Ms. Bijila O.S (Head, Department of Social Work), Member.

➤ **MGU- UGP Academic Committee**

1. Dr. Sunny Kuriakose A. (Principal-)Chairman
2. **Ms. Nuthan. K** (Nodal Officer) - Convenor
3. Ms. Anju K. Simon (Admission Nodal Officer)
4. Mr. George Cherian (HoD, Department of Statistics)
5. Ms. Ruby Cherian (HoD, Department of Commerce)
6. Ms. Jisha K. Eldhose (HoD, Department of Economics)
7. Dr. Rekha K.S (HoD, Department of Psychology)
8. Ms. Bijila O.S (HoD, Department of Social Work)
9. Ms. Nisha P. Varghese
(HoD, Department of Computer Applications)
10. Ms. Bini Abraham
(HoD, Department of Business Administration)
11. Dr. Sreeja Parameswaran (HoD, Department of Language)
12. Ms. Sanitha K.K. (Assistant Professor, Department of Computer Applications)
13. Ms. Jerfy J.Panjikaran
(Assistant Professor, Department of Commerce)
14. Mr. Shaimon Joseph (Assistant Professor, Department of Economics, Nirmala College, Muvattupuzha)
15. Mr. Paul K P (Associate Professor, Dean, Department of Commerce, Yeldho Mar Baselious College, Puthupady, Kothamangalam)

➤ **Alumni Association**

1. **Ms. Shimi A.K.** (Asst. Prof. Department of Commerce).
2. Ms. Bini Abraham (Asst. Prof. & Head, Department of Management Studies).

➤ **Entrepreneurship Development Club (EDC)**

1. **Ms. Vandana B.** (Asst. Prof. Department of Commerce).
2. Ms. Nisha P. Varghese (Head, Department of Computer Applications).

➤ **Admission Cell**

1. **Ms. Anju Maria Baby** (Asst. Prof, Department of Commerce)
2. Ms. Anju K. Simon (Asst. Prof. Department of Statistics)

➤ **Anti-Ragging Committee**

1. Dr. Sunny Kuriakose A (Principal), Chairman.
2. Mr. Jose Kuriakose (Manager), Management Representative.
3. Mr. Bibin Kuriaksoe (Secretary), Management Representative.
4. Mr. Honey K. Das, Inspector, Kuruppampady Police Station.
5. Mr. Saji Padayattil (Panchayath Member).
6. Ms. Jose E, PTA Representative.
7. Fr. Akash Kurian Meleth (Principal, St. Mary's Public School, Kuruppampady).
8. Mr. George P. Cherian (Vice Principal).
9. Ms. Ruby Cherian (Head, Department of Commerce).
10. Dr. Jeteesh Sivadas (Staff Association Secretary).
11. Fr. Eldhose K. Joy (NSS Programme Officer).
12. Dr. Sreeja Parameswaran (Head, Department of Languages).
13. Ms. Nuthan K. (IQAC Coordinator).
14. Mr. Nisha Varghese (Head, Department of Computer Applications).
15. Ms. Bini Abraham (Head, Department of Management Studies).
16. Mr. Ashil Paulose (Office Representative).
17. **Dr. Rekha K.S** (Head, Department of Psychology)
18. Ms. Bijila O.S (Head, Department of social work)
19. Ms. Jisha Eldhose (Head, Department of Economics)

➤ **Anti-Ragging Squad.**

- 1 Dr. Sunny Kuriakose A (Principal), Chairman
- 2 Mr. George P. Cherian (Vice Principal)
- 3 Dr. Sreeja Parameswaran (Head, Department of Languages)
- 4 Dr. Jeteesh Sivadas (Staff Association Secretary)
- 5 **Dr. Rekha K.S** (Head, Department of Psychology)
- 6 Ms. Ruby Cherian. (Head, Department of Commerce)
- 7 Ms. Nuthan. K (IQAC Coordinator)
9. Ms. Nisha Varghese (Head, Department of Computer Applications)
- 8 Ms. Bini Abraham (Head, Department of Management Studies)
- 9 Mr. Ashil Paulose (Office Representative).
- 10 Ms. Bijila O.S (Head, Department of Social Work)
- 11 Ms. Jisha Eldhose (Department of Economics)

➤ **Grievance Redressal Cell**

- 1 Dr. Sunny Kuriakose (Principal), Chairman
- 2 Mr. George P. Cherian (Vice-Principal), Secretary
- 3 Mr. Jose Kuriakose (Manager), Management Representative.
- 4 **Ms. Seena Mathew**
(Assistant Professor, Dept. of Economics)
- 5 Ms. Jisha Eldhose (Head, Department of Economics)
- 6 Mr. Nisha Varghese
(Head, Department of Computer Applications)
6. Ms. Bini Abraham (Head, Department of Management Studies).
7. Ms. Ruby Cherian (Head, Department of Commerce).
- 8 Dr. Rekha K.S (Head, Department of Psychology)
9. Ms. Nuthan K. (IQAC Coordinator)
10. Dr. Jeteesh Sivadas (Staff Association Secretary).
11. Ms. Renu Joseph (Dept. of Languages)
12. Dr. Sreeja Parameswaran (Head, Department of Languages)
13. Ms. Bijila O.S (Head, Department of social work)

➤ **Discipline Committee**

1. Dr. Sunny Kuriakose A (Principal), Chairman
2. **Mr. George P. Cherian** (Vice Principal)
3. Dr. Rekha K.S (Head, Department of Psychology)
4. Ms. Ruby Cherian. (Head, Department of Commerce)
5. Ms. Nisha Varghese (Head, Department of Computer Applications)
6. Ms. Bini Abraham (Head, Department of Management Studies)
7. Ms. Jisha Eldhose (Head, Department of Economics)
8. Ms. Bijila O.S (Head, Department of Social Work)

➤ **Website Committee**

1. Dr. Sunny Kuriakose A (Principal), Chairman
2. **Ms. Bini Joy** (Asst. Prof in Computer Applications)
3. Dr. Rekha K.S (Head, Department of Psychology)
4. Ms. Ruby Cherian. (Head, Department of Commerce)
5. Ms. Bini Abraham (Head, Department of Management Studies)
6. Ms. Nuthan.K, IQAC Coordinator
7. Ms. Jisha Eldhose (Head, Department of Economics)
8. Ms. Bijila O.S (Head, Department of Social Work)

➤ **Ethics/Value Education Committee**

- 1 **Ms. Ruby Cherian** (Head, Dept. of Commerce)
2. Ms. Susan Paulose (Asst. Prof. Department of Commerce)

➤ **S- Groom**

1. Ms. Jerfy J. Panjikanan
(Asst. Prof. Department of Commerce)

➤ **Academic Monitoring Committee**

- 1 Dr. Sunny Kuriakose (Principal), Chairman
- 2 Mr. George P. Cherian (Vice-Principal), Secretary
- 3 Ms. Jisha Eldhose (Head, Department of Economics)
- 4 **Ms. Seena Mathew** (Assistant Professor, Dept. of Economics)

5. Ms. Renu Joseph (Dept. of Languages)
6. Mr. Nisha Varghese (Head, Department of Computer Applications)
7. Ms. Bini Abraham (Head, Department of Management Studies)
8. Ms. Ruby Cherian (Head, Department of Commerce).
9. Dr. Rekha K.S. (Head, Department of Psychology)
10. Ms. Bijila O.S (Head, Department of social work)

➤ **Internal Complaint Committee (ICC)**

1 **Dr. Sreeja Parameswaran**

(Head, Department of Language), President

- 2 Ms. Lidiya Mathew (Asst. Prof. in English), Internal Member

➤ **National Service Scheme (NSS)**

1. **Fr. Eldhose K. Joy** (Programme Officer)

2. **Ms. Renu Joseph** (Programme Officer)

3. Mrs. Anjali S. Nair (Librarian)

➤ **Film Club**

1. **Dr. Jeteesh Sivadas** (Asst. Prof. Department of Languages).

2. Ms. Bini Abraham
(Asst. Prof. Department of Management Studies).

3. Ms. Bini Joy
(Asst. Prof. Department of Computer Applications)

➤ **Music Club**

1. **Ms. Siya Maria Sunny**

(Asst. Prof. Department of Social Work).

2. Ms. Geena Kunju (Asst. Prof. Department of Computer Applications)

3. Ms. Aleena Lalu (Asst. Prof. Department of Management Studies)

4. Ms. Giby Baby (Office staff)

➤ **Nature Club**

1. **Ms. Shimi A. K** (Asst. Prof. Department of Commerce)

2. Ms. Anju K. Simon (Asst. Prof. Department of Statistics)

➤ **Placement and Training Cell**

1. **Ms. Jerfy J. Panjikaran** (Asst. Prof. Department of Commerce), Placement Officer.
2. Ms. Jisha Eldhose (Asst. Prof. Department of Economics), Joint Placement Officer.

➤ **SC/ST Monitoring Cell**

1. **Ms Amrutha M. Thankan** (Secretary)
2. Mr. Ajayakumar N.P (President, Rayamangalam Panchayath)
3. Mr. Ashil Paulose ((Office Superintendent)

➤ **Parent Teacher Association**

- 1 Mr. Jose Kuriakose (Manager, SKCMS), Patron
- 2 Dr. Sunny Kuriakose A (Principal) President
- 3 Mr. Jose E O , Vice President
- 4 **Ms. Susan Paulose**, Asst. Prof. Department of Commerce (Faculty Member) Secretary
- 5 Ms. Bijila O S (Asst. Prof. Department Social Work) (Faculty Member)
6. Parents (two members) from each programme.

➤ **Tourism Club**

1. **Ms. Bijila O. S** (Asst. Professor, Travel and Tourism).
2. Ms. Anjali S. Nair, Librarian

➤ **Women Development Cell (ASMITA)**

- 1 **Ms. Anju Maria Baby**
(Asst. Prof. Department of Commerce)
- 2 Ms. Geena Kunju
(Asst. Prof. Department of Computer Application)

➤ **Institution's Innovation Council (IIC)**

1. **Ms. Divya T. Varghese**
(Asst. Prof. Department of Commerce)
2. Ms. Siya Maria Sunny
(Asst. Prof, Department of Social Work)

➤ **Electoral Literacy Club (ELC)**

1. **Ms. Anjali S. Nair**, Librarian
2. Ms. Renu Joseph, Asst. Prof. Department of Languages

➤ **College Research Cell (CRC)**

1. Dr. Jeteesh Sivadas (Asst. Prof. Department of Languages)
2. **Ms. Latha Sreekumar** (Asst. Prof. Department of Psychology)
3. Ms. Divya T Varghese (Asst. Prof. Department of Commerce)
4. Ms. Geena Kunju (Asst. Prof. Department of Computer Application)
5. Ms. Lisha Fransis (Asst. Prof. Department of Economics) (*On Leave*)
6. Dr. Rekha K.S (Head, Department of Psychology)
7. Ms. Amrutha K. Thankan (Asst. Prof., Department of social work)

➤ **Academic Enrichment Committee**

(*MOOC/ Swayam/NPTEL/ Academic Bank of Credit (ABC)*)

1. **Ms. Sanitha K. K.** (Asst. Prof. Department of Computer Applications)
2. Ms. Seena Mathew (Asst. Prof., Department of Economics)
3. Ms. Divya T Varghese (Asst. Prof. Department of Commerce)
4. Ms. Binsa Rani (Asst. Prof. Department of Management Studies)
5. Ms. Latha Sreekumar (Asst. Prof. Department of Psychology)
6. Ms. Siya Maria Sunny (Asst. Prof. Department of social work)

➤ **Software Development Cell**

1. **Ms. Bini M.B.** (Asst. Prof. Department of Computer Applications)

➤ **Anti Narcotic Cell**

1. **Ms. Rincy Elizabeth Sam** (Asst. Prof. Department of Management Science)
2. Mr. Saji Padayattil (Panchayath member)
3. Mr. Binu S. (Excise Circle Inspector, Kunnathunadu)
4. Mr. Saju Itoop ((Asst. Prof. Department of Physical Education)
5. Ms. Giby Baby (Office Representative)

➤ **Counselling Cell**

1. Ms. Latha Sreekumar (Asst. Prof. Department of Psychology)

➤ **Students' Council (Union) Election**

1. **Ms. Renu Joseph**
2. Ms. Simi George

➤ **Union Advisor**

1. Mr. **Kebin Saji**

➤ **Arts Club**

1. Ms. Jisha Eldhose
2. **Ms. Divya T. Varghese**

➤ **Sports and Games**

1. **Mr. Saju Ittoop**
2. Mr. Ashil Paulose
3. Ms. Jerfy J Panjikkaran

➤ **Magazine Committee**

1. **Dr. Jeteesh Sivadas**
2. Dr. Sreeja Parameswaran
3. Ms. Lydia Mathew
4. Ms. Divya T. Varghese
5. Ms. Renu Joseph

➤ **ASAP**

1. **Ms. Geena Kunju** (Asst. Prof. Department of Computer Applications)
2. Ms. Rincy Elizabeth Sam (Asst. Prof. Department of Management Science)
- **Celebrations Committee**
 1. Ms. **Anju K Simon** (Christmas)
 2. Ms. Anjaly S. Nair (Christmas)
 3. Ms. **Nisha T. Varghese** (Onam)
 4. Ms. Bijila O.S (Onam)
- **SKCMS Staff Association**
 1. Dr. Jeteesh Sivadas (Asst. Prof, Department of Languages)
- **Intellectual Property Right (IPR) Cell**
Ms. Jisha Eldhose (Head, Department of Economics)
- **Youth Red Cross (YRC)**
Mr. Kebin Saji (Asst, Prof. Department of Social Work)
- **Red Ribbon Cell**
 1. Ms. Aleena Lalu (Asst. Prof., Department of Management Studies)
 2. Ms. Salila Santhosh (Asst. Prof., Department of Social Work)
- **Right Turn club**
 1. Ms. Salila Santhosh (Asst. Prof. Department of Social Work)
- **Commerce Association - *Commerx***
 1. Ms. Jerfy J.Panjikaran
- **Management Association - *Cadres***
 1. Ms. Rincy Elizabeth Sam
- **IT Association *Techwhizz***
 1. Ms. Geena Kunju
- **Psychology Association - *Manaikya***
 1. Ms. Abnamole Sunny
- **Economics Association *SK-Econ***
 1. Ms. Seena Mathew
- **Language Association - *Thoolika***
 1. Dr. Sreeja Parameswaran (Asst. Prof. in Hindi)
- **Maths- Stat Association - *Epsilon***
 1. Ms. Anju K Simon
- **Social Work Association - *SKAS***
 1. Mr. Amrutha M. Thankan

RULES AND REGULATIONS

GENERAL RULES

1. Students of St. Kuriakose College of Management and Science should uphold the honour and prestige of the institution by humility, fellow feeling and hard work. They should endeavour to create an atmosphere conducive to academic, cultural and social progress.
2. Students shall maintain cordial relationship with the members of the staff and they must work for developing their innate talents and personality.
3. Students inside and outside the classrooms are expected to join the Morning prayer respectfully.
4. Every student shall use the property of the institution with care and keep the building and premises clean, healthy and beautiful.
5. All college property should be handled with great care. Scribbling and dirtying the wall in any way is strictly prohibited. Loss or destruction of college properties is punishable.
6. Students should desist from organizing any meeting or collecting money for any purpose or circulating notice without the prior sanction of the Principal.
7. Students should come to the campus wearing the stipulated uniform and identity card. Partial or complete non-observance of the above rule will not be appreciated. Uniform is compulsory on all days except Wednesday and special days permitted by the principal. On the days when the uniform is not compulsory, students shall dress modestly, plainly and neatly. Boys should wear pants and shirts.
8. Political activity is strictly banned in the campus. Students shall not resort to any strike, dharna, picketing or conduct of any procession within the campus.
9. Using mobile phones in classes is prohibited.
10. For conducting any seminar, meeting or entertainment programmes inside the campus, prior permission from the Principal is essential.
11. Students should keep their identity cards with them on the campus and produce it on demand for inspection by any

member of the staff or other college authorities. Identity card is to be produced to the office for issuing any kind of certificate from the college, remitting fees etc. if the card is lost, a duplicate card may be issued at the students expense with the special permission of the principal.

12. Smoking, consumption of alcoholic drinks and narcotic stuff are strictly prohibited in the campus and such acts shall invite serious disciplinary action.
13. No one shall distribute or circulate any notice, leaflet etc within the campus and shall not exhibit any type of posters, banners, flags etc without the prior sanction of the Principal.
14. No students shall enter a class other than his/her own without the permission of the Principal or the staff members, whether it is before or during or after college working hours.
15. Ragging is forbidden and is punished by rustication or expulsion from the college. As per directives of the Honourable Supreme Court and MG University Letter No.AC A1/2/1647/07. Anti Ragging squads are made each year to ensure that no ragging takes place. Strict disciplinary action will be taken against those who violate the rules (Kerala Govt order No: 31787/K3/2006/h.edn dated 21.11.2006).
16. Duty leaves for students are allowed for those who apply for leave of absence to represent the college in extra -curricular activities. They should submit their application for duty leave to the Principal through the head of the department. Applications submitted later than the first or second day of their return to college will not be considered.
17. All the students in the college shall co-operate with the college authorities to help maintain discipline in the college.
18. All strikes, demonstrations, dharnas, harthals and the like are banned in the college campus. The students who violate the above rule are liable to be dismissed from the college.
19. The students are prohibited from taking part in any meeting in the college campus unless such meetings are convened and organized by the college authorities.
20. No students shall involve in any activity, which may cause disruption to classes or disturbances in the college campus. If any student violates the above regulations, he is liable to be summarily dismissed from the college.

IDENTITY CARD

Every student is expected to have in his or her possession an identity card issued from the college. Students should produce their identity cards for inspection whenever they are required to do so by the members of the staff or other authorities of the college. It must be produced compulsory on the day of college election and on other days as deemed fit by the principal for entry in to the college quadrangle. If the card is lost, a duplicate may be issued at the student's expense with the special permission of the Principal on submission of a written request for a duplicate card, attested by the parent or guardian.

RIGHT TO APPEAL

A student against whom the disciplinary orders had been passed shall have the right to appeal to the Board of Adjudication of Students Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order.

LIBRARY RULES

All members of the staff and students are members of the college library and are entitled to use the library for reference and to borrow books.

1. The library will remain open from 8.00 am to 3.30 pm on all working days.
2. The staff and students shall register their names in the gate register before borrowing the books.
3. Identity card is mandatory for getting access to the library. It should be worn in a visible manner.
4. Users are eligible to borrow maximum number of books from the library as follows. Students (UG) 2 books students (PG) 4 books Faculty 10 books.
5. The books must be returned within 15 days including the day of issue after which period a fine of Rs. 1.00 per day per book will be levied.

A book may be reissued to the same students for the second time if there is no other applicant for it.

6. Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
7. Members should not damage or mark on any book/periodical belonging to the library.
8. Members are responsible for the books and other materials borrowed on their card. Loss of the ID card should be reported immediately to the Librarian.
9. Reference books, periodicals and dissertations are only for consultation within the library and are not to be taken out of library premises. One note book may be allowed on request to facilitate taking down notes.
10. Using mobile phone is strictly prohibited from the library.
11. If the books borrowed from the library are lost the matter must be reported to the librarian immediately. The member has to replace the same or later edition of the lost book within a week's time if the replacement is not possible the members shall pay the amount of lost book with postage
12. Personal belongings like books, bags etc. are re not allowed in the library.
13. Students should maintain silence in the library.
14. Users are not allowed to re-shelf the issued books. Please leave the books on the table.
15. The library staffs have the right to ask, students to leave the library if they are behaving inappropriately or causing disturbance to other users.
16. Issued books are not transferable.
17. Each member should obtain a No dues certificate from the library after returning all the books issued, surrendering the ID cards and after paying outstanding dues if any.

ATTENDANCE AND LEAVE OF ABSENCE

1. Attendance shall be marked at the beginning of each class by the teacher in charge of the class.
2. In the evaluation of internal assessment, attendance is mandatory. For the degree level, 4% and for the post- graduate level 5% of the total marks for each paper is considered.

The students should occupy their respective seats before attendance is taken. They should not leave the classroom, nor should late comers enter the class room without the permission of the teacher incharge of the class.

3. Application for leave of absence should be made in the prescribed form. It should be duly filled in and submitted by a student in person to his/her professor/lecturer in charge. After obtaining the sanction for leave of absence from the lecturer and HOD, the application form should be handed over to the clerk in charge of attendance. The application must be submitted in advance. In unavoidable and unforeseen circumstances, the application should be submitted on the very first day of his/her return to the college.
4. Application form can be had from the concerned department on payment of a nominal fee of Rupee One.
5. A proper medical certificate should be submitted along with the leave application when the period of leave extends to more than five days and during the days of internal examinations.
6. No student shall absent himself from class without the sanction of leave. The student shall bear in mind that proper and timely submission of application for leave of absence is a pre-requisite for applying for exemption in case of shortage of attendance.
7. The students absenting themselves without leave for more than 15 consecutive working days will have their names removed from the rolls and if seeking re-admission, they shall have to pay all the fees.
8. It is the student's own responsibility to make sure that he/she has earned the attendance necessary for the year. Every student has to earn $\frac{3}{4}$ of the attendance prescribed by the college for each year. Attendance will be calculated by the number of hours present.
9. If leave is required for the afternoon session only, the student should appear in person before the Head of the Department concerned and get the application for leave recommended by him/her.
10. The students should attend classes regularly and secure a minimum of 75% attendance in order to be eligible to appear for the university examinations. Absence on any day shall be with prior intimation to the class teacher and if that is not

possible, an application for condoning such absence shall be submitted to the class teacher on the very first day of his/her return to the college giving reasons thereof and accompanied by relevant documents. The Principal shall be the sole authority to condone such absence based on the recommendation of the Head of the Department concerned.

11. The students shall be eligible to continue the course of study during the succeeding academic year only if he/she has secured 75% of attendance during the preceding year.

Movement Register

Students participating in co-curricular & extra-curricular activities during college hours should enter the information in the Department Movement Register, Special attendance will be considered only after verification of the movement register.

Condonation & Special Leaves

Only students having a minimum of 75% average attendance for all the courses can register for the examination. Condonation for the shortage of attendance to a maximum of 10 days or 50 hours in a semester, subject to a maximum of 2 times during the entire duration of the program, may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College Union/Co-curricular activities by treating them as present on the days of absence, on production of participation attendance certificates, within one week, from the competent authorities and endorsed by the Head of the Institution. This is limited to a maximum of 10 days per semester and this benefit shall also be considered for internal assessment. Students who are not eligible even with condonation due to shortage of attendance shall repeat the course along with the next batch.

1. Attendance monitoring is done using EMBASE software and the monthly reports will be published before the fifth working day of the next month.
2. Leave for participation in co-curricular and extra-curricular activities: A student is allowed, a maximum of 10 duty leaves in a semester. Application for duty leave for participation in activities, connected with sports and games, college union, NSS clubs, etc. should be submitted prior to the event, The participant list issued by the organizing faculty should be

handed over to concerned departments before the end of the month.

3. Absence of one hour or more in the morning session leads to half- day absence and the absence of one or more hour leads to full-day absence.

RULES FOR COLLECTION AND REFUND OF FEES

Tuition Fees will be collected as per dates notified by the Principal for each semester

1. **Normally the DUE DATES are as specified below:**
For 1st, 3rd and 5th Sem. - July 15th without fine
August 15th with a fine of Rs. 100
For 2nd, 4th and 6th Sem. - January 15th without fine
February 15th with a fine of Rs.100
2. Students can pay fees before due date in instalments also
3. If the students fail to remit the fees before the last date fixed for the payment his/her name will be removed from the rolls after 10 days of the due date on intimation to parents.
4. The fees defaulters shall be re-admitted (only once during the course) on satisfying the following conditions:
 - a) Written application from the parents with valid reason
 - b) Payment of fees due with a fine of Rs. 500.00
5. Students who wish to discontinue from the course, after the closing date of admission are liable to pay the whole fee dues up to the end of the term which he/she attends in lumpsum before applying for the Transfer Certificate.

Refunds

1. Application fee and admission fee - Non-refundable
2. Tuition Fees - Non-refundable
3. Caution Deposit- Refundable (within 6 months after completion of the course and on production of receipt of remittance)

Fees at the Time of Admission

University Fees: According to the rules and norms of university

IMPORTANT PHONE NUMBERS

PRINCIPAL

Dr. Sunny Kuriakose A 9495677688

MANAGING COMMITTEE

1. Mr. Jose Kuriakose (Manager) 9447608485
2. Mr. Bibin Kuriakose (Secretary) 9846535500
3. Mr. Mr. Eldhose M.Y(Treasurer) 9846116178

BOARD MEMBERS

1. Mr. Eldho Tharakan(Trustee) 9605341438
2. Mr. K.K.Varghese (Trustee) 9847041638
3. Mr. George Joseph 9447331534
4. Mr. Sabu P.O 9072807596
5. Mr. Eldho Paulose 9947161552
6. Mr. Berin V.B 9048291500
7. Mr. Eldhose Iype 9447945101
8. Mr. Joy P C 9446789697
9. Mr. Sijo Jose 9447212484
10. Mr. Akhil Varghese 9497136300

DEPARTMENT OF MANAGEMENT STUDIES

1. Ms. Bini Abraham (HOD) 9048049690
2. Ms. Binsa Rani Jacob 9495813241
3. Ms. Aleena Lalu 7306380787
4. Mr. Rincy Elizabeth Sam 9207245829

DEPARTMENT OF COMPUTER SCIENCE

1. Ms. Nisha P.Varghese (HOD) 9947361701
2. Ms. Sanitha K K 9747582532
3. Ms. Geena Kunju 9562102003
4. Ms. Bini M.B. 9846756510

DEPARTMENT OF ECONOMICS

1. Ms. Jisha Eldhose (HOD) 6235611991
2. Ms. Seena Mathew 7994460319
3. Ms. Lisha Fransis (On Leave) 7736278386

DEPARTMENT OF COMMERCE

1. Ms. Ruby Cherian (HOD) 9947703450
2. Ms. Nuthan .K 8589010527
3. Ms. Anju Maria Baby 9400746627
4. Ms. Jerfy J Panjikaran 9447461342
5. Ms. Vandana B 9946347179
6. Ms. Divya.T. Varghese 9961509353
7. Ms. Susan Paulose 9495820699
8. Ms. Shimi .A.K 9744398479

DEPARTMENT OF LANGUAGE - ENGLISH

1. Ms. Renu Joseph 9495467950
2. Ms. Lidiya Mathew 8848635308

MALAYALAM

1. Dr. Jeteesh Sivasdas 9526025053

HINDI

1. Dr. Sreeja Parameswaran 9946996758

DEPARTMENT OF PSYCHOLOGY

1. Dr. Rekha K.S. (HOD) 9207029941
2. Fr. Eldhose .K Joy 8921739418
3. Ms. Latha Sreekumar 9447205829
- 4 Ms. Ms. Abnamole Sunny 8884971546

DEPARTMENT OF SOCIAL WORK

1. Ms. Priya Paul (HOD) 9072874277
2. Ms. Siya Maria Sunny 9061894495
3. Mr. Kebin Saji 9207490408
4. Ms. Amrutha M. Thankan 9048259477
5. Ms. Salila Santhosh 9188594319

DEPARTMENT OF MATHEMATICS & STATISTICS

1. Mr. George P Cherian (HOD) 9645534440
2. Ms. Anju K Simon 9526831832
3. Dr. Sunny Kuriakose A 9495677688

LIBRARY

1. Mrs. Anjaly .S .Nair (Librarian) 9847487799

PHYSICAL EDUCATION

1. Mr. Saju P. Ittoop 9496824651

COLLEGE OFFICE

- 1 Mr. Ashil Paulose (Accountant) 9567613068
2. Mrs. Simi George (Clerk) 9400106197
3. Mrs. Giby Baby (Office Assistant) 9539361776
4. Mrs. Deepa Sheeban (Sweeper) 9846100291
5. Mrs. Bindu Biju(Sweeper) 9544933263
6. Mrs. Eliamma Varghese (Sweeper) 7510542761

SECURITY STAFF

1. Mr. Kuriakose P.K. 8157953832

MAHATHMA GANDHI UNIVERSITY, KOTTAYAM

1. Enquiry 0484-2731050
2. Vice Chancellor 0481-2731001
3. Pro-Vice Chancellor 0481-2731005
4. Registrar 0481-2731007
5. Controller of Examinations 0481-2731000
6. Director, College Development Council 0481-2731013
7. N.S.S Co-ordinator 0481-2731029
8. P.R.O 0481-2732650
9. Director, Student's Services 0481-2731024
10. University Librarian 0481-2731018
11. Director Physical Education 0481-2560511
12. N.C.C.22 (K) Girls BN, Eloor, Ernakulam 0481-2545382