



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 7 Institutional Values and Best Practices

7.1 - Institutional Values and Social Responsibilities

Metric No. 7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens

Code of Conduct

Submitted to



National Assessment and Accreditation Council



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Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration on Principal

This is to declare that the following document explains the Student Code of Conduct of the Cochin College

Mrudula Menon V.





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1 Code of Conduct for Students

The Cochin College is committed to maintaining a high standard of discipline and ethical behavior among its students. The rules and regulations that govern student conduct are framed by the College in accordance with the guidelines provided by the University, government authorities, the University Grants Commission (UGC), and stipulations by the Supreme Court of India. These rules are designed to ensure a safe, respectful, and conducive learning environment for all.

The Code of Conduct for students is prominently displayed in the College calendar and on the College website, making it easily accessible to all members of the College community. Additionally, the institution takes proactive steps to ensure that students are fully aware of these rules through class orientations conducted at the beginning of each academic session.

During these orientations, students are briefed on the key aspects of the Code of Conduct, including their rights, responsibilities, and the disciplinary measures in place for violations. This approach ensures that every student understands the importance of adhering to the established guidelines and the consequences of non-compliance.

By rigorously enforcing these codes and regularly updating them in line with the latest regulations and judicial pronouncements, The Cochin College strives to uphold the highest standards of academic integrity, personal responsibility, and mutual respect within its campus community.

1.1 Student code of conduct-Information in the College Handbook

The Cochin College provides comprehensive guidelines and information to its students through the College Handbook, which serves as a vital resource for understanding the rules and services available within the institution. The Handbook covers a wide range of topics essential for maintaining discipline, academic integrity, and student welfare.

1.1.1 Attendance Rules

The Handbook outlines the attendance requirements that students must meet to be eligible for examinations and other academic activities. It details the minimum attendance percentage required, procedures for applying for leave, and the consequences of failing to meet attendance criteria.

1.1.2 Library Rules

Students are provided with clear guidelines regarding the use of the College library. This includes rules on borrowing books, maintaining silence, handling library resources responsibly, and penalties for late returns or damage to library materials.





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1.2 Code of Conduct

During Student Elections The College Handbook specifies the code of conduct that must be followed during student elections. It includes rules on campaigning, voter solicitation, electioneering practices, and the use of college premises during election periods, ensuring that elections are conducted fairly and peacefully.

1.2.1 Grievance Redressal Mechanism

Students are informed about the grievance redressal mechanism available at the College. The Handbook describes the procedure for filing a grievance, the timeline for addressing complaints, and the role of various committees and officials involved in resolving issues.

1.2.2 Statutory Cells for Student Representation

The College Handbook details the statutory cells available for students to represent their grievances, such as the Anti-Ragging Cell, Internal Complaints Committee (ICC) for sexual harassment, and the Student Grievance Redressal Cell. These cells ensure that students have a voice in matters affecting their welfare and safety.

1.2.3 Services Available in the College

The Handbook provides information on the various services available to students, including counseling services, health services, career guidance, and student support services. It ensures that students are aware of the resources at their disposal to aid in their academic and personal development.

1.2.4 Penal Actions

The Handbook lists the penalties for various violations of the College's rules and regulations. It provides a clear understanding of the consequences of misconduct, including fines, suspension, and expulsion, depending on the severity of the offense. By including all these essential rules and guidelines in the College Handbook, The Cochin College ensures that students are well-informed about their rights, responsibilities, and the support systems in place to assist them throughout their academic journey.





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HAND BOOK & CALENDAR

2022 - 2023

Name

Class Roll No.....



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College



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Motto

Lead Kindly Light Vision

The College envisage the intellectual development, moral uprightness, social commitment, cultural refinement, spiritual enlightenment and emotional maturity of the younger generation. To make its vision fruitful The Cochin College is willing to incorporate all innovations and research in the field of higher education, especially the advantages of information technology.

Mission

The College has been established to provide opportunities for higher education to economically and socially backward communities. We hope to translate our vision into a concrete reality through the various programme launched by the college, have the following as thrust areas:

- ✿ Education based on the essential principles of humanism
- ✿ Adequate training for higher education
- ✿ Identification of opportunities for the disadvantaged
- ✿ Ensuring gender justice and integrity of creation
- ✿ Formation of responsible leadership
- ✿ Strengthening the institution of family and society



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Student Code of Conduct

- Students are expected to be in the class at the first bell. No student shall leave a class without the permission of the teacher concerned.
- Students should obtain the permission of the Principal or the class teacher to leave the college campus during working hours.
- Students should be simple and modest in their dressing; dignified and courteous in their conduct.
- Students are strictly warned against forwarding complaints of any kind without the knowledge and consent of the Principal.
- Serious action will be taken against students, who bring outsiders to the college without the prior permission of the Principal.
- No meeting or function of any kind shall be held without the sanction of the Principal.
- The use of mobile phones by the students in the college and college campus is strictly forbidden.
- The Principal or other constituted college authority may frame and issue from time to time disciplinary rules of permanent or temporary nature, regulating the conduct of students within the college campus, in so far as such rules seem necessary.
 - a) To secure the observance for the above rules and
 - b) to maintain the reputation of the college.
- The Principal shall be the final authority in the interpretation of the college rules.

Student Code Ethics

- Maintain high ideas of personal integrity and not engage in activities that bring disrepute to oneself, faculty and the institution.





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- Be courteous and respectful to others, avoid disrupting the academic environment and not maliciously injure the reputation of another student, faculty or staff members.
- Do not commit the following acts which amount to academic misconduct, cheating, committing plagiarism, fabricating data, submitting false, certificates, offering bribes, impersonating others and aiding others in acts of academic misconduct.
- Act with responsibility and fairness towards others in all activities.
- Appropriate use of college facilities in a correct and safe manner.

OPEN HOUSE - (PARENT-TEACHER INTERFACE)

There will be an open house one month after the internal Examination. The meeting/interface will enable the parents to meet the teachers and discuss the problems as well as the progress of the students.

IDENTITY CARDS

The students will be issued Identity cards with their photographs attested by the Principal. Every student is expected to keep their ID card with her/him while in the campus. The identity cards must be presented at the time of payment of each instalment of fees, during library work and for getting the hall tickets, mark list and other certificates.

If the card is lost the student can apply for a duplicate with the special permission of the Principal by remitting Rs. 100/- and by submitting a written request attested by the parent or guardian.



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1. Title

These rules shall be known as Mahatma Gandhi University Students's Code of Conduct Rules - 2005. It shall come into force with immediate effect.

2. Object

These rules are framed with a view of maintaining and enforcing good conduct inside the class rooms and campus in the affiliated colleges. Departments of teaching and research and self financing schools of the Mahatma Gandhi University.

3. Application

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self financing school of the University.

4. Definitions

- 1) College : - means a college as defined in Section 2(2) and Section 2(7) of the M.G. University Act 1985.
- 2) Vice Chancellor : means the Vice Chancellor of the Mahatma Gandhi University.
- 3) Student's Grievance Redressal Committee :- Students' Grievance Redressal Committee constituted as per Rule 8 of these Rules.
- 4) Student :- means a part-time or full-time student as defined in Section 2(26) of Mahatma Gandhi University Act.
- 5) Principal : - means Head of College as defined in Section 2(26) of Mahatma Gandhi University Act.
- 6) Political activity : Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible



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representation or other means of communication, whatsoever.

7. In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition of political activity inside the campus.

a) No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.

b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activity as defined in Rule 4(6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

d) No student of a college shall stage or indulge in any activity like dharna, gherao, obstructing entry to any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.

e) No student shall shout slogans inside the class room, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.



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These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

a) The Principal of the college shall be the disciplinary authority.

b) If it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to the Rule 5 above and that the Principal is assured that there is prima facie material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.

c) If the Principal is assured that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.

d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations/ delinquency, were made. The Enquiry Officer also shall give fair reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

1. Imposition of fine.
2. Issuance of compulsory transfer certificate.
3. Dismissal from the college.

In the event of imposition of punishment or dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.



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7. Prohibition of damage to property

The student shall not disfigure the class room, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipments and other materials inside the college campus. In the event of any student indulging in any such activity, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Preventing of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, the recovery proceedings shall be taken against the person responsible.

8. Students' Grievance Redressal Committee

In every college there shall be a Students Grievance Redressal Committee Constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss the various basic problems of the student and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.



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Grievance redressal mechanism.

There is provision for grievance redressal at four levels. Complaints regarding the evaluation shall be brought to the notice of the concerned teacher in the first instance. If the student is not satisfied with the decision of the concerned teacher, he/she may appeal to the Department Redressal Cell which shall have, as members, the Head of the Department, the teacher-in-charge for the particular class and the teacher against whom the complaint is made. The student can also make further appeal to the College Level Grievance Redressal Cell which shall have the Principal, the General Coordinator and the concerned Head of the Department as Members. If still not satisfied, the student can appeal to the University level Grievance Redressal cell, which consists of the Pro-Vice Chancellor, Affiliation Committee Convenor, and Controller of Examinations whose decision shall be final. Complaints regarding this shall be made preferably within two days of the award of marks. Complaints regarding the final tally or marks will be made before the 15th of March and cases disposed off before the 20th March.

9. Right to Appeal

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board for Adjudication of Students' Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to act 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. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from referring the appeal within the time.



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RAGGING IN EDUCATIONAL INSTITUTIONS SUPREME COURT ORDERS

MAHATMA GANDHI UNIVERSITY

Kottayam-686560

No. Ac. A1/2/1647/07

07.06.2007

From

The Registrar

To

The Principals of all affiliated colleges/
Directors of all Teaching Departments of
M.G University.

Sir,

Sub: Remedial measures to be taken to tackle the problem of Ragging in educational Institution - Enforcement of Hon'ble SC order in SLP(C) No. 24295/2004 and SLP (C) Nos. 24296 - 24299 / 2004 - reg.

Ref : Letter No.14703/D2/07/H. Edn dated 1-6-2007 received from the Higher Education (D) Dept, Thiruvananthapuram.

I am to forward herewith the copies of the Hon'ble Supreme Court Order regarding the factors to be focused to tackle the problem of ragging in educational institutions for your information and strict compliance.

Yours faithfully,

Sd/-

Joint Registrar - in - charge of the Registrar



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ITEM NO. 33 COURT NO. 4 SECTION XIA SUPREME COURT OF INDIA RECORD OF PROCEEDINGS

Petitions(s) for special Leave to Appeal (Civil) No(s) 24295/2004 (From the judgement and order dated 24/06/2004 in WP No. 30845/2003 of the HIGH COURT OF KERALA at Ernakulam)

University of Kerala	Petitioner(s)
Versus	
Council, Principal's Colleges, Kerala & ORS	Respondent(s)

(With appln(s) for intervention and modification and directions and impleadment as party respondent and with prayer for interim relief and office report) WITH SLP(C) No. 14356 of 2005 (With appln.(s) for exemption from filing O.T. and C/delay in filing counter affidavit and office report) W.P. (CRL) No. 173 of 2006 (With appln. (s) for directions and exemption from filing O.T. and urging addl. Ground and with office report) SLP(C) No. 24296-24299 of 2004 (With prayer for interim relief and office report)

Date 16/05/2007 These Petitions were called on for hearing today.

COROM	: HON'BLE DR. JUSTICE ARIJIT PASAYAT HON'BLE MR. JUSTICE S.H. KAPADIA Mr. Gopal Subramaniam, A.S.G.(A.C.) Mrs. Susham Suri, Adv. Mr. Abhishek Tewari, Adv.
For Petitioner(s)	Mr. R. Sathish, Adv., Dr. Sushil Balwada Adv., Mr. Satbir Tilaria Adv., Mr. Anil Kamwarl Adv., Mr. Prashanth Kumar Adv., Ms. Pooja Dhar Adv., Ms. Ratna Kaul Adv., For M/s AP&J Chambers, Adv.
For Respondent(s)	Mr. Ranjit Kumar, Sr. Adv. Mr. E.M.S. Anam, Adv. Mr. Fazlin Anam, Adv. Mr. P.V. Dinesh, Adv. Mrs. Sindhu T.P., Adv., Mr. Vinod, Adv. Mr. Biswajith Meitei, Adv., Mr. Manoj Swarup, Adv., Ms. Lalit Kohli, Adv for M/s Manoj Swarup & Co., Adv. Ms. Lalit Kohli, Adv for M/s Manoj Swarup & Co., Adv. Mr. T.V. George, Adv., Mr. M.P.Vinod, Adv., Mr. Ajay K. Jain, Adv. Mr. Sijith P., Adv., Mr. K.R. Sasiprabhu, Adv., Mr. Ajith Kumar Sinha Adv., Mr. M.K. Michael, Adv., Mr. M.K.D. Nambodiri, Adv., Mr. V.G. Pragasam, Adv., Mr. Shivaji M. Jadhav, Adv. Mr. Radha Shyam Jena, Adv.



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For Res. 1-3&5

in WP 173/06:

Mr. Soli J.Sorabjee, Sr. Adv.,
Ms. Vibha Datta Makhija
Mr. Manish Kumar. Adv.,
Mr. Ansar Ahmad Chaudhary, Adv.

Upon hearing counsel the Court made the following

ORDER

We have perused the Report of the Committee constituted pursuant to this Court's order to suggest remedial measures to tackle with the problem of ragging in educational institutions. An elaborated report has been submitted by the committee headed by Dr. R.K. Raghavan. According to the Committee, the following factors need to be focused to tackle with the problem.

- a) Primary responsibility for curbing ragging rests with academic institutions themselves.
- b) Ragging adversely impact the standards of higher education.
- c) Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.
- d) Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
- e) Ragging needs to be perceived as failure to inculcate human value from the schooling stage.
- f) Behavioural patterns among students, particularly potential 'raggers' need to be identified.
- g) Measures against ragging must deter its recurrence.
- h) Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central governments to make any curb effective.
- i) Media and the Civil Society should be involved in this exercise.

The Committee has made several recommendations. For the present, we feel that the following recommendations should be implemented without any further lapse of time.



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KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്തഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു. ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും അതിൽ

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ ഉപദ്രവിക്കുന്നതോ,

അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.

3. റാഗിംഗ് നിരോധനം : ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

4. റാഗിംഗിനുള്ള ശിക്ഷ : ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതിനും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.

5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ : 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽനിന്നും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ : മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ



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മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെന്റ് ചെയ്യേണ്ടതും ഉടനെ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

2. 1-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

7. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത് : വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

വിദ്യാഭ്യാസസ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം തടയുന്നതിനും അശ്ലീല ചുവയുള്ള സിനിമാറ്റിക് ഡാൻസുകളും ഫാഷൻ ഷോകളും നിറുത്തലാക്കിക്കൊണ്ടുള്ള സർക്കാർ ഉത്തരവ്.

01032005 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (ആർ. റ്റി) നം. 346/05/ ഉ.വി.വ പ്രകാരം വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും ഫോട്ടോഗ്രാഫി സൗകര്യമുള്ള മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും, സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവയും നിറുത്തലാക്കിയിരിക്കുന്നു.



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RULES OF ATTENDANCE AND LEAVE

1. The working day is divided into two sessions. The forenoon session comprises of three periods and the afternoon session of two periods. Each period is of one hour duration. On Fridays each period shall be of 45 minutes duration in the afternoon session.
2. Attendance will be taken at the beginning of each period by the concerned teacher.
3. Students should come on time for class. Late comers must produce valid reason before the Principal/Class teacher. Late comers will be marked absent or refused attendance for the period or marked late as per direction of the concerned teacher. No student will leave the class without the permission of the teacher-in-charge.
4. Students attending sports, games, union activities must apply for prior permission of the Principal countersigned by the Head of the Department. Non-compliance of the above condition will be considered as absence from the class. Benefit of attendance may be granted to students only on producing participation certificates from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days.
5. For the purpose of attendance, all working days irrespective of the number of working periods will be considered as full working days. Attendance will be considered accordingly.
6. The annual certificate of attendance and progress required by the university for promotion or for admission to the university examination will in no case be granted unless (1) A student has attended not less than three fourths of the total number of working days



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- for his/her course during each semeste and (2) The Principal is satisfied that the student's progress and conduct have been statisfactory.
7. Students should not absent themselves without proper leave. Application for leave of absence in the prescribed form should be given to the class teacher not later than the date of return to the college after absence.
 8. Application for leave should be signed by the parent or guardian.
 9. If leave is required for a single hour/session, the student should seek the permission of the class teacher/concerned teacher.
 10. If the student is absent for one session, attendance will not be given for that session. When the total days of absence exceeds 5 consecutive days, the parent/guardian of the student must meet the class teacher to give a satisfactory explanation. Monthly attendance shall be published on the Notice Board.
 11. Students absenting themselves without leave for more than 10 days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal in which case, they will have to pay the re-admission fee of 100/- and all college dues.
 12. Absence without leave from terminal examination, seminars/ test papers/ practical work will be seriously dealt with.
 13. Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subjected to a maximum of 2 times during the whole period of the programme may be granted by the



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University on valid grounds. This condonation shall not be counted for internal assessment.

Application of leave should be made in the following form to the Principal through the recommending authority (Tutor) by the student himself beforehand, except in unavoidable and unforeseen circumstances when the application should be made on the very day of his return to the college.

COLLEGE LIBRARY

The college has a well established library which caters to the needs of the UG and PG students, research scholars and the faculty. The college library is fully automated. The library provides access to more than 6000 E-journals and more than 97000 E-books through NLIST Programme of INFLIBNET. All the leading Malayalam & English newspapers, magazines, periodicals and Journals are available in the library. All members of the staff and students are entitled to use the library for reference and to take books on loan.

**The library will be kept open on all working days
from 9.00 am to 4.00 pm**

LIBRARY RULES

1. Students using the library must bring their college identity cards.
2. Staff and students are given open access to the library. Students are not allowed to take any personal belongings into the library other than pen and plain paper.
3. The library accepts no responsibility for theft, damage, misplacement, or loss of personal belongings of its users
4. Students should register their names in the library and



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- get their borrower's card at the beginning of every academic year.
5. Students requiring library books will have to surrender their borrower's card.
 6. Library card/ library books lost or found must be reported in writing to the librarian immediately.
 7. Hall ticket for the university examinations and transfer certificates will be issued and caution deposits refunded only after clearing all the dues to the library. *No dues Certificate* will be issued only when all documents borrowed are returned to the library.
 8. The Librarian may recall a book at any time even if the normal period of loan is not over. Students shall not sub lend the books of the library.
 9. Readers will be responsible for any damage caused to the book. Pencil marks and ink stains etc. made on the book will be treated as damages. The borrower will inspect the books and bring it to the notice of the counter assistant if they are damaged before getting them issued; otherwise he/she will be held responsible for the damage at the time of return. The member shall be liable for the replacement of the book by a new copy/pay the cost of the replacement of the book along with the postal charge. If a book belonging to a set or series is lost or damaged and a new edition is not separately available, the borrower will be required to repay the value of the whole set of series.
 10. If the lost book is not available for replacement, as per G.O. 1028/A3/93. H.Edn. dated 28/05/1993, the value of the lost book will be realised at the following rates:
 - a) Ten times the face value of the books which are published prior to 1946.



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- b) Six times face value of the books which are published, prior to 1970.
- c) Three times face value of the books in all other cases.
11. Books of reference section and periodicals will not be lent but they may be referred within the library hall on production of identity card.
12. No person shall lie on benches, chairs or tables and no waste paper shall be thrown on the floor of the library.
13. No person shall commit any nuisance or take of refreshments inside the Library.
14. Strict silence shall be observed in the library hall.
15. Use of mobile phones is strictly prohibited inside the library.
16. Degree students are permitted to borrow 3 books, P.G. Students 5 books and staff members 20 books at a time. Each student is given library cards (3 for degree students and 5 for P.G. students) which have to be deposited in the library at the time of receiving books.
17. The normal loan period of a book is 14 days. If the date on which a book is due to be returned happens to be a holiday, the next working day will be the due date. A fine of one rupee per day will be levied if a book is retained beyond the due date. Absence from the college will not be entertained as excuse for delay in returning books. While collecting the fines, the intervening holidays will also be taken into account.
18. All books must be returned by the students and staff at the end of the academic year for stock verification.
19. The transfer or sub lending of books to any one outside the college is strictly prohibited inside the library.



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20. Library Reading Section and Reference Section are not to be used as study area.
21. On leaving the library, all users are required to produce for inspection all books and items taken out of the library.
22. Surveillance cameras are in use at marked locations in the library.
23. Stern action shall be taken against any users who steal or vandalize library materials/equipment.
24. The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.

WITHDRAWAL AND ISSUE OF CERTIFICATE

1. Certificates shall be issued only after the payment of all the dues to the college.
2. Students are asked to submit their application in the office.
3. A notice of 3 days is necessary for the issue of any certificate.
4. Plus 2 Marklist submitted by the students on admission will be returned to them on completion of the respective university Examination.
5. No certificate will be sent by post unless the transmission charges are prepaid. Marklists and other certificates have to be claimed at least within a year after leaving the college. The college office cannot hold itself responsible for any damage or loss to the certificate left unclaimed by the student.
6. An additional fee of Rs. 100 will be levied from those who apply for duplicate copies of T.C.



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STUDENT SUPPORT ACTIVITIES

National Service Scheme (NSS)

Aims: Started in 1978-79 in the college the National Service Scheme aims at education through community service. Its motto is to arouse the social consciousness of the community by preparing them to be useful to the society.

Membership : NSS Membership is voluntary and strictly on selective basis, 100 students mostly from I. DC are selected to make a National Service Corps. Every student has to follow the code of discipline and behaviour prescribed by the NSS. A student attending the NSS will be required to put in the minimum time of service equivalent to 120 hours of work in 2 years. These students are eligible for a certificate issued by the University.

Application : Application for enrollment will be called for by The Programme Officer of the Unit at the beginning of each academic year.

Membership in N.S.S. & a certificate to that effect from the University will be treated as additional qualification while making recruitments to Public Service.

Anti-Narcotic Cell :

Anti-Narcotic cell was set up in the college 2010-2011 to check the use of drugs. The cell conducts anti drug campaign inside the college and functions in liaison with police for this purpose.

Anti-Harassment Cell/Anti-Ragging Cell

The Cochin College has a vigilant anti-harassment cell to take reasonable and appropriate remedial action to prevent discrimination, harassment and sexual misconduct. The cell aims to eliminate any hostile environment, prevent its recurrence and correct its



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discriminatory effects. The cell conducts practical investigations, facilitates conciliation and where misconduct is proved, it recommends punitive action.

Mentoring System:

Mentor intends to facilitate personal and academic growth of an individual for sharing the knowledge and insights that have been learned through the years. Mentoring is teaching, problem solving, motivating, coaching and guiding the mentee who is groomed for advancement to excel at the academic level and most importantly, in life.

WOMEN'S GUIDANCE CELL (MAITHRI)

All girl students are members of this cell. It provides a forum to girl students to express their views and problems that they face in their day to day life. Programmes are organised by the cell to teach them new skills and broaden their intellectual horizons. The cell also arranges special counselling programmes for the girl students. The cell is grateful to University Women's Association for instituting an endowment in the college to be given to the best girl volunteers in the Women's Guidance Cell. The cell also has an endowment in honour of Prof. Prema Bai to conduct an endowment lecture.

Nature Club

Environment and ecology are invaluable gifts of nature to man. Hence it is essential to create an awareness among students and the public on nature conservation. The programmes of the club include seminars, nature camps, field trips etc.

Career Guidance & Placement Cell

Career Guidance and Placement Cell serves as a vital link between the students of the college and the potential





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employers. It provides guidance in the matter of choosing the right subject of study and the right profession. Members of the faculty functioning as advisors and student representatives from all departments coordinate the activities of the cell.

Student's Protection Committee

Students' guidance cell has been constituted to instil self confidence and self-esteem in students. It also aims at creating a healthy academic environment in the campus. The cell encourages students to develop a positive attitude towards life. It also intends to give proper guidance to students and prevent the tendency for irresponsible behaviour. The cell counsels students and make them aware of the positive and negative influences of the peer group.

Aims and Objectives:

1. To instil in students a spirit of academic discipline
2. To develop a sense of responsibility towards the institution and society.
3. To make them aware of the need for healthy relationship with others and at the same time behave with dignity and respect towards their fellow beings.
4. To educate them about social, moral and economic exploitation.
5. To encourage independent thinking and effective expression.
6. To kindle their curiosity in the acquisition of various branches of knowledge and to equip them properly in their vocational life.
7. To impart life skills training.



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KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thechochincollege.edu.in

email: email@thechochincollege.edu.in

GREEN PROTOCOL

Green protocol is a set of green measures to reduce reuse and upcycle plastic waste. Impact of Plastic pollution on land and water is of great concern. Single use plastics which were handy to use has become a menace choking our waterbodies, forest, cities and other land bodies. Burning of plastics cause health issues like cancer in human beings. In this context its highly imperative and essential to adopt appropriate green measures to minimize the use of plastic utilities in our premises.

Keeping view of the above fact, The Nature club of the The Cochin College, Kochi has implemented green Protocol in its campus in 2018. A Green Protocol Committee was formed consisting of students and teacher representatives from each department. The green protocol poster was stuck on the walls of each department. The poster gives an awareness of the set of responsible behaviour one must adopt to reduce the use of plastic in the campus and make it ecofriendly. Regular awareness campaigns were organized to sensitize students about the menace of using single use plastics. Some of the green measures adopted in the campus were, use of cloth banner instead of flex banner, stainless steel glass for official get together, use of fresh flowers without plastic wrapper to welcome guests, students were encouraged to go for soft bind their project reports in their final semester rather than using plastic spiral binds. There was regular recycling of wastepaper generated in the campus. The waster papers were recycled by an NGO planet @ Earth and an equivalent amount of A4 size papers were returned to the amount of wastepaper given for recycling. Supporting staff and sweepers of the campus were also given training to sort plastic waste and degradable waste seperately and not to burn the plastic waste in the campus premises. They were also encouraged to collect used refill ball point pens while cleaning. Once after collecting they were recycled at Planet@Earth.



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OTHER ACTIVITIES

PTA

Education is a process the success of which is possible only with the co-operation of parents. The PTA acts as a catalyst between the students and teachers and helps in the upkeep of the college. PTA activities are co-ordinated by a committee consisting of teachers and parents. Every parent/guardian is a member of the association by paying the prescribed membership fee.

Teacher's Club (SAUHRIDAM)

College Teacher's club is a fellowship of all teachers of The Cochin College, irrespective of caste, race, sex or political leanings. It was started in 1980 with the aim of promoting fellowship and better understanding among the teaching fraternity. The activities of the club are co-ordinated by an executive committee consisting of a representative from each department. The general body of the teachers elect the president and other office bearers.

The Cochin College Staff Recreation Club (CSRC)

The Cochin College, Staff Recreation Club was started in academic year 2010-2011. SRC provides recreation activities like cultural and civic activities among its members. In keeping these objectives, numerous events and activities are organised each year to cater to the wide-ranging interest of members.

Objectives

The objectives of this club are as mentioned below:

- a) Promote and encourage artistic, literary and cultural aptitude of the members and to create opportunities for expressing their talent.



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b) Create an awareness among students in the field of art, literature and sports and create opportunities to bring out their creative instincts thereby enhancing their cultural standards.

c) Provide practical lessons in drama, dance, music, kadhprasangam and conduct competitions.

d) Encourage the members to create poetry, short story, essay and travelogues.

e) Provide support as well as practical classes in painting, gardening, developing kitchen garden and cooking.

f) Promote the use of flute and percussion instruments like mrudangam, thabala, edakkya, chenda, nadaswaram etc.

g) Provide practical classes and arrange competitions in sports and games.

h) Work for the promotion and conservation of traditional and hereditary art, literature, science, culture and sports.

i) Conceive novel and attractive projects in the field of tourism.

j) Organize food festival, fair price shops, cultural programmes on special occasions.

k) Inculcate good qualities like unity, comradeship and co-operation.

l) Conduct camps and welfare activities with the cooperation of the students for the beautification and cleaning of Cochin College campus.

m) Achieve the above mentioned objectives, in unison with the members working transcending the barriers of caste, creed, religion and politics.





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Bioforum

Zoology and Botany departments constituted a Bioforum to enable the students to conduct field studies, project works and the like. Tissue culture, bio diversity studies, labelling of plants, planting of saplings are a few of these projects. The forum has conducted an exhibition for the plus 2 students of neighbouring schools.

Alumni Association

An Alumni Association is functioning in the college under the leadership of the Principal, Staff members and the former students of the college.

President - Sri. Thomas Vayalat,

Secretary - Sri. T.P. Salim Kumar

The College Magazine

The college annual magazine deals with the subject of literary and academic interest is published once in a year. The management of the magazine is vested in the hands of the Editorial Board. The Principal shall be the final authority in all matters pertaining to the magazine.



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