

### EMPLOYABILITY ENHANCEMENT CENTRE

This centre aims at imparting crucial job skills to the students through various certificate programmes, enabling them to acquire an additional qualification along with their Degree certificates. Students can pursue these certificate programmes which will offer knowledge and training in specialised skills befitting for employment.

#### 1. Add-on Courses in Association with Youth Employability Skill Training Co-operative Educational Society Ltd under National Youth Programme (NYP)

Deva Matha College Kuravilangad offers following five add-on courses under National Youth Programme. Central Government approved certificate will be issued on successful completion of the course as per the norms of Youth Employability Skill Training Co-operative Educational Society Ltd. The courses offered are:

1. Certificate Course in Data Entry and Microsoft office (8 months)
2. Certificate Course in MS office (3 months)
3. Diploma in GST and Professional Accounting (6 months)
4. Diploma in Accounting and Taxation (6 months)
5. Diploma in Agricultural Production Management - Farming, Tissue Culture & Cultivation (6 months)

Coordinators : Dr. Elsamma Joseph (Department of Economics)  
Dr. Tony Thomas (Department of Chemistry)

#### 2. MOOC Course on Organic Farming in Collaboration with Mahatma Gandhi University, Kottayam

All students pursuing their first year UG programmes have to enrol in the Massive Open Online Course (MOOC) on Organic Farming as an added credit course. It is structured in accordance with the regulation of UGC for online courses. The course is inclusive of 14 modules and 2 projects.

Coordinator : Dr. Arunima Sebastian (Department of Zoology)

#### 3. Add-on Certificate Courses in collaboration with Centre for Development of Imaging Technology (C-DIT) under Government of Kerala (recognised by Kerala Public Service Commission).

The courses offered by C-DIT are:

1. Diploma in Computer Application - DCA (6 months)
2. Diploma in Computerised Financial Management - DCFM (6 months)
3. Certificate in Computerised Accounting - CCA (3 months)
4. Certificate in Indian and Foreign Accounting - CIFA (3 months).

Coordinator : Dr. Renny A. George (Department of Commerce)

#### 4. Multi-Disciplinary Short term Add-on Courses

In addition to the above the college offers several Multi-Disciplinary Add-on courses for the UG & PG students. The short-term programmes of 30-hour duration are offered by various departments. On successful completion the students are awarded certificate of merit by the college.

Coordinators : Dr. Arunima Sebastian (Department of Zoology)  
Dr. Brincy Mathew (Department of Malayalam)  
Mr. Lenin Joy (Department of Commerce - SF)

### CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES / ASSOCIATIONS

The following are various committees, associations and clubs functioning in the college in the areas of curricular, co-curricular, and extra-curricular activities.

#### COMMITTEES, CELLS & FORUMS

##### 1. Internal Complaints Committee (ICC)

The Cell addresses issues of girl students on eve-teasing, molestation, indecent behavior etc. This is a vigilance group of lady teachers to check the atrocities on girl students and especially to prevent the sexual harassment.

Dr. Ansamma Thomas (Chairperson)	- Department of Chemistry (HOD)
Dr. Saji Augustine (Faculty Member)	- Department of Physics
Dr. Brincy Mathew (Faculty Member)	- Department of Malayalam
Mr. Deepak C. George	- Head Accountant
Ms. Smitha Joseph	- Senior Clerk
Dr. Jasmine Alex	- (Associate Professor, School of Legal Thought, M. G University)
Ms. Lekha Baby (Student Nominee)	- II M.Com.
Ms. Priya Anil Biswas (Student Nominee)	- II B.Sc. Physics
Ms. Reshma Jose	- Research Scholar in English

##### 2. Gender Justice Forum

Gender Justice Forum of Deva Matha College, Kuravilangad is constituted as under to create awareness among students about gender equality and the vices such as dowry and abuse of women both physically and mentally.

Dr. Ansamma Thomas (Chairperson)	- Department of Chemistry (HOD)
Dr. Saritha K. Jose (Faculty Member)	- Department of Physics
Dr. Ciby Kurian (Faculty Member)	- Department of Malayalam (HOD)
Ms. Smitha Joseph	- Senior Clerk
Mr. Jaison John	- Clerk
Ms. Arya Bhakthakumar (Student Nominee)	- B. Sc. Physics
Ms. Aleena Mathew (Student Nominee)	- B. A. Economics
Mr. Raise Roy (Student Nominee)	- B. Com.

##### 3. Career and Campus Placement Cell

The function of campus placement cell is to arrange for career fests and organize campus recruitment drives for different industrial units. Both manufacturing and service industries

visit our campus every year for recruitment of eligible students. The cell is committed to provide proper and prompt career guidance and arranges campus selection interviews of corporates.

- Ms. Anu P. Mathew (Placement Officer) - Department of Commerce
- Mr. Justin Jose - Department of Zoology
- Ms. Nirosha Joseph - Department of Commerce (SF)
- Mr. Jerry Joseph - Department of Physics (SF)

#### 4. Discipline Committee

- Fr. Dinoy Mathew - Vice Principal
- Dr. Anamma Thomas - Department of Chemistry
- Dr. Saji Augustine - Department of Physics
- Capt. Dr. Sathees Thomas - Department of Physical Education
- Dr. Ciby Kurian - Department of Malayalam

#### 5. Anti-Ragging Committee

- Dr. Sunil C. Mathew - Principal
- Fr. Dinoy Mathew - Vice Principal
- Mr. Benny Joseph Kocheril - Local Media Person
- Joice Alex - Kuravilangad Grama Panchayath Member

Sub-Inspector of Police

Director

- Dr. Priya Joseph - Department of Zoology
- Dr. Saji Augustine - Department of Physics
- Ms. Treesa P. John - Parent Representative
- Mr. Siby Joseph - Non Teaching Staff
- Ms. Alka Anna Mary Biju - II DC English
- Ms. Aiswarya Rose Raju - III DC (B. Com. Taxation)
- Mr. Dayas Xavier - M. Sc. Mathematics

#### 6. Anti-Ragging Squad

- Capt. Dr. Sathees Thomas - Department of Physical Education
- Dr. Arunima Sebastian - Department of Zoology
- Dr. Ciby Kurian - Department of Malayalam
- Mr. Benny Joseph Kocheril - Department of English (SF)
- Mr. Philip Baby - Non Teaching Staff
- Ms. Beena Joseph - Non Teaching Staff (Guest)

#### 7. Women's Forum

This is an exclusive forum for the girl students in the campus to meet occasionally and discuss the matters of their common interest and share it with the lady teachers. Seminars, study classes, debates and workshops are conducted in the areas of women empowerment, rights of women in the Indian society, gender equality etc. under the auspices of the forum.

- Dr. Brincy Mathew (Convener) - Department of Malayalam
- Ms. Sandra George (Member) - Department of Chemistry
- Sr. Dr. Fancy Paul (Member) - Department of English
- Dr. Smitha Sebastian (Member) - Department of Botany

#### 8. Institution's Innovation Council (IIC)

Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation among all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years. MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs) across selected HEIs. A network of IICs are established to promote innovation and entrepreneurship in the Institution through multitudinous modes leading to an during IIC Calendar year 2020-21 in the month of August.

- Ms. Varsha Maria Babu (President) - Department of Botany
- Ms. Soumya Sebastian (Convener) - Department of Commerce
- Dr. Tony Thomas - Department of Chemistry  
(Innovation Activity Co-ordinator & AIRAA Co-ordinator)
- Dr. Syju Thomas - Department of Physics  
(Start up activity Co-ordinator)
- Ms. Anu P. Mathew - Department of Commerce  
(Internship Co-ordinator)
- Dr. Saji Augustine - Department of Physics  
(IPR activity Co-ordinator)
- Mr. Jithin Joy - Department of Commerce  
(Social Media Co-ordinator)
- Dr. Tina Sebastian - Department of Physics  
(NIRF Co-ordinator)

Members:-

Fr. Dinoy Mathew	- Department of Commerce
Mr. Anish Thomas	- Department of Commerce
Dr. Sunil Jose K.	- Department of Zoology
Dr. Elsamma Joseph	- Department of Economics
Dr. Varghese M. C.	- Department of Botany
Mr. Justin Jose	- Department of Zoology
Dr. Lishamol Tomy	- Department of Statistics
Dr. Saritha K. Jose	- Department of Physics
Mr. Reneesh Thomas	- Department of English
Allen Joseph Babu	- Student Representation Innovation Co-ordinator
Snehal Mathew	- Member
Infantina Emlyn James	- Start up Co-ordinator
Jithin Dev	- Social Media Co-ordinator
Catherine Zach	- Member
Athira Rajendran	- Start up Co-ordinator
Parvathi R. Nair	- Member
S. Sreemithra	- IPR Co-ordinator
Anand Jayakumar	- Internship Co-ordinator
Neha Reji	- IPR Co-ordinator

**9. Ethics Committee**

An Ethics Committee with the instructions of the Principal shall be formed in order to carry out query when academic dishonesty is reported against an individual/group. Appropriate disciplinary action may be instigated, if found guilty, against such individual/group.

Fr. Dinoy Mathew	- Vice Principal
Dr. Tina Sebastian	- Department of Physics
Dr. Jobin Jose	- Department of Malayalam
Dr. Jaison P. Jacob	- Department of English
Mr. George Mathew	- Department of Commerce (UG-SF)
Rev. Dr. P. Augustine Mathew	- Department of English (UG - SF)

**10. National Cadet Corps (NCC)**

There is an actively functioning army wing of the N.C.C in the campus. The N.C.C aims at developing character, comradeship, ideal of service and capacity for leadership in young men and stimulating their interest in the defence of the country. "UNITY and DISCIPLINE" is the motto of this Youth Organisation. NCC offers its cadets, the opportunity to associate with the cadets from the entire country.

Capt. Dr. Sathees Thomas (NCC Officer) - Department of Physical Education

**11. National Service Scheme (NSS)**

The college has a committed N.S.S. wing. It is a voluntary organization for the students and teachers to involve in rural development programmes and to participate in the socio - economic life of the community. The participants get a chance to develop a sense of integrity through corporate living and co-operative action.

Dr. Ancy Sebastian (Programme Officer) - Department of Malayalam

Mr. Reneesh Thomas (Programme Officer) - Department of English

**12. Walk With a Scholar (WWS)**

It is an initiative of the Kerala State Higher Education Council to build a mentor-ward system in under graduate programmes in Arts, Science and Commerce. The scheme is open for a group of students from the under graduate programmes and provides students with guidance and orientation to prepare them either for employment or to select areas for higher studies. While, faculty members from the college will be the internal mentors for the programme, external mentors will be from industry and other professions.

Dr. Elsamma Joseph (Co-ordinator) - Department of Economics

**13. Scholar Support Programme (SSP)**

It is an initiative of the Higher Education Council to extend personalized additional support to students in chosen subjects of the curriculum. Tutorials, study materials, additional lecturers, question banks etc. help students to understand the subjects in an easy manner.

Dr. Cigi Chacko (Co-ordinator) - Department of Malayalam

**14. Public Relations & Media Cell**

The Public Relations & Media Cell of Deva Matha College, Kuravilangad is constituted as under, to create and maintain a legacy of the Institution in the eyes of the general public and outer world.

Rev. Fr. Dinoy Mathew (Advisor) - Vice Principal

- Capt. Dr. Sathees Thomas (Chairman) - Assistant Professor Physical Education & NCC Officer
- Mr. Anish Thomas - IQAC Co-ordinator & Assistant Professor of Commerce
- Dr. Ciby Kurian - Department of Malayalam (HOD)
- Ms. Anu P. Mathew - Assistant Professor of Commerce
- Mr. Benny Joseph Kocheril (Convener) - Assistant Professor of English (SF)
- Mr. Tanson Cyriac - Office Assistant
- Mr. Vishnu P. Anil (Student Member) - B. Com. (Co-operation)

### 15. Cell for Differently Abled Persons

The Cell for Differently Abled Persons, Deva Matha College, Kuravilangad is reconstituted as under with a focus to empower the students with disabilities by looking after their special needs and welfare. The Cell aims to promote equal opportunity, protection of rights, and accessibility to higher education. The Cell tries to implement, monitor, and evaluate continuously the Reservation Policies of the State/Central Governments in consonance with the UGC regulations.

- Dr. Mini Sebastian (Co-ordinator) - Department of Malayalam
- Ms. Jency Mary George (Member) - Department of English
- Dr. Tony Thomas (Member) - Department of Chemistry
- Ms. Anju C. Augustine (Member) - Department of Mathematics

### 16. EK Bharat Shreshtha Bharat (EBSB)

To promote engagement amongst the people of states and union territories in the country in order to enhance mutual understanding and bonding between people of diverse cultures, thereby securing stronger unity and integrity of India. The program envisions to portray the unity amongst cultural diversity of the paired states and union territories, as per the guidelines of Ministry of Human Resources and Development.

- Mr. Jeswin Cyriac (Co-ordinator) - Department of Malayalam
- Ms. Anju B. (Co-ordinator) - Department of Hindi

### 17. SC/ST and OBC Cells

The SC/ST and OBC Cells have been instituted to ascertain there is no caste-based discrimination and ensure equal opportunities for all students. The Cell caters to the needs of the SC/ST and OBC students and updates them on the available scholarship

programs of the UGC and State Government. The grievances of SC/ST students are resolved by the committee

- Mr. Amal V. Thankachan - Department of Malayalam
- Ms. Jinu Joseph - Department of Economics
- Mr. Saijo Scaria - Scholarship
- Mr. Siby Joseph - Admission

### 18. Social Entrepreneurship, Swachhta & Rural Engagement Cell Sanitation and Hygiene (SESREC)

- Ms. Praseedha Mathew (Co-ordinator) - Department of Physical Education
- Ms. Jithin Joy (Sanitation & Hygiene Community) - Department of Commerce
- Ms. Sherin Cyriac (Waste Management Campus) - Department of Commerce
- Mr. Jeswin Cyriac (Waste Management Community) - Department of Malayalam
- Ms. Sandra George (Water Management Campus) - Department of Chemistry
- Ms. Vidya Jose (Water Management Community) - Department of Chemistry
- Dr. Saji Augustine (Energy Management Campus) - Department of Physics
- Dr. Saritha K. Jose (Energy Management Community) - Department of Physics
- Dr. Smitha Sebastian (Greenery Campus) - Department of Botany
- Ms. Varsha Maria Babu (Community) - Department of Botany

### 19. ASAP Cell

The ASAP Cell is intended as a platform where students can gather and have meaningful discussions and attend webinars including that on global trends in jobs and skill sets. Placement grooming sessions, mock interviews, aptitude tests, free online training programmes etc. will also be conducted for the students as part of this Cell.

- Mr. Alphin Chacko - Department of English
- Ms. Anu P. Mathew - Department of Commerce
- Mr. Justin Jose - Department of Zoology

### 20. Deva Matha Sports Academy

This is an academy functioning as an extension centre of the Department of Physical Education. Students in the nearby schools are selected to undergo training in various sports and games activities in the college stadium free of cost. 'Catch them Young' is the motto of the Deva Matha Sports Academy. Tournaments and competitions are regularly conducted under its auspices.

**Executive Committee**

- Capt. Dr. Sathees Thomas - Department of Physical Education
- Ms. Praseedha Mathew - Department of Physical Education

**21. Intellectual Property Right (IPR)**

Intellectual property plays an important role in providing a competitive edge to any Institution. IPR Cell is committed to encourage, protect, manage and commercialize Intellectual Property such as Patent, Copyright, Trademark etc. generated through the College. The cell creates conducive environment in the academics for the development of Intellectual Property.

- Dr. Sunil Jose K. - Department of Zoology
- Dr. Saji Augustine - Department of Physics
- Dr. Tony Thomas - Department of Chemistry

**22. Young Innovators Programme (YIP)**

Young Innovators Programme (YIP) is a programme organized by Kerala Development and Innovation Strategy Council (K-DISC), Government of Kerala. YIP aims to promote innovation among students across Kerala. Our institute is selected for YIP 2019-2022 with the institution ID 15619. Students of our institute is eligible to take part in the Maestro Challenge conducted by K-DISC. Selected candidates in YIP can avail expert guidance, scholarships and grants to accomplish their idea or innovation into a reality.

YIP Facilitators:-

- Dr. Tony Thomas - Department of Chemistry
- Ms. Varsha Maria Babu - Department of Botany
- Dr. Syju Thomas - Department of Physics
- Mr. Anand Jayakumar - Student Ambassador
- Dr. Jojo K. Joseph - Retired Institution Ambassador

**23. Unnat Bharat Abhiyan**

Unnat Bharat Abhiyan is inspired by the vision of positive transformation in rural development processes by leveraging knowledge institutions to help build the architecture of an inclusive India. The institution with an intense social responsibility aims to provide various skill sets training to the rural people and boosts them to enhance their economic and social status.

- Ms. Praseedha Mathew - Department of Physical Education
- Ms. Nisha K. Thomas - Department of English
- Mr. Jeswin Cyriac - Department of Malayalam
- Ms. Anju B. - Department of Hindi

**24. Students Counselling Centre**

This is a resource centre with a professionally qualified counsellor. The counselling centre provides expert counselling on personal and academic matters to the students. Another speciality is that the counsellor also attends to the career problems of the students.

- Ms. Nisha K. Thomas - Department of English
- Sr. Dr. Fancy Paul - Department of English
- Ms. Anju B. - Department of Hindi
- Ms. Sushama K. Jose - Department of Physics (SF)
- Sr. Dr. Dona SCV (Counsellor) - Clinical Psychologist

**25. Teachers' Grievance Cell**

Its purpose is to redress the complaints and grievances of members of faculty. Whenever an aggrieved faculty approaches the cell, it takes prompt measures to study the problem in -depth and take remedial measures.

- Dr. Ansamma Thomas - Department of Chemistry
- Fr. Dinoy Mathew - Department of Commerce

**26. Students Grievance Redressal Cell**

The cell functions to look into the grievances lodged by any student. Students may approach the cell to voice their grievances regarding academic matters, health services, library and other services.

- Dr. Deepthi John - Department of Chemistry
- Dr. Arunima Sebastian - Department of Zoology
- Mr. Amal V. Thankachan - Department of Malayalam

**27. Exam Grievance Redressal Cell**

The college has a well structured and dynamic Internal Examination Grievance Cell, linking students with the faculty in the continuous evaluation process.

- Dr. Sunil C. Mathew - Principal
- Dr. Priya Joseph - Department of Zoology
- Sr. Dr. Sindhu Sebastian - Department of Malayalam
- Ms. Jyothy Thomas - Department of Mathematics
- Dr. Renny A. George - Department of Commerce

**28. Infrastructure and Planning Committee**

The institution plans in advance the infrastructure and academic facilities. The infrastructure and planning committee receives the infrastructure requirements from academic council members, cells and committees at the end of the academic year.

- Rev. Dr. Joyal Jacob - Bursar (Convener)
- Fr. Dinoy Mathew - Vice Principal (Member)

### 29. Library Committee

The Committee addresses over all development issues of the college library. Addition of books and journals are made in the library on the basis of the recommendation of the committee.

- |                                 |   |                               |
|---------------------------------|---|-------------------------------|
| Rev. Fr. Dinoy Mathew           | - | Vice Principal (Co-ordinator) |
| Rev. Dr. Joyal Jacob            | - | Bursar                        |
| Mr. Anish Thomas                | - | Department of Commerce        |
| Dr. Jobin Jose                  | - | Department of Malayalam       |
| Dr. Renny A. George             | - | Department of Commerce        |
| Mr. Justin Jose                 | - | Department of Zoology         |
| Dr. Tony Thomas                 | - | Department of Chemistry       |
| Ms. Aswathy T. P. (on contract) | - | Librarian                     |

### 30. Research Promotion Council

Teaching, research and extension are the three pillars of higher education today. The Research Committee popularizes the importance of research and extension activities in the area of higher education and encourages teachers to pursue academic research. A new generation of teachers with Ph. D. and current research activities is the backbone of the forum. All the members of faculty with Ph.D. are included in the forum. The Structure of the Research Committee is as follows:

- |                              |   |                          |
|------------------------------|---|--------------------------|
| Dr. Sunil Jose K. (Convener) | - | Department of Zoology    |
| Executive Committee:-        |   |                          |
| Dr. Priya Joseph             | - | Department of Zoology    |
| Dr. Lishamol Tomy            | - | Department of Statistics |
| Dr. Saji Augustine           | - | Department of Physics    |
| Dr. Tina Sebastian           | - | Department of Physics    |
| Dr. Ciby Kurian              | - | Department of Malayalam  |
| Dr. Jobin Jose               | - | Department of Malayalam  |
| Dr. Jaison P Jacob           | - | Department of English    |
| Dr. Brincy Mathew            | - | Department of Malayalam  |
| Sr. Dr. Fancy Paul           | - | Department of English    |

### 31. Research Advisory Committee

Deva Matha College, Kuravilangad is constituted as under, to review the research progress of the scholars and it also gives an overall direction for research activity in the institute.

- |  |   |                             |
|--|---|-----------------------------|
| Dr. Sunil C. Mathew                        | - | Head of the Research Centre |
| Dr. Ciby Kurian (Secretary)                | - | Research Guide in Malayalam |
| Dr. Jobin Jose                             | - | Research Guide in Malayalam |
| Dr. Brincy Mathew                          | - | Research Guide in Malayalam |
| Dr. Jaison P Jacob                         | - | Research Guide in English   |
| Sr. Dr. Fancy Paul (Research Co-ordinator) | - | Research Guide in English   |

- |                   |   |  |
|-------------------|---|--|
| Dr. Jose K Manuel | - | M G University Kottayam<br>(External Expert)   |
| Dr. Siby James    | - | St. Thomas College, Palai<br>(External Expert) |

### 32. Green Protocol Committee

To monitor and advice on the green initiatives of the college and conduct exercises such as green audit.

- |                     |   |                                   |
|---------------------|---|-----------------------------------|
| Dr. Varghese M. C.  | - | Department of Botany              |
| Mr. Jerry Joseph    | - | Department of Physics (PG - SF)   |
| Mr. Roopesh Michael | - | Department of Chemistry (PG - SF) |

### 33. Deva Matha Job Portal

This portal facilitates the entrepreneurial ventures of students by helping them earn while they learn. It aims to bring together enterprising ventures on a common platform and help those who are interested in part-time employment. Via this newly developed website and mobile application of the college, students can showcase their start-up initiatives and make their products/services accessible to a wide audience. In addition, the project aims to provide guidance and support to aspiring student entrepreneurs who are interested in working part-time alongside their studies.

- |                   |   |                             |
|-------------------|---|-----------------------------|
| Dr. Jobin Jose    | - | Department of Malayalam     |
| Dr. Syju Thomas   | - | Department of Physics       |
| Mr. Alphin Chacko | - | Department of English       |
| Mr. Lenin Joy     | - | Department of Commerce (SF) |

### 34. Retired Teachers' Forum

There is a forum for the retired teachers to meet occasionally and discuss matters of interest. It serves as a link between them and the institution. The college recognizes the role they played in its upliftment and is committed to pursue the noble ideals of the past generation teachers.

Office Bearers:-

- |                    |   |  |
|--------------------|---|--|
| Prof. P. J. Cyriac | - | President (Former HOD,<br>Department of Commerce)            |
| Dr. T. T. Devasia  | - | Secretary (Former Faculty Member,<br>Department of Commerce) |

### STAFF HOLDING SIGNIFICANT OFFICES IN THE COLLEGE

- |                                  |   |  |
|----------------------------------|---|--|
| 1. Examinations                  | - | Dr. Priya Joseph, Dr. Renny A. George,<br>Sr. Dr. Sindhu Sebastian   |
| 2. Academic Monitoring Committee | - | Dr. Varghese M. C., Dr. Saji Augustine   |
| 3. Admission                     | - | Dr. Tina Sebastian, Fr. Dinoy Mathew<br>Dr. Smitha Sebastian, Dr. Tony Thomas<br>Mr. Subin Varghese, Dr. Renny A. George,<br>Mr. Sibi Abraham Isac |