



**MATER DEI
CMI COLLEGE**
ENATHU

Handbook



Bread is for the body, so is wisdom for the intellect.

-St. Kuriakose Elias Chavara



MATER DEI CMI COLLEGE

Affiliated to University of Kerala
Enathu, Pathanamthitta (Dist)

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Patron : Mater Dei

Founder : Fr. Jose Joseph Kadavil CMI

Manager : Fr. Joseph Ayyamkary CMI

Principal : Fr. Dr. Benny Thottanany CMI

Enriching Education Since 1846



ST. KURIAKOSE ELIAS CHAVARA FOUNDER, CMI CONGREGATION

St. Kuriakose Elias Chavara was born on 10th February 1805 at Kainakari in Alappuzha District. He dedicated each and every moment of his life for the service of humanity enriching the social and cultural life of the people of Kerala. He played an important role in eradicating many of the social evils which were prevalent in our society during that time by spreading education. He established the first Catholic Sanskrit School in the year 1846 and set up the first printing press among the Syrian Catholics at Mannanam in 1844. The State of Kerala owe much to St. Chavara for our State's progress in the education sector in the past because it was he, who insisted in his capacity as the Vicar General of the Catholic Community to start a school along with every church (Palliyodoppam Pallikkoodam).

St. Kuriakose Elias Chavara had varied interests. He was a voracious reader, a powerful orator, a social reformer, a polyglot, a committed writer and an immaculate leader. This great visionary who had lived before his time, left for his heavenly abode on January 3rd 1871. He was an embodiment of devotion, compassion and austerity; a true disciple of Jesus who equated service to the needy as service to God.



FR. JOSE JOSEPH KADAVIL CMI Founder, Mount Carmel Group of Institutions

Fr. Jose Joseph Kadavil, the founder manager of Mount Carmel Group of Institutions, Enathu, was a visionary beyond compare. His limitless effort in rendering service to the society is best reflected in his life dedicated to the differently abled in our society. His amiable, benevolent and exemplary attitude made him a venerable figure.

His extra ordinary life and ideas will always remain as a constant source of encouragement for us.



FR. JOSEPH AYYAMKARY CMI Manager

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MDCMI PROFILE

VISION

To become a centre par excellence of learning, unique in experience, value based in approach and committed in service, to enrich and fulfill life.

MISSION

To facilitate comprehensive and integral development of individual who effectively function as instruments of social changes imbued with righteousness and courage of conviction, who dare to dream and strive to excel.

MOTTO

Strive to excel



FR. DR. BENNY THOTTANANY CMI

PRINCIPAL'S MESSAGE

Today, education means much more than merely acquiring knowledge. It is acquisition of knowledge and skills, building character and improving employability of our young talent, the future leadership. Empowerment of students for their all-round development through education is our cherished motto. I am proud of being the Principal of such a wonderful institution, a modern temple of learning through our diligence, devotion, and dedication.

Wishing you all the best,

Fr. Dr. Benny Thottanany CMI

ABOUT MDCMI

Mater Dei CMI College is managed by CMI congregation founded by the educational visionary and social reformer St. Kuriakose Elias Chavara. At present the CMI Congregation manages 54 colleges and 600 schools across the country.

In 2014 Mater Dei CMI College has started by the initiatives of the great visionary and philanthropist Fr. Jose Joseph Kadavil CMI as the 48th CMI College at the serene village of Enathu. The college affiliated to University of Kerala as a regular arts and science college under self-financing scheme is now standing high in the realms of nation building with the Departments of English, Commerce, Management Studies and Psychology.

Since its inception, MDCMI College has moved from content-based to Outcome Based Education, which is a milestone in Higher Education. This learner-centric teaching pedagogy focuses on measuring the student's performance through the respective programme outcomes after a considerable period of time. The programme outcomes are realised based on the knowledge, skills and attitudes acquired by the learner and shaping them into inquisitive researchers, topical innovators, befitting employees of the upcoming job markets and above all better citizens of this global village.

CMI EDUCATION POLICY STATEMENT

We, the Carmelites of Mary Immaculate, after the example of our founder Saint Kuriakose Elias Chavara, consider education as the integral formation of the human for the fulfillment of his/her individual and social responsibilities.

Our educational endeavors aims at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace, and who are ever open to further growth. The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, culturally sensitive and who grow in the true vision of education.

We aspire towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national unity are upheld, and where the poor and the marginalized are specially taken care off.

Our institutions are open to all students irrespective of caste and creed. We have to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institutions are an extension of their homes.

OBJECTIVES OF THE COLLEGE

- To build up a community of staff and students committed to the common.
- Pursuit of truth and moral excellence.
- To help students to achieve self-discipline, cultivate good habits and become open to the spirit.
- To train students in clarity of thought and accuracy of expression and develop in them leadership qualities.
- To promote a healthy modern outlook among the students while drawing inspiration from ancient cultural heritage and tradition.
- To become an instrument of social change and force for integration among linguistic, religious and caste groups and inspire young men and women to work for the eradication of social evils.
- To inculcate in the students a sense of responsibility to the nation and encourage their creative involvement in the task of building up a new India.

COLLEGE GOVERNING BODY

- Rev.Fr. Sebastian Chamathara CMI (Provincial)
- Rev.Fr.Scariah Ethirettu CMI (Councilor for Education and Communication)
- Rev.Fr. Joseph Ayyamkary CMI (Manager)
- Rev. Fr.Dr.Benny Thottanany CMI(Principal)

COLLEGE COUNCIL

- Rev. Fr..Dr. Benny Thottanany CMI (Principal)
- Mrs. Asha R Nair (Vice Principal, HoD, Commerce)
- Ms. Archa Ramachandran (IQAC Co-ordinator)
- Mrs. Divya Rahul (HoD, Management Studies)
- Mr. Reneesh John (HoD, English)
- Ms. Ashna Maria Paul (HoD, Psychology)

IQAC (INTERNAL QUALITY ASSURANCE CELL)

- Chairman: Dr. Fr. Benny Thottanany CMI(Principal)
- Co-ordinator : Ms. Archa Ramachandran

IQAC is a body proposed by the University Grants Commission (UGC).As per the UGC guidelines every higher education institutions should have an Internal Quality Assurance System with appropriate structure and process. IQAC is conceived as a mechanism to build and ensure a quality culture in the college. It is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the college. It channelizes and systematizes the efforts and measures towards academic excellence. It is a facilitative and participative organ of the institution and is a driving force for ushering in quality by working out intervention strategies.



DISTINCTIVE FEATURES OF THE COLLEGE

- Ø **ഒരിടം** (Counselling Centre for public and students)
- Ø Startup School
- Ø Talent Tap
- Ø Counselling Cell
- Ø Add on courses
- Ø Women's Cell
- Ø Information System to Parents
- Ø Modernised Computer Lab
- Ø Library with E- Resources
- Ø Hostel facility for girls
- Ø Blood Donors Forum
- Ø Tourism Club

LOCATION AND CAMPUS

MDCMI is a 13 acre green campus with sports and games facilities on the banks of river Kallada, situated adjacent to MC Road at Enathu (Enathu – Mannady road), in between Adoor and Kottarakkara (almost equidistant).



THE FACULTY



FR. DR. BENNY THOTTANANY CMI
(PRINCIPAL)



Mrs. ASHA R NAIR
(VICE PRINCIPAL)

DEPARTMENT OF ENGLISH

B.A ENGLISH LANGUAGE AND LITERATURE

The programme lays emphasis on giving students a sound foundation in literary texts, genres and methods of literary analysis, it also familiarizes them with literature in English emerging from all around the globe with interdisciplinary methods of reading the literature in new contexts. The course orients the learners with the ever changing perspectives of literary studies and makes them explore out of the conventional method of 'Literature'. And also comprehend the current modes of writing – that which encompasses the issues related to race, gender, ethnicity, climate change etc. and realise the role of literature in inculcating social sensitivity. Through the programme students will become capable of contributing to the realm of knowledge production with an increased intellectual, creative, critical and multidisciplinary capability.



Mr. RENEESH JOHN
(HOD)



Mrs. RAJIMOL A



Mrs. TESHA ANN
VARGHESE



Ms. DEVIPRIYA D

DEPARTMENT OF COMMERCE

B.COM (COMMERCE WITH COMPUTER APPLICATION)

B.Com(CA) provides students with a full flavour of Accounts, Auditing, Taxation, Business & Corporate Law along with the core computational concepts of accounting. It will equip students with an integrated knowledge of Commerce and Information Technology. The course will enable students to pursue M.Com, MBA, CA, ACCA, CFA, CIMA, CMA, CS, etc through our specially designed teaching pedagogy. In addition, this programme offers ample job opportunities in the IT and Commerce industry.

B.COM (COMMERCE AND TAX PROCEDURE AND PRACTICE)

A programme specially woven to expose students to the basic principles of taxation in India, to impart practical knowledge on Income Tax Assessment and to provide specialized and updated knowledge in the area of GST. Through this course students become professionals in the field of taxation, finance, and accounting. Ultimately the programme aims at equipping students to act as professionally competent tax practitioners. It is designed to transform a student into an ethical business professional with a broad understanding of business from an interdisciplinary perspective.



Mrs. ASHA R NAIR
(HOD)



Ms. ARCHA
RAMACHANDRAN



Mr. ABIN T JOHN



Mr. SUNIL KUMAR B



Mr. JINU THARAKAN

DEPARTMENT OF MANAGEMENT STUDIES

BACHELOR OF BUSINESS ADMINISTRATION (BBA HUMAN RESOURCE)

BBA programme at MDCMI strives to bring about holistic development of the students through experiential learning. With the remarkable growth in Indian Economy and Globalization, organizations today are looking for candidates who are flexible and can adapt to the modern business environment. The programme fulfills this requirement through modern pedagogical tools of learning and interventions like Personality Enhancement Programme, Social Immersion Programme and Industry Internships. The programme is developed to equip the students to apply management principles to solve real life problems.



Mrs. DIVYA RAHUL
(HOD)



Ms. LINTA THOMAS

DEPARTMENT OF PSYCHOLOGY

B.SC PSYCHOLOGY

The Bachelor of Science(B.Sc) Psychology course enables the students to explain the psychological aspects of various social phenomena, to develop a scientific attitude and critical thinking capacity. It also enables the students to understand the process of knowledge building in psychology and to familiarize the students with the methods adopted in psychology. The course is able to lay the foundation of life skills education for the promotion of mental well being, healthy interaction and behavior.



Ms. ASHNA
MARIA PAUL (HOD)



Ms. RITTY THOMAS

DEPARTMENT OF MALAYALAM**Mrs. SULAJA P. S****DEPARTMENT OF HINDI****Dr. ANTONY P. M**
(FORMER READER,
CALICUT UNIVERSITY)**LIBRARY STAFF****Mrs. JUBY JOY**
(LIBRARIAN)**ADMINISTRATIVE AND SUPPORTIVE STAFF****Mr. JACKSON JOSEPH**
OFFICE SUPERINTENDENT**Mrs. JOMOL P. J**
ACCOUNTANT**Mr. SOMAN**
PEON**OFFICE BEARERS**

STAFF SECRETARY : Mrs. ASHA R NAIR

STAFF ADVISOR TO THE COLLEGE COUNCIL : Mr. SUNIL KUMAR B

LIBRARY ADVISORY COMMITTEE : Mrs. JUBY JOY

Mrs. RAJIMOL A

Mrs. SULAJA P S

Ms. RITTY THOMAS

Mr. JINU THARAKAN

Ms. LINTA THOMAS

SETUPS



1. DISCIPLINE COMMITTEE

A disciplinary committee is constituted to improve discipline in the classrooms and the campus by conducting enquiries on cases of misbehaviour and recommending suitable punishment. The committee consists of 4 members nominated by the Principal. One of the committee members is appointed by the Principal as the Convenor of the committee. In his/her absence the joint Convenor is authorised to convene the committee for a sitting. Any serious misbehaviour by any student reported by the members of the staff or other students may be referred to the committee by the Principal. The committee has the power to summon any student and collect evidence from him/her. The members of the staff shall co-operate with the committee in its functioning. After proper enquiry the committee will make necessary recommendations to the Principal. The Principal has the final authority to decide upon the nature of the punishment. The respondent may submit a review petition to the Principal within a week from the date of obtaining information about the decision of the committee. After a personal enquiry, if necessary, the Principal will pronounce the final verdict.

Convenor	:	Mr. Reneesh John
Members	:	Mrs. Divya Rahul Ms. Ashna Mariya Paul

2. CONTROLLER OF INTERNAL EXAMINATIONS

Mrs. Divya Rahul

3. PROGRAMME COMMITTEE CONVENOR

Mr. Abin T John

4. CAREER GUIDANCE CELL CO-ORDINATOR

Mrs. Divya Rahul

5. COUNSELLING CENTRE CO-ORDINATOR

Ms. Ashna Maria Paul

6. HOSTEL WARDEN

Ms. Ashna Maria Paul

7. PARENT TEACHER ASSOCIATION

The PTA helps the college management in the smooth functioning of the institution. The parent(s) of every student is a member of the PTA. The office bearers are elected at the general body meeting

Secretary	:	Mrs. Asha R Nair
Treasurer	:	Mrs. Tesha Ann Varghese

8. ALUMNI ASSOCIATION

Alumni association is a vital link between the former students of the college and their Alma matter. The purpose of this association is to foster a spirit of loyalty and to promote the general welfare of MDCMI and extends financial assistance to the poor and needy students.

President	:	Dr. Fr. Benny Thottanany CMI
Secretary	:	Mrs. Asha R Nair
Convenor	:	Mr. Abin T John

9. STUDENT'S COUNCIL AND UNION

In order to encourage the students to voice their opinions and to train them in democratic practices, a student's Council is constituted, and elections are held in the best tradition.

Staff Advisor to the College Council : Mr. Sunil Kumar B

10. CAREER GUIDANCE & PLACEMENT CELL

The Career Guidance Cell guide the students about the various courses offered by the colleges under the Universities in Kerala and the neighbouring states and also offers advice regarding their job prospects. It provides students with information relating to various avenues of higher education. Students are also regularly notified of various employment opportunities and campus recruitment programmes also arranged.

Convenor : Mrs. Divya Rahul

11. GRIEVANCE REDRESSAL CELL

It functions as a committee according to the norms and procedures laid down by the University. The Grievance Redressal Cell looks into the grievances of both teaching, non-teaching staffs and students of the college. The committee will prepare the necessary norms and procedures and function accordingly.

Chairman : Fr. Dr. Benny Thottanany CMI
Convenor : Mrs. Divya Rahul
Members : Mr. Reneesh John
Ms. Ashna Maria Paul

12. ETHICS COMMITTEE

This committee is constituted as per the order of the Govt. of Kerala with a view to ensure decency and decorum in the conduct of students on the campus. It's meant to prevent the misuse of mobile phones and other activities violate of public order and propriety.

Convenor : Mr. Reneesh John
Members : Mrs. Divya Rahul
Ms. Ashna Maria Paul

13. EXAMINATIONS & ACADEMIC AFFAIRS COMMITTEE

The major responsibility of this committee is to conduct term examinations at the end of each semester. The committee also arranges a Parent - teacher interface in order to hand over the mark lists of students directly to the parents/guardians, and to facilitate meeting with class teachers so that the parents/guardians are given an assessment of the progress of their wards in studies. This committee also coordinates internal examinations and other tests to ensure the quality of academic process.

Convenor : Ms. Archa Ramachandran
Members : Mr. Reneesh John, Mrs. Divya Rahul, Ms. Ashna Maria Paul

14. PUBLIC RELATIONS COMMITTEE

This committee maintains liaison with the parents, the public and the press in order to give wide publicity to campus activities, and to publicize the social relevance of the projects and programmes undertaken by the staff and students of the college.

Convenor : Ms. Ashna Maria Paul

15. PURCHASE COMMITTEE

Mr. Jackson Joseph
Mr. Jinu Tharakan

BEYOND THE BOUNDS

The collage consists of numerous posters and flyers from Mater Dei CMI College, Enathu, arranged in a grid-like fashion. The posters are diverse in color and design, representing a wide range of activities and events. Key elements include:

- Genesis Short Film Fest:** Multiple posters for the Genesis Short Film Fest, featuring film stills and promotional text.
- World Suicide Prevention Day:** A poster for September 10th with a graphic of a hand holding a heart.
- SAY NO TO DRUGS:** A poster for the 26th International Day Against Drug Abuse, featuring a person holding a sign.
- women empowerment:** A poster for a Karate event, showing a group of women in a dojo.
- World Environment Day:** A poster for the 'One Year Tree Planting Challenge' with a tree graphic and the slogan 'EACH OF US CAN TEACH THE WORLD HOW TO PLANT A TREE'.
- World Food Safety Day:** A poster for June 7th, 'Safe Food Today for a Healthy Tomorrow', featuring a bowl of fresh vegetables.
- World Yoga Day:** A poster for June 21st, 'Yoga is the perfect opportunity to be curious about who you are', with a silhouette of a person in a yoga pose.
- Parenting During the Time of Pandemic:** A poster with a child's face and the text 'Thank you'.
- World Blood Donor Day:** A poster for June 14th, 'Gift the Gift of Blood', with a graphic of a blood drop.
- World Bicycle Day:** A poster for September 16th, 'Ride Safe, Ride Smart', featuring a bicycle.
- World Day Against Child Labour:** A poster for June 12th, 'Learn to Earn', with a graphic of a child and a coin.
- Wakanda:** A poster for the movie 'Wakanda' with the subtitle 'The Heart of a Hero'.
- Novato 2K21:** A poster for the 'Novato 2K21' event, featuring a stylized figure.
- Women's Entrepreneurship Day:** A poster for a 'Women's Entrepreneurship Day' event.
- Bonjour 2021:** A poster for 'Bonjour 2021' with a graphic of a crowd.
- Baroc 2K21:** A poster for 'Baroc 2K21' with a graphic of a person in a dynamic pose.
- World Youth Skills Day:** A poster for 'World Youth Skills Day' with the slogan 'Empowering Your Skills'.
- Webinars and Seminars:** Several posters for webinars and seminars, including one on 'The Changing Dimensions of Financial Literacy' and another on 'Skill Development Programs'.
- 2021 Crescendo:** A poster for the '2021 Crescendo' event, featuring a musical note graphic.
- 1 Day Workshop on Stock Market:** A poster for a '1 Day Workshop on Stock Market' with a graphic of a stock market chart.
- Drug Abuse Day:** A poster for 'International Day Against Drug Abuse Day' with a graphic of a person and a drug bottle.
- World Environment Day:** A poster for 'World Environment Day' with a graphic of a tree and a globe.
- World Food Safety Day:** A poster for 'World Food Safety Day' with a graphic of a bowl of food.
- World Yoga Day:** A poster for 'World Yoga Day' with a graphic of a person in a yoga pose.
- Parenting During the Time of Pandemic:** A poster for 'Parenting During the Time of Pandemic' with a graphic of a child.
- World Blood Donor Day:** A poster for 'World Blood Donor Day' with a graphic of a blood drop.
- World Bicycle Day:** A poster for 'World Bicycle Day' with a graphic of a bicycle.
- World Day Against Child Labour:** A poster for 'World Day Against Child Labour' with a graphic of a child.
- Wakanda:** A poster for 'Wakanda' with a graphic of a person in a dynamic pose.
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BEYOND THE BOUNDS

TALENT TAP

MDCMI is a progressive campus which aims at the holistic development of the students. Talent Tap of MDCMI is a step to transform the students enrolled as Materdeiains, a special set of aluminous who have a collective responsibility towards nation building. It's a student's collective which aims to formulate and develop the skills and talents of the students. In this platform students are provided with the opportunity to conceive, develop and execute any innovative and creative events, which will help the students to rejuvenate the overall qualities of an individual. The programmes designed in this platform helps the students to sharpen their skills like leadership, communication, new age media management etc. The collective effort of this initiative will reflect in the overall development of an individual into a socially responsible citizen.

Convenor : Mr. Jinu Tharakan
 Members : Ms. Ashna Maria Paul
 Mr. Abin T John

ഒരിടം COUNSELLING CENTRE FOR PUBLIC

ORIDAM is a brand new venture from MDCMI College .It is a reach out initiative through which we provide guidance and counselling to the needy in our society. It also aims at providing due support to individuals who are going through emotional /mental stress by giving them enough back support and there by helping them to face the realities of life. It is instituted with the intention to build a society which is both physically and mentally healthy.

Convenor : Ms. Ashna Maria Paul

FILM CLUB

Film club has been set up to create awareness among the students of the college about films as well as educative and informative documentaries. The club hopes to conduct discussions and workshops on film appreciation.

Convenor : Mr. Reneesh John

WOMEN'S CELL

This cell is constituted to plan and implement programmes for the welfare of the women students.

Convenor : Ms. Ashna Maria Paul, Sulaja P S

QUIZ CLUB

To develop the general awareness and healthy competitive spirit among students, Quiz Club organizes quiz sessions regularly.

Convenor : Mr. Reneesh John

SPORTS CLUB

Spots club of MDCMI is committed to develop and provide a healthy sporting culture among the students. Club activities provide students with the opportunity to participate in sports events and games which are organized at institutional and university level. Activities of the club are intended to focus on overall well-being of the students.

Convenor : Ms. Devipriya D

LITERARY AND AESTHETIC CLUB

The Literary and Aesthetic Club is formed to familiarize the students with different schools of art, sculpture, painting styles and modes of literature, and to train them in effective public speaking, to help to develop their oratorical skills, improve their handwriting through calligraphy, and sharpen their imagination through creative writing. It also prepares them for debates, elocution and quiz competitions through regular training programmes.

Convenor : Mrs. Tesha Ann Varghese

ASSOCIATIONS

Various Departmental associations are formed to promote co-curricular activities and to channelize the energies and talents of students towards creative endeavors. Activities include entertainment programmes, competitions, seminars, workshops and festival celebrations. Each departmental association works under the supervision of a staff consultant appointed by the respective Heads of the Departments.

Association Convenors

Commerce : Ms. Archa Ramachandran
English : Mrs. RajiMol A
Psychology : Ms. Ritty Thomas
Management Studies : Mrs. Divya Rahul

ECO CLUB

Constituted to popularise the "Save our Environment" drive among the student community, this club conducts seminars, study classes and nature camps with the involvement as well as co-operation of the local people. It has organised a "Green Group" for the protection and maintenance of trees on the campus.

Convenor : Mr. Sunil Kumar B

BUDDY TUTOR

It is dedicated to help students to learn how to teach and to improve their study skills and also aimed to equip students for competitive exams. Buddy Tutor provides live platform for students to teach their fellows thereby they can expertise in different teaching pedagogies and help them to acquire knowledge beyond their syllabus.

Convenor : Mr. Jinu Tharakan

ENTREPRENEURSHIP DEVELOPMENT CLUB

This club is instituted to create and develop entrepreneurial skills among the students of the college. The purpose is to inculcate and popularize the ideas and practices of independent means of sustenance through self-employment, and to train the students to mentally prepare to be the providers of employment rather than seekers of employment. The club shall arrange industrial visits and conduct seminars with successful entrepreneurs as resource persons.

Convenor : Mr. JinuTharakan

COUNSELLING CELL

Counselling cell in our college is an initiative which focuses on the mental and emotional well-being of our students. Our experts will provide help and support to those students who are having issues that may be psychological, emotional, academic or even non-academic and help them find out a complete solution. It is notable that our experts are accessible any time.

Convenor : Ms. Ritty Thomas

STARTUP SCHOOL

MDCMI has successfully created a comprehensive eco system for identifying, encouraging, supporting and empowering students who wish to be job creators rather than job seekers. It focuses on innovative applications for employment creation, wealth generation, social impact and global competition through creation of an entrepreneurial ecosystem. Startup school follows a simple 4 step process in assisting students:

Idea generation > Develop the idea > Validate idea > Mentoring

Convenor : Mr. Abin T John

NATIONAL SERVICE SCHEME

The National Service Scheme is an all-India Scheme initiated by the Union Ministry of Education and the Youth Services for implementation in colleges affiliated to Universities. It is voluntary and selective. Only those self-disciplined students who have the leisure, willingness and aptitude for sustained social work can seek admission to the NSS. The maximum strength of student volunteers is limited to 50. The overall objective of the NSS is the education of students through community service. The Scheme is expected to provide creative outlet for their energies.

Programme Officer : Mr. Sunil Kumar B

ARTS CLUB

It provides an opportunity for the students to let their imagination run wild and provides them with the sight to see things in a different way. Students learn from one another and share their skill in different aspects of art. The arts club caters to the needs of those students who have an aptitude for music, dance or other fine arts. Students are encouraged to participate in other competitions through fine arts. Arts club coordinates and make sure that our students get the opportunity to showcase their talents at university youth festival and other major art events. It helps to create, perform and experience work in a variety of art forms with a high level of comprehension and appreciation and,thus, to bring talents of the students to stardom.

Convenors : Mrs. Rajimol A
Mrs. Sulaja P S
Ms. Linta Thomas
Mr. Jinu Tharakan

CAMPUS MINISTRY

The Campus Ministry team endeavours to ensure and promote the spiritual well being of students by conducting spiritual sessions, retreats, prayer sessions. It helps in reshaping the student's spiritual energies for the welfare of the society.

Convenor : Mr. Abin T John

GUIDELINES



ADMISSION RULES & PROCEDURES

1. Students who wish to take admission in the college should have register their names in the University of Kerala portal.
2. Application for admission to any of the courses offered is to be made in the prescribed form available at the college office on payment of fee.
3. Selection and admission of candidates to various courses are made in accordance with the norms laid down by the Government of Kerala and University of Kerala.
4. The last date for issue and receipt of applications in the college office shall normally be as communicated by University of Kerala. Incomplete or defective applications are liable to be rejected. Original certificates need to be brought along with application.
5. The applicant should produce,
 - (a) Transfer Certificate
 - (b) Migration Certificate
 - (c) Conduct Certificate
 - (d) Mark List
 - (e) Pass Certificate
 - (f) S.S.L.C
 - (f) Community Certificate, Nativity Certificate
 - (g) Income Certificate in the case of students belonging to forward communities
 - (h) Eligibility certificate in case of students who have completed their 12th outside Kerala and who have studied in NIOS.
 - (i) Four copies of recent passport size photograph of the applicant.
6. The students need to pay admission fee and 1st semester fee at the time of admission itself and remaining semester fee at the beginning of respective semesters

DISCIPLINARY RULES

Discipline is the most important feature for an educational institution. All students are required to observe discipline and decorum in their behaviour, both inside and outside the campus, and not to indulge in any activity which will bring the college into disrepute. Violation of the rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

GENERAL RULES AND REGULATIONS

1. The Principal is the ultimate disciplinary authority in the college.
2. Students should keep decency and decorum in dressing and behaviour.
3. A student once admitted to the college has to follow the dress code and should wear their identity cards issued by the college inside the campus. Students are to adhere to the above dress code even when they represent the college outside the campus.
4. The ID card remains the property of the college and students are required to surrender their ID cards on leaving the college after completion of the course or on leaving the college for any other reason.
5. Uses of Mobile phones are permitted only for academic purpose. Use of Camera is banned unless otherwise permitted for special occasions.
6. Possession and/or consumption and/or distribution of the drug and alcohol, smoking of cigarettes, possession of such items are strictly banned inside the campus. Student belongings can be checked at any time and any student found in possession of these items will be summarily dismissed from the institution.
7. Willful damage of property, including books, belonging to the college or fellow students will bring severe punishment.
8. Students are not allowed to crowd in corridors, faculty rooms and such common places. Congregating at the entrance of the college gate and sitting on the portico and the steps of the staircase are to be avoided. Students shall not enter any class other than their own.
9. Outsiders are not permitted to meet any of the staff or students on the college campus without the permission of the Principal. Students shall not bring any outsiders except the parent/guardian to the college premises for any purpose whatsoever without the permission of the Principal.
10. Banned political activities are strictly prohibited inside the college campus. As per the order of the Honourable High Court of Kerala on writ appeal No. 535/2003 and judgement on review petition dated 20 February 2004, all strikes, demonstrations, agitations, dharnas, gheraos and the like are banned on the college campus. Students who violate the above mentioned rules are liable to be dismissed from the college. Therefore, students shall keep away from all sorts of agitations like strike, disturbing classes, taking out processions, uttering slogans etc. on the college premises. They shall not bring flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political parties or student.
11. Vehicles of student's shall be parked in the designated parking area. Students are not allowed to bring their vehicles beyond the parking slots.

RAGGING PROHIBITION ACT, 1998

റാഗിംഗ് നിരോധനം:

ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു. റാഗിംഗ് എന്നാൽ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റംമൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ, മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ, അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയഭാഷോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തിചെയ്യൽ എന്നർത്ഥമാക്കുന്നതും, അതിൽ അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേക്ഷിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതും ഉൾപ്പെടുത്താവുന്നതുമാകുന്നു.

റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ, പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ പങ്കെടുക്കുകയോ, അതിനു പ്രേരിപ്പിക്കുകയോ, അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേയ്ക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിതപ്പെടുത്തേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്ക് വിധേയനാകേണ്ടതുമാണ്.

വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ :

4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിതപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചുവിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചു വിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്ന് വർഷക്കാലത്തേയ്ക്ക് മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ :

മൂൻപറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവീ, പരാതി ലഭിച്ച് ഏഴ് ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമ ദൃഷ്ടി സത്യമുണ്ടെന്നു കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേയ്ക്ക് മേൽനടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്. 10-ാം ഉപവകുപ്പിൽ പറഞ്ഞിരിക്കുന്നതിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ടി പരാതിയിൽ കഴമ്പില്ലെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്:

വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവീ 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിൽ നടപടി വെട്ടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിതപ്പെടേണ്ടതുമാണ്.

ANTI-RAGGING CELL

Ragging is a heinous crime and criminal offence as declared by the Supreme Court of India. MD CMI College traditionally maintained and fosters healthy and friendly relations among students. Ragging is totally prohibited in the institution and anyone found guilty of ragging and or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging is liable to be punished.

EXAMINATION RULES AND REGULATIONS

Students appearing for the examination must strictly follow dress code and should have ID card. Students must bring with them pen, pencil, ruler, calculator etc. Students are warned against carrying mobile phones, smart watches and other electronic gadgets to the examination hall. Any exchange of remarks, writing equipment or gestures or glance at another student's paper will be viewed as a malpractice. Any one resorting to malpractice will be asked to leave the examination hall. Suitable disciplinary action will be taken against such students. Students who report for the examination without hall ticket will not be permitted to write the examination. Late comers will not be permitted to enter the examination hall after 30 minutes of the commencement of the exam.

CODE OF CONDUCT FOR STUDENTS

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she greet him/her.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and note books required for the classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the library and read, or retire to their hostels.
6. Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.
7. Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to the seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
8. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
9. Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
10. Students are expected to keep decency and decorum in their behaviour, dress, hair style etc.

MISCONDUCT AND DISCIPLINARY ACTIONS

1. Students are bound to obey the directions, issued from time to time, by the Principal, teachers and the authorities. Disobedience to such directions would amount to serious misconduct.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the class room in the college premises is liable to be proceeded against for the said misconduct.
3. The Principal shall have the power to inflict the following punishments upon the offenders: fine, cancellation of attendance, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.
4. All acts of gross indiscipline shall be reported to the Principal and the incident will be discussed by the Complaint and Redressal Committee. The Committee will enquire into the charges and recommend suitable action(s) if the charges are substantiated. The decision of the committee will be final.

ATTENDANCE AND LEAVE

1. Students should be regular and punctual in attending classes.
2. The working day is divided into two sessions, the forenoon session of three periods and afternoon session of two periods
3. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
4. If one teaching hour is missed it will be equal to missing half a day's attendance.
5. Students who do not have at least 75% of attendance are not eligible to appear for university examinations.
6. A Student abstaining from classes without proper acknowledgment of leave for more than seven consecutive working days will have his/her name removed from the rolls.
7. Application for leave of absence should be submitted in the prescribed form to the Principal through proper channel.
8. Application for condonation of shortage of attendance may be forwarded to the University only if the absence is on medical ground and necessary Medical Certificate is attached.
9. In the case of medical leave, Medical Certificate should be submitted along with the application for leave soon after the medical treatment is over.
10. Students who could not attend classes on account of their participation in NSS activities, sports and games, university arts festivals, seminars, workshops and such other extra curricular activities within or outside the campus may submit an application for leave to the Principal, through proper channel.

APPLICATION FOR LEAVE

1. A student requiring leave for only an hour or a portion of an hour must apply to the lecturer/HoD concerned before the period begins.
2. A student requiring leave for a whole day must apply in writing to the Principal through proper channel.

APPLICATION FOR LEAVE

Name of the student :
 Semester and Programme :
 Date of leave :
 Total number of days on leave :
 Reason for leave :
 Dated signature of the applicant :
 Name and signature of the
 parent/guardian :
 Signature of the Class Mentor :
 Signature of HoD :
 Principal's Orders :

* Medical Certificate should be attached in case of leave on medical ground.
 *Participation Certificate should be attached in case of leave on account of participation in extra curricular activities.

COLLEGE LIBRARY (GENERAL RULES)

1. While entering the library, footwear should be left outside in the space provided.
2. Identity Card is compulsory for getting access to the library.
2. Silence is to be maintained.
3. No discussion is permitted inside the library.
4. Registration should be done to become a library member prior to using the library resources.
5. Personal belongings except notebooks and pens are not allowed inside the library.
6. Text books, printed materials and issued books are not allowed inside the library.
7. Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises, unless get written permission from the Principal.
8. Enter your name and Sign in the register kept at the entrance counter before entering the library.

9. The books and other materials which are being taken out of the library should be shown to the Librarian at the entrance counter.
10. The librarian may recall any book from any member at any time and the member shall return the same immediately.
11. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
12. Refreshment of any kind shall not be taken anywhere in the library premises.
13. Working Hours of the Library: Monday to Friday 9.30 am to 3.30 pm

CIRCULATION ISSUE SYSTEM:

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

OVERDUE CHARGES:

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

BOOK LOST:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

LOSS OF CARDS:

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

VALIDITY OF CARDS:

Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the course borrower cards shall be returned to the library.

NO DUE CERTIFICATE:

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

CARE OF LIBRARY BOOKS:

Students are required to handle the books/ journals very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

HOSTEL RULES

ADMINISTRATION

- ∅ The hostel shall be under the direct control of the management.
- ∅ The management shall have powers to issue instructions and standing orders to regulate the internal matters of the hostel.
- ∅ Admission shall be confined to the regular full time students who are in the current nominal role of the college.

RENT

The students have to pay the rent for the whole year at the beginning of an academic year.

MESS

- ∅ Reduction of mess will only be applicable when the student is absent for ten consecutive days.
- ∅ The hours of mess in the dining hall will ordinarily be.

Breakfast	-	7:30 to 8:30 am
Lunch	-	12:30 to 1:30 pm
Tea	-	4:00 to 5:00 pm
Dinner	-	8:00 to 9:00 pm

GENERAL DISCIPLINE

- ∅ The inmates should behave with restraints and decorum. Shouting, reading aloud, playing musical instruments or radio systems and other acts likely to disturb other inmates should be avoided at all times.
- ∅ The rooms, doors etc. should not be disfigured by writing, sticking handbills, posters etc.
- ∅ No inmates shall enter or leave the hostel after 6.00 pm
- ∅ Members are forbidden from ill-treating any hostel servants and should not have any dealings with servants.
- ∅ The visitors have to enter in the visitors registers his/ her name, address, the name of the inmate and relationship with the inmate whom he/ she wants to meet.
- ∅ Students are not allowed to keep any electrical appliances without written permission of the hostel management.
- ∅ No vehicles will be permitted in the hostel.
- ∅ No cooking will be permitted.
- ∅ Ragging in any form is strictly prohibited.
- ∅ No students will be allowed to stay back in the hostel during class hours.

NOTES

A series of horizontal dotted lines for writing notes.



Arya Suresh
University of Kerala
1st Rank

*Bachelor of Business Administration
(Human Resource)*



**OUTSTANDING
PERFORMERS**

OF THE YEAR





MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

Lecturer Series
MATER DEI CMI COLLEGE

Dr. S. S. Srinivasan
Dr. S. S. Srinivasan
Dr. S. S. Srinivasan

BRANDS
MATER DEI CMI COLLEGE

BRANDS CHALLENGE
MATER DEI CMI COLLEGE

GENESIS SHORT FILM FEST
MATER DEI CMI COLLEGE

10,000/-
0,000/-
0,000/-

5-TECH FOSKAR

September 10
World Suicide Prevention Day

World Suicide Prevention Day

SAY NO TO DRUGS

26 JUNE INTERNATIONAL DAY AGAINST DRUG ABUSE

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

WEBINAR
Topic: Financial Literacy

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

INTERACTIVE SECTION

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

GENESIS SHORT FILM FEST

INTERACTIVE SECTION

JUNE 5

WORLD ENVIRONMENT DAY

women empowerment

Karate

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

1 DAY WORKSHOP STOCK MARKET

2021 PROGRESSO

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

INTERNATIONAL DAY AGAINST DRUG ABUSE DAY

Awareness class at 10.00 am, June 26

JUNE 7 WORLD FOOD SAFETY DAY

FOOD GARNISHING CONTEST

MATER DEI CMI COLLEGE, ENATHUR

World Environment Day

ONE YEAR TREE PLANTING CHALLENGE

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

PROACTIVE

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

ED CDS

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

Talent

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

IN OUR

June 21 INTERNATIONAL YOGA DAY

"Yoga is the perfect opportunity to be curious about who you are"

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

BLOOD DONOR SAT

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

Happy parents day

Women's Entrepreneurship Day

BONJOUR 2021

World Day Against Child Labour JUNE 12

LEARN EARN

thank you

PARENTING: DURING THE TIME OF PANDEMIC

MATER DEI CMI COLLEGE
ENATHUR, ENTHUR

WAKANDA

NOVATO 2K21

Women's Entrepreneurship Day

BONJOUR 2021

MATER DEI CMI COLLEGE, ENATHUR
DEPARTMENT OF PSYCHOLOGY

BUBOC 2K21

21 JUNE

BAROQUE

MATER DEI CMI COLLEGE, ENATHUR

WORLD YOUTH SKILLS DAY

Becoming Your Selfie







MATER DEI CMI COLLEGE

Affiliated to University of Kerala
Enathu, Pathanamthitta (Dist)

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✉ materdeicollegeenath@gmail.com
🌐 mdcmi.ac.in 📷 [md.cmi](https://www.instagram.com/md.cmi)

