



ST. MARY'S ARTS & SCIENCE COLLEGE, CHERUPANATHADY

Affiliated to Kannur University
(Acad A2/7997/STMASC/16)

Panathady P.O , Rajapuram (via) Kasaragod, 671532 Ph: 04672228302
Web: www.stmaryspanathady.com, Email: smcpanathady@gmail.com

AICTE Mandatory Disclosure

1. Mandatory Disclosure

AICTE File No.: South-West/1-44908089243/2025/LoA

Date & Letter of approval: 16-Jun-2025

Period of Last approval: 1 Year (2025-2026)

2. Name of the Institution

Name of the institution : St. Mary's Arts and Science College
Cherupanathady

Address of the Institution : Panathady PO, Rajapuram Via,
Kasaragod

City & Pin code : Panathady ,671532

State/UT : Kerala State

Phone number with STD code : 0467-2228302, 9562170885, 960590485

Hours at the Institution : 8.15 Am to 5.30

Academic hours at the Institution : 9.30 Am to 3.30

Email : smcpanathady@gmail.com

Website : <https://stmaryspanathady.com/>

3. Type of Institution

Type of Institution : Private Self-Financed

Category (1) of the Institution : Minority

Category (2) of the institution : Co Ed

4. Name of the organization running the Institution:

Name of the organization running : SONS of the Immaculate
Conception the Institution of India (CFIC)

Address of the organization : SONS of the Immaculate
Conception of India (CFIC),
Orest Bhavan, Muttambalam,
Kottayam 686004
680 308

Registered with : Registrar of Societies

Registration No & Date : K 176/87, 13/05/1987

Website of the Organization : <http://cficindia.org>

Name of the Affiliating University :Kannur University

Address : Kannur University
Thavakkara P.O.
Kanur-670 002
Kerala, India

Website : <https://uoc.ac.in/>

Latest affiliation period : 2026-27

5. Name of the Principal/Director

Name of the principal/Director : Dr. Jeeva Chacko
Exact Designation : Principal
Phone number with STD code : 9562170885
Email : srjeevachackomsj@gmail.com
Highest Degree : PhD
Field of specialization : Zoology

6. Management Board

SL NO	Name	Designation
1	Fr, Jose Mathew Parayil	Chairman
2	Fr. Nannam Prem Kumar	Vice Chairman
3	Fr.Georgekutty Thannichuvattil	Provincial Procurator
4	Fr. Nelse Mathew Eyyalil	Formation Coordinator
5	Fr. Jitto Malambelpathickal	Mission Coordinator

7. Governing Council Members

Fr. Jose Parayil – Chairman
Fr. Nannam Pramkumar – Education Coordinator
Fr. Alex N T - (Director)
Dr. Sr. Jeeva Chacko - Principal

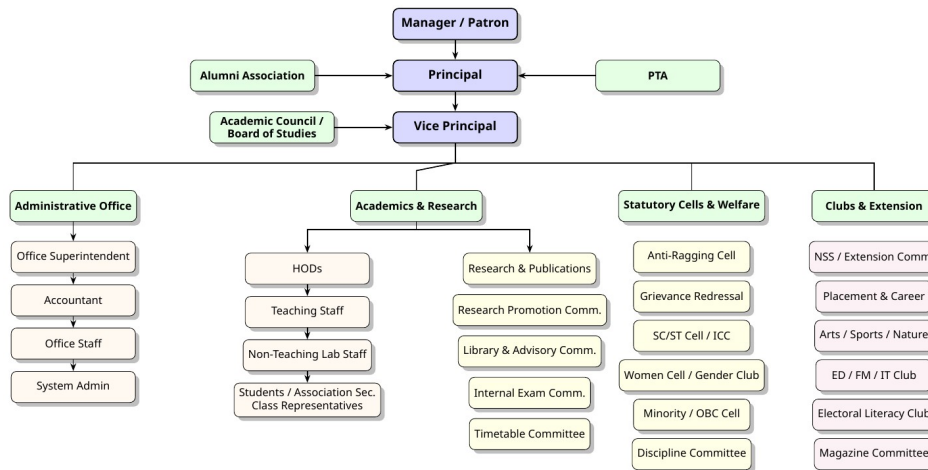
Mr. Anujith Sasidharan- Head, Department of English
Mrs. Maneesha A - Head, Department of Commerce
Mrs. Jyothimol KG - Head, Department of computer
Mrs. Binu P Varghese - IQAC Coordinator
Mrs. Deepa S Nair - Accountant

8. Academic Council

1. Dr. Sr. Jeeva Chacko (Principal)
2. Fr. Alex (Director)
3. Mrs. Binu P Varghese (IQAC Co-ordinator)
4. Mrs. Deepa S Nair (Office Superintendent)
5. Mr. Anujith Sasidharan (Staff Secretary)
6. Mrs. Maneesha A (HoD, PG Department of commerce and Management)
7. Mrs. Anju Chandran (HoD, Department of Malayalam)
8. Mrs. Reshma (HoD, Department of Hindi)
9. Mrs. Jyothimol KG (HoD, Department of Computer Science)
10. Mrs. Jain Joseph (HoD, Department of Social Work)
14. Mr. Anujith Sasidharan (HoD, Department of English)
20. Mrs. Anju Chandran (Librarian)

9. Executive Component: Organization chart and Process

ST. MARY'S PANATHADY
Comprehensive Organizational Chart



Official Document | St. Mary's Panathady | Generated: April 22, 2026

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Link to the organogram hosted on college website:

<https://stmaryspanathady.com/organogram.html>

10. Student Feedback on Institutional Governance/faculty performance

A student feedback mechanism is available in the institution. Once in a semester, the students provide the feedback of staff in the prescribed format.

Student Feedback

11. Grievance redressal mechanism for faculty, staff and students System for Redressal of grievances of faculty, staff and students

As suggested by University Grants Commission, New Delhi, the College has established a Grievance Redressal Cell, to provide a remedial measure for students' grievances. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Students can also register their complaints on the online Grievance Redressal link: Grievance

Redressal

Grievance Management Mechanism:

The mechanism operates in three tiers – Tier I, Tier II, and Tier III.

Tier I (Class Teacher and Stream Coordinators): Initial grievances are addressed at the departmental level. Students are encouraged to approach class teachers and stream coordinators. Resolutions and details are recorded at the department level. Unresolved issues

proceed to Tier II if the student is dissatisfied.

Tier II (HoD Level): Department heads address grievances not resolved at Tier I. Complaints and resolutions are documented at the department level. If the student remains dissatisfied, the issue is forwarded to Tier III.

Tier III (Grievance Redressal Cell): Unresolved issues from Tier I and II are escalated to the Grievance Redressal Cell. Ms. Reni serves as the Convenor and maintains records of complaints.

Grievance Redressal Policy 2023-24: Grievance Redressal Policy

Grievance members 2025-2026

SL NO	Name	Designation
1	Dr. Jeeva Chacko	Principal
2	Mrs. Biu P Varghese	Dept. of. English
3	Mrs. Animol	Dept. of . Commerce
4	Mrs. Jyothimol KG	Dept. of. Computer
5	Mrs. Jain Joseph	Dept.of. Social Work
6	Mr. Amal Santhosh	Student
7	Mr. Anjith Krishnan	Student
8	Ms. Ansiya	Student

Internal Complaints Committee (ICC)

As per the UGC regulations, our college has constituted the Internal Complaints Committee headed by the senior female faculty member. This is in Compliance with the UGC Prevention, Prohibition and Redressal of Sexual harassment of women employees and students in Higher

Educational Institutions Regulations 2015. It conducts inquiries into sexual harassment from students, faculty and non-teaching staff. It also provides assistance to the complainants, if they want to file a complaint with the police.

Objective of ICC:

To uphold the commitment of the Institute to provide an environment free of gender-based discrimination. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms. It has exclusive power to receive and address complaints from any of the female members of students, teaching and non- teaching staffs of the college.

Purpose:

The purpose of the Internal Complaints Committee (ICC) is to address complaints of sexual harassment and discrimination in accordance with the guidelines provided by the University Grants Commission (UGC) and other relevant regulations. Composition of ICC: The ICC is constituted as per the UGC guidelines and included representatives from faculty, administrative staff, students, and external experts. The committee will have a balanced gender representation to ensure impartiality.

ICC Policy

ICC Members

SL NO	Name	Designation
1	Dr. Jeeva Chacko	Principal
2	Mrs. Biu P Varghese	Dept. of. English
3	Mrs. Animol	Dept. of . Commerce
4	Mrs. Jyothimol KG	Dept. of. Computer
5	Mrs. Jain Joseph	Dept.of. Social Work
6	Ms. Neha Scaria	Dept. of. Social Work
7	Mr. Anujith Sasidhran	Dept. of English

- ICC Procedure: Link

Establishment of Anti Ragging Committee

UGC regulations on curbing of ragging

In June 2009, the UGC has notified a comprehensive set of Regulations to curb the menace of ragging in educational institutions.

- Any conduct by any student or students whether by words spoken or written or by an act which harass a fresher or any other student.
- Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- Any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
- Any act that the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

<https://stmaryspanathady.com/anti-ragging.html>

Establishment of Committee For SC/ST

St. MARY'S college constituted a Committee for SC/ST to supports students in the reserved category and provides special inputs in areas where the students experience difficulties. The committee would conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as English and local language classes. The Committee also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. The cell is always engaged to solve the various problems of SC/ST students

<https://stmaryspanathady.com/sc-st-committee.html>

Internal Quality Assurance Cell (IQAC)

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure.

Since quality enhancement is a continuous process, the IQAC will become a part of the St.MARY'S ARTS AND SCIENCE COLLEGE CHERUPANATHADY, College system and work towards realisation of the goals of quality enhancement and sustenance.

<https://stmaryspanathady.com/iqac.html>

12. Program: BCA

NAME	Number of seats	Duration	Cut off marks/rank of admission during the last years
BCA	25	4-years	70%

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13.Admission Details: BCA

<https://stmaryspanathady.com/index.html#contact>

Fees in rupees: -Rs. 25,000/- (Sem fee for BCA program 2025-26 for 8 Semesters to pay in 8 instalments)

14.Infrastructural Information

Green Campus: A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

<https://stmaryspanathady.com/infrastructure.html>

Classrooms: The college has 20 highly advanced classrooms with 600 sq. Ft and 2 LCD enabled classes, 2 Smart classes, 1 seminar halls, 2 LED TV and 30 computing systems. After regular class hours, class rooms and labs are used for add on courses and for certificate courses. To enhance the employability of our students the much sought is made available for conducting coaching classes. Skill oriented courses are also offering for promoting soft skills among students.



<https://stmaryspanathady.com/infrastructure.html>

Library: We have a spacious, modern and an automated library with a large collection of 10833 books belonging to various disciplines. and subscribed journals, magazines, newspapers along with a collection of previous years question papers. Library functions such circulation and cataloguing have been automated using Koha - an Open-source integrated library management system. The library offers OPAC a computerized catalogue service to locate the documents.



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Sl No	Name of Department	No. of books
1	Commerce	3558
2	English	2450
3	Computer Science	890
4	Social Work	670
5	Malayalam	2550
6	Hindi	876
	Total books available	10,994

- DELNET SUBSCRIPTION: e-books, ejournals etc.

Sl No	Core/Complementary	No. of Journals
1	Commerce	6
2	Hindi	1
3	Social Work	3
4	General	7
5	Computer Science	1
6	Economics	2

Language Lab: We have a well- equipped language lab to enhance the communication skills of students thereby helping them to boldly face the professional world. The Language Lab has internet facility and is used as an aid in language teaching as well as for training students on communication skills. This very useful for students to learn English effortlessly and communicate eloquently.

Computer Lab: The College has a well- furnished 2computer Labs managed by computer department along with a professional expert with 30 and more systems and all systems exclusively for browsing. Students and

teachers depend on the Lab for all their academic and professional needs. Maximum communication to departments and students is made through mails and other electronic media.



Seminar Hall: we have fully equipped seminar Halls. They are spacious enough to accommodate a large number of students. A large number of seats are available to facilitate seating a significant number of students comfortably. These are well ventilated and installed with multimedia facilities like LCD Projector and others.



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15. Academic Sessions

Academic Session : BCA

Examination System, Year /Semester : Semester Pattern Two semesters per year.

Period of declaration of results : within 4 months after completion of the Examinations

16.Counselling / Mentoring : Counsellor in the college, mentoring done by faculty Members on a regular basis in every semester.

17.Career Counselling : Done during faculty regularly also, by Placement dept.

18.Clubs

1. Nature Club

2. ED Club

3. IT Club

4. Electoral Literacy Club

5. FM Club

Activities of the Clubs

1. Nature Club

- Orientation program
- Farm Visit
- Campus Eco Tour - Video Making competition
- Electric Safety Awareness Seminar
- Nature Camp
- Nature Quiz in accordance with Wild Week Celebration
- "Beyond The Wild"- Documentary Presentation
- Snehamoru Kumbil - "Water Pot for Thirsty Birds"
- Waterway Cleaning Program in Connection with Wetland Day

- Campus Tree Identification Program
- Cycle Rally - National Pollution Prevention Day Program
- Herbal Garden Setting
- Seminars- Conducting seminars and group discussion about various nature related topics

3.ED Club

- Student Entrepreneurs Meet
- Week-long Celebrations: Special events organized for World Entrepreneurs Day.
- Industrial Visits & Tours: Field trips to local business enterprises, industrial units, and manufacturing firms to provide practical exposure to industrial operations.
- Orientation session about VISTA

4.IT Club

- Cynics-Ethical Hacking Workshop
- Industrial In-roads to success-Workshop on Python and Data Science
- Academic Project; Do it in the right way
- Beyond the Four Walls of Class Room
- Workshop on Networking
- Seminars- Conducting seminars about various IT related topics
- Workshop on AI for LinkedIn

5. Electoral Literacy Club

- Workshops & Seminars:
- Mock Elections:
- Debates & Discussions:

- Voter Registration Drives:
- Awareness Campaigns:
- Creative Competitions:
- Pledge Ceremonies:
- Community Outreach:

6.FM Club

- Radio Jockeying (RJ) Training
- Content Development.
- Community Radio Management:
- Interviews & Talk Shows:
- Community Engagement:
- Technical Workshops:
- Media Visits & Field Reporting:

19. Industrial Visits/Tours : Industrial Visits/Tours Arranged

20.Alumni activities : Conducted batch wise alumni meet through online as well as offline mode by various departments

21.Name of the Information Officer for RTI

Name of the Information Officer RTI : Dr. Jeeva Chacko

Designation : Principal

Mobile : 9562170885

Email : srjeevachackomsj@gmail.com