



MACFAST^T
Igniting wisdom since 2001

MACFAST
STUDENT HANDBOOK
2020-21

PERSONAL MEMORANDA

Name:

Course:

Class:

Roll No.:

Date of Birth:

Blood Group:

Tel. No.:

Email:

Website:

Parent's Name:

Permanent Address:

.....

.....

Tel. No. :

Present Address :

.....

.....

Tel. No. :

Contact Tel. No. for Emergency :

PRAAYER

We give you praise, Lord
For everything that is new and beautiful
For everything which holds promise of future and gives life its meaning.

Bless us as we start our new day at MACFAST Along with our friends, teachers and well-wishers
Help us to make the best of every opportunity that comes our way And lead us always to a new beginning
wherever we miss the point May the steps we take today in your name be life-long blessings.

Thank you Lord, for showing us new openings every now and then direct our steps to working together
and learning from each other Make us listen to others more carefully wherever we should
Give us the appropriate words when we have to speak
And continue reminding us wherever it is better not to speak.

Strengthen our good will to respect each other
Help us to be patient with ourselves and others time and again
We are grateful to you, Lord, for our friends, teachers, parents and well-wishers.
Bless our college through your healing presence and constant protection
We promise to follow the directions of all those above us
To take utmost care for the environment of this beautiful place
And, to lavishly contribute our share to the serenity of its ambience
Be with us each day of our stay on campus and also when we travel
Keep us always and everywhere safe in your arms.

We are fully aware of your love constantly shown to us through the dedicated people who train and nurture
us. Bless all those who care for us day and night.

Give us, O Lord, the vision to see the new paths you open for us In doubt, grant us the courage to follow
always your way Enable us to bring your life and love to others around us
Through the gifts and talents you bestow on us every day of our life.
Amen.

MACFAST BEST PRACTICES

MACFAST Industry Interface (MII)

- Students are sent to Technopark Trivandrum, Infopark, Kochi, NCBS, IISC, and JNCASR (Jawaharlal Nehru Centre for Advanced Scientific Research) Bengaluru for industrial training.
- Corporate Badging
- MBA Plus Certification

Clubs/Associations

- EDP Club(Entrepreneurial Development)
- ET Club(Economic Times)
- CSI & IST membership
- Investment Club
- Club De Mac
- MACFAST – UNAI (United Nations Academic Impact)

Daily/Weekly activities

- Newspaper Reading (mandatory) from 8.30am – 8.55am
- Tuition or Tutorial Classes in the evenings
- Personality Development/Placement Training
- Wednesday Gathering
- Mentoring sessions
- Book Reviews
- Students seminar on Contemporary Issues

Experiential Learning

- Student Activity Programme (SAP)
- Community Awareness Programme (CAP)
- Biosciences for the People
- National Service Scheme (NSS)
- Outbound Experiential Learning (OEL)

Earn While Learn

- RADIOMACFAST 90.4
 - Marketing
 - Programme Presentation & RJ
- MACPRUNEURS : Initiative to nurture student entrepreneurs
- LIBRARY: Library Assistant Job from 5.00pm - 10.00pm
- MACFAST Technologies: Software training, Live projects

National/International Conferences

- Students are encouraged to participate in one or two National or International Conferences. Registration fee concession is available.
- Faculty Seminars
- Central Travancore Management Association (CTMA) Seminar

MACFAST Knowledge Scheme (MAKS)

Programmes organized jointly by MACFAST and Radio MACFAST 90.4:

- Clean and Green City Tiruvalla
- War Against Drugs
- Traffic Awareness Programme *Nervazhi*
- Karuthal
- Green Tiruvalla
- Tiruvalla Marathon

Students Initiated Campus

MACFAST MAIN CAMPUS



PROGRAMMES @ MAIN CAMPUS

MBA & MCA

Approved by AICTE & Affiliated to MG University, Kottayam
Accredited by NAAC with 'A' Grade
NIRF Rank band: 150-200

Website

www.macfast.org

www.macfast.ac.in

E – mail: principal@macfast.org

GENERAL INFORMATION

Principal cum Director : Fr. Dr. Cherian J Kottayil
Academic Administrator : Prof. Varghese Abraham
Station Director : Mr. Radhakrishnan Kuttoor
Radio MACFAST 90.4

Tel. Nos.

Principal : (0469) 2730300
Academic Administrator : (0469) 2730307
College Reception &
Admission Office : (0469) 2730301
HOD, Biosciences : (0469) 2730310
HOD, MBA : (0469) 2730323
HOD MCA : (0469) 2730313
Office of Corporate Relations : (0469) 2730308
College Office & Administration : (0469) 2730309
Cash and Accounts : (0469) 2730319
Hostel Warden (Women's)
Rev. Sr. Jaya S. I. C. : (0469) 2730326, 8281341282
Assistant Warden (Women's)
Ms. Arathy Robert : 9495095216
Hostel Warden (Men's)
Rev. Fr. Chacko Meledath : (0469) 2730326, 9497334206
Care Taker (Men's Hostel)
Mr. Sunny Kuruvila : 9447933465
Warden St. Thomas Men's Hostel

INTERNAL COMMUNICATION NUMBERS

Principal	300	HOD, School of Biosciences	310
Reception & Admission Office	301	Server Room, System Administrator	311
Security Office	302	MCA Department	313
Secretary to Principal	303	Manager	316
Library	305	Bioscience Department	321
		MBA Department	323
Academic Administrator	307	Hostel Warden (Ladies)	326
Corporate Relations	308	Radio Station Director	332
College Office	309	MACFAST Technologies	341

MACFAST PROFILE

Mar Athanasios College for Advanced Studies Tiruvalla, (MACFAST) Kerala, India, a premier post graduate and research institution, was started in 2001, with the objective of promoting quality education in professional and diverse fields of Business Management, Information Technology and Biosciences.

MACFAST is owned and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla, with His Grace Dr. Thomas Mar Koorilos as the President and Patron. In the past 76 years, this agency has contributed to the establishment of a large number of schools, colleges, hospitals, medical and paramedical institutions throughout the country. Located in the commercially active town of Tiruvalla, Kerala, amidst the lush green country side, stands this multi-storeyed building with a built-up area of 3,00,000 sq. ft. MACFAST facilitates a collegial environment with contemporary, functional, safe and eco-friendly campus. The committed workforce believes that the true purpose of education is not just imparting knowledge, but also encouraging personal empowerment of every individual with the desire for self- development



GOVERNING BOARD – ACADEMIC COUNCIL

President and Patron

H. G. Dr. Thomas Mar Koorilos

Archbishop of Tiruvalla

Rev. Dr. Cherian Thazhamon

Vicar General

Archdiocese of Tiruvalla.

PATRON

Padmavibhushan Dr. M. S. Swaminathan

Chairman, M.S Swaminathan Research Foundation, Chennai.

Co-Patron

Padmavibhushan Dr. M.S. Valiathan

FNA - National Research Professor, Govt. of India, Former Vice-Chancellor, Manipal Academy of Higher Education, Former Director of the Sri ChitraTirunal Institute of Medical Sciences, Thiruvananthapuram.

CHAIRMAN

Rev. Dr. S. Ignacimuthu S J

Director, Entomology Research Institute Loyola College, Chennai; Former Vice-Chancellor, University of Madras, Chennai; Former Vice-Chancellor, Bharathiar University, Coimbatore; Visiting Scientist, Department of Entomology, University of Wisconsin, Madison, USA; Visiting Scientist, Department of Genetics, University of Kaiserslautern, Germany.

MEMBER SECRETARY

Fr. Dr. Cherian J Kottayil

Principal Cum Director- MACFAST, Chairman- Radio MACFAST.

MEMBERS

Padma Vibhushan Dr. G. Madhavan Nair

Former Chairman of Indian Space Research Organization (ISRO) and Secretary to the Department of Space, Government of India.

Padmashri. Dr. P. Pushpangadan

Director General, Amity Institute for Herbal and Biotech products Development, Trivandrum. Former Director, National Botanical Research Institute, Lucknow.

Prof. Dr. N. Jayasankaran

Former Director General, Bharathidasan Institute of Management, Trichy.

Dr. M. D. Nair

Former Vice- President, SPIC Chennai.

Dr. Nagabhushan P

Professor, Department of Studies in Computer Science, University of Mysore.

Prof. Dr. Sabu Thomas

Vice Chancellor, M. G University, Kottayam.

Prof. Dr. Ramaswamy S.

Dean, inStem, Bengaluru.

Dr. Ashok Pandey

Adjunct Professor

Former Deputy Director

CSIR – NIIST, Thiruvananthapuram

Dr. A. M. Michael

Former Vice-Chancellor of Kerala Agricultural University, Former Director, IARI - New Delhi, and Former Chairman, Kerala State Biodiversity Board.

Dr. Shakuntala Katre

Chairman of the department of Zoology, Dean of Science, Member of Syndicate, Senate and Academic Council, Director of Planning, Monitoring and Evaluation Board, and Registrar (Administration & Evaluation) of the Bangalore University, Bengaluru, India.

Rev. Fr. N. Casimir Raj S J

Former Director, Xavier Labour Relations Institute (XLRI)

Jamshedpur and Loyola Institute of Business

Administration (LIBA), Chennai

Dr. Jose Paul

Member, Executive Council, Indian Maritime University,

Chennai. Former Chairman-Port Trust, Goa.

Dr. Alexander Jacob IPS

Director General of Police (Prisons) of Kerala (Rtd.).

Mr. Toby Simon

CEO, Synergia, Bengaluru.

Dr. C. Balagopalan

Former Director & Dean, Research-MACFAST

Dr. K. M. Abraham I. A. S.

Chief Secretary, Govt. of Kerala.

Dr. K. Paulose Jacob

(Pro Vice – Chancellor of Cochin University of Science and Technology)

Prof. Varghese Abraham

Academic Administrator, MACFAST.

Dr. M. S. Samuel

Director, Department of Computer Applications

Ms. Beena Cherian

Dean, School of BioSciences, MACFAST

Dr. Jeny Jacob

HOD, School of BioSciences, MACFAST.

Dr. Sudeep B Chandramana

HOD, Department of Management Studies.

Mr. Tiji Thomas

HOD, Department of Computer Applications.

Dr. K. R. Sukumaran Nair

Coordinator - NAAC

CODE OF CONDUCT

MACFAST creates and sustains a conducive environment for students to develop themselves, personally responsible, culturally sensitive and socially committed professionals. Aiming high at such a goal, the college provides the following supreme guidelines to all its students. As the proverbial saying goes on, it is the spirit of the law that matters, and not its letter. All students are expected to follow these guidelines.

Academics

1. Attendance is an essential component of a student's academic performance. We insist on 100% attendance for all subjects.
2. Daily attendance is marked on an hourly basis in the college register for administrative purposes.
3. Punctuality is to be strictly adhered, latecomers will not be allowed to enter classroom.
4. Suitable action may be taken for absenteeism, considering the situation and its frequency.
5. Anticipatory leave may be granted by the HOD in very exceptional cases.
6. Walking in and out of the classroom, when the session is in progress, is to be avoided.
7. Students are discouraged from loitering during class hours.
8. Students are permitted to go for extracurricular activity of any kind during class hours only with the prior permission from the HOD.
9. Students of one department shall negotiate with students of other departments for any sort of activities, through their respective HODs.
10. Leave letters are to be submitted as far as possible, sufficiently early.
11. Medical leave has to be substantiated with a Medical Certificate.
12. Parents/Guardians will be briefed regularly on student's general behavior, class performance, academic progress and other necessary details whenever required.
13. In addition to the field projects, internships and the like prescribed by the University, the College organizes tailor made programmes for special training as part of MACFAST Industry Interface (MII) for the students. These programs are mandatory for the concern students.
14. Assignments have to be submitted on time. Late submission will be with prior permission from the concerned faculty.
16. All students are expected to follow the guidelines given in the 'Examination Ethics' displayed in front of the examination hall.
17. All kinds of malpractices are viewed by the College as blatant violations of examination ethics and may be reported to higher authorities and University.
18. Genuine grievances of students regarding the internal evaluation of any can be raised to the concerned faculty member or HOD.

19. If a teacher happens to be late to arrive in the classroom, the class leader has to report the same to the HOD without any delay.
20. Performance of the students will be assessed at regular intervals through internal examinations and evaluation and informed to the parents.

Campus Etiquette

1. All students are required to carry their College ID card always on College premises. They will be allowed to enter the College campus only when they produce the ID card to the Security personnel at the gate.
2. College uniform is the formal wear with black shoes and black belt. Except on Wednesdays, uniform is mandatory including on festive days, formal functions, and at all examinations.
3. Casual wears on campus need to be decent, socially acceptable and collectively respectful.
4. English is the self-imposed campus language of communication. It is enforced with a particular intention of improving the self-confidence and communication skills of the students.
5. Profane, vulgar and offensive words/language has to be strictly avoided.
6. Students are permitted to enter the faculty room/cabin only with the permission from the concerned faculty member.
7. Classrooms should not be used for having lunch. Lobby can be used as dining hall.
8. The use of mobile phones must be with discretion and only for academic or other absolutely necessary situations during class hours.
9. Mobile phone usage is strictly prohibited in Examination Halls, Class rooms, Auditoriums, Library, Computer Lab and other Labs. In case of urgent needs while in class permission of the teacher concerned is to be taken before use.
10. Government of Kerala has banned obscene cinematic dances and fashion shows to be held on college campuses.
11. MACFAST zealously promotes an eco-friendly, green and clean environment. All students are solicited to actively cooperate.
12. Students may receive visitors on campus only with prior permission.

Relationships

1. MACFAST promotes mature and healthy relationships on campus with a specific objective of developing mutual trust and respect among students. Disagreements need to be handled in a mature manner; respect for the person holding opposing views and agreement to disagree should be strived for.
2. Interpersonal relations with students should be matured and decent and with mutual respect.

Hostel Life

1. Training at MACFAST is residential. Students are required to stay in the respective hostels.
2. Admission to the hostels has to be secured at the entry point.
3. Hostel Wardens allot rooms to the students and would oversee the life and activities in the hostels.
4. Wardens in consultation with the Hostel Committee decide on all internal matters, like room allotments, general discipline and Mess.
5. Room rents and mess fees have to be regularly remitted to the office, as directed and monitored by the Wardens.
6. The College Management reserves its rights to accept or refuse application for hostel accommodation and to revise the hostel fee and mess fee from time to time.
7. 'No dues' certificate from the Warden is a necessary condition for issuing all College documents, like Mark list, Transfer Certificate etc.
8. All students are earnestly solicited not to waste electricity by leaving switches on, when not needed, and water, by keeping the taps and shower unnecessarily open.
9. Smoking is strictly forbidden on all hostel, and in the campus premises.
10. Keeping or consuming liquor will call for expulsion from the hostel and College.
11. Inter hostel visits (Men to Women's Hostel and vice versa) are strictly prohibited.
12. Hostel rooms and other facilities have to be always kept clean and tidy.
13. Deliberate damage done to the hostel properties including furniture will invite heavy fines.
14. Students going out of the college for emergency reasons should get written permission from the respective HOD and warden.
15. Permission from the Principal is required for sending any matter to the press by the students for publication.
16. Party politics is not permitted on campus. No group meetings shall be organized by students on College premises.
18. All Hardware equipment's, e.g. wireless access points, networking cables and switches, are college property and must not be handled by the students themselves.
19. Permanent rooms are not permitted to the students. Every year there is a change in the rooms as well as roommates.

A Concluding Note

MACFAST expects its students to behave on campus and outside in a way befitting mature post graduate students and responsible citizens.

The whole campus is under CC camera surveillance. Any misconduct or inappropriate behavior will result in disciplinary actions

The directives given above are indicative and not exhaustive. The real spirit of the College should be the actual beacon, especially in cases of doubt and on matters which are not specifically mentioned here. These guidelines are intended to be a constant support on the way to self- discipline, and an instant help to individuals to think independently and function responsibly.

However, it has to be made quite clear at this juncture that the College will never make a compromise on deliberate violations and irresponsible acts of students.*

Remember that the college has zero tolerance for such cases, and immediate action will be taken.

Some of the disciplinary actions that maybe taken at MACFAST are mentioned below:

Fine – monetary compensations**

Censure – written reprimand

Disciplinary actions - exclusion from specific services, privileges, co-curricular activities

Restitution- by way of time, money, service, where material damages are involved

Suspension- exclusion from academic sessions and activities for a definite period of time

Expulsion- where the chance of readmission is minimal or nil

**The College administration reserves its rights to handle specific cases of repeated violations and take punitive action.*

***Fines collected from students will be strictly documented and deposited in the 'Students Welfare Fund', operated by a committee constituted by the Principal.*

Actions Encouraged by the College

1. All official correspondence is expected to be done using MACFAST Email-IDs.
2. All students and staff will be given MACFAST Email-IDs.
3. Facilities given must be used for educational purposes only.
4. All students & faculty members are encouraged to visit our official website macfast.org, macfast.ac.in for day to day information related to the college from 'Infocus' & 'Quicklinks'.

The various portals included in the college website are Admission, Research, Online Tests, Study Archive, Library, Journal, Faculty Members, MII and Alumni.

College hosts the following sites

1. macfast.in
2. journal.macfast.org
3. library.macfast.org
4. macfast.ac.in
5. macfast.org
6. onlinelibrary.macfast.org
7. placements.macfast.org
8. radiomacfast.org
9. studyarchive.macfast.org

Students can post their personal websites & data related to book reviews, Wednesday Gathering materials, etc. through the System Administrator. Faculty members can collect photos of activities & other articles and have it posted in our websites through the System Administrator.

Actions discouraged at MACFAST

1. Using official email-IDs for personal correspondence are discouraged.
2. Username/password provided for internet use should not be shared with others.
3. Downloading of illegal contents such as pirated, copyrighted materials for personal or commercial purposes are prohibited.
4. Using search engines like Google for illegal content search is strictly prohibited.

RULES FOR USING LAPTOPS AT MACFAST

1. Students are themselves responsible for the safety and protection of their Laptops, and the College will not be responsible for any loss caused as a result of accident or theft. Lockers with charging facilities are available for students to keep laptops after use.
2. It is the responsibility of the students to install proper Anti Virus software for the protection of their data.
3. Removable media such as Thumb Drives, CDs and DVDs must be checked for viruses before use.
4. During classes you may only use software as instructed by the teacher
5. Students may not use the computer network to send offensive messages to other users.
6. Students must not use anyone else's password.
7. Students must not tamper with work belonging to another student.

RULES FOR USING THE INTERNET

The following actions are not permitted

1. Purposely viewing pornographic or socially unacceptable material such as violent or inappropriate sites.
2. Sending harassing or abusive email messages.
3. Sending or displaying offensive pictures.
4. Using the Internet during class time for purposes other than academics.
5. Using the College network to engage in any commercial transactions such as purchasing articles, gambling etc.
6. Transmission of any material in violation of state, national, or international regulations - including, but not limited to: copyrighted material, threatening, harassing or obscene, pornographic material, or material protected by copyright law.
7. Downloading games and playing games during class hours.
8. Students need to login with their own id and password for availing the internet.
9. Any other issue which is deemed inappropriate by the College administration.

Any violation of the above mentioned rules or causing damage to the college network (software or hardware) or accessing or entering unacceptable information on the internet (including email) will result in students being referred to the Ethics Committee of the college and appropriate action will be taken. When college rules are broken, students will have to show just cause as to why their privileges should be reinstated.

Note: Regular checks of students' use of the college network will be conducted.

MACFAST LIBRARY USER RULES

1. Silence must be strictly observed in and around the library.
2. Students on entering the library should record their details in the Visitors Register.
3. All type of combined studies and group discussions are prohibited in the library
4. Those who need guest user membership (outsiders) have to obtain prior permission from Principal of the college, along with a reference from higher authority of the respective institution.
5. Students visiting the library should show their identity card to the library staff without which library services may be refused to them.
6. Students are not allowed to take any books into the library stack room (One note book may be taken into the reading room).
7. Use of laptops other than for academic purpose is strictly prohibited in the library.
8. Students are expected to co-operate with the Staff/ Student Library Assistant who is in charge of the section.
9. Any complaints regarding the library services and Staff/ Student Library Assistant should be first informed to the Librarian.
10. Each student will be given three borrowers card and one overnight reference issue card. One book at a time may be borrowed against each card. When the book is returned to the library, the cards will be given back.
11. Students are expected to take care for the safety of any card issued to them. The student to whom card is issued will be responsible for all the books borrowed against the card by anybody.
12. Whenever a student has to get a 'no dues' certificate from the library he/she has to surrender all library books, all four cards issued and college identity card to the library.
13. To borrow books from the library, students should find out the required book with the help of online catalogue or with the assistance of library staff. Then handover the book along with the borrowers card and identity card to library staff to imprint the due date label and issue the book.
14. Members must, on receiving the books, examine them and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for any damage detected afterwards. The person will have to pay thrice the amount cost of the material for replacing the same.
15. A book borrowed should be returned on or before the date last marked on its date label. An overdue charge of Rs.1 will be levied for each day. Maximum amount of due to library will be Rs. 50. All the service will be suspended to the user when the maximum limit is reached.
16. The books taken for overnight reference should be returned on the next working day as soon as the library opens. Otherwise an over dues charge of two rupees for each hour will be levied from the defaulter. Those who fail frequently to return overnight reference

- will have to face disciplinary action taken.
17. Those who borrow books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books/ any damage caused to any library belonging will be viewed as serious matter.
 18. When a borrowed book is lost by a member he/she must report the matter to the librarian immediately, fill in the necessary form and get back his/her card. Otherwise he/she will have to pay not only the cost of replacing the book, but also the fine accumulated until the card is returned.
 19. The librarian can refuse to issue the same book to same user repeatedly if it is necessary material for others.
 20. The maximum loan period for a particular book will be 28 days (the students have to renew the book on or before 14th day of issue). CDROM and other materials will be issued for overnight use only.
 21. Project Reports, Thesis etc. will not be issued in any circumstances.
 22. Photocopying of the reports, thesis etc. will not be allowed in any circumstances.
 23. Rare books, books of very high cost, art book, etc. may not be issued for use outside the library.
 24. The librarian can recall from a borrower any book at any time.
 25. Any type of misbehavior inside the library toward Staff/ Students Library Assistants/ fellow user will be viewed seriously.
 26. All services (including book bank) of the library may be suspended to any one violating the rules of the library.
 27. Faculty members are supposed to renew the books issued to them once in a month.
 28. Students can make use of DSpace, NDL; Study archives services, for online study materials.
 29. Students should return the book bank within 7 days after the semester exams.
 30. All public holidays and college holidays will be holiday for the library also.

Library Timings

Working Hours : 8 am - 9:45 pm
Saturdays : 8 am – 9:45pm
Book Issue : Monday – Friday
 8 am – 6:30 pm
Saturdays : 8:30 am – 01:00pm

Librarian : Sr. Laicy O. S. S
 9446638151

COMPUTER LAB RULES

1. The students have to come prepared from the first day of each semester with programmes up to the first four practical as per the syllabus.
2. The students are prohibited from using their thumb drive/CDs/DVDs without the permission of the staff.
3. While using the terminals assigned to them, the students are not permitted to enter into other areas in the hard disk either to read or damage or copy it. Violation of this guideline will be viewed seriously, even amounting to termination of the candidature in the course.
4. The students should not indulge in any type of discussion with their classmates in the Lab. Silence is to be maintained in the Lab.
5. In case of any doubt, the students are directed to contact the Staff-in-charge.
6. The students are instructed to avoid damage of any kind to the computer hardware. Damage caused, if any, has to be rectified by either paying the cost of instruments or actual replacement of the same brand of instrument that is damaged. The cost may be adjusted from the caution deposit and any amount over and above has to be paid.
7. Playing computer games and visiting non-technical sites are strictly prohibited in the Lab.
8. Students are expected to keep the Lab in order. Chairs should be pushed back in place while leaving the Lab.
9. Foot wear and other belongings should be left outside the Lab.
10. Students are not permitted to enter the Server Room.
11. Students are not permitted to enter the Computer lab with any food items.
12. Mishandling any equipment's must reported to the LAB-in-charge or the System Administrator promptly.
13. CD/DVD writing facilities can be availed of with prior permission.
14. Group study is strongly discouraged in the Lab. Conference rooms are available for the same.
15. Timing: 9am to 5pm (Monday to Friday) and 9am to 1pm (Saturday).

Notwithstanding the above guidelines, the students have to abide by the guidelines that may be laid down in the future. On any matter, the decision of the Principal shall be final.

BIOSCIENCE LABORATORY GENERAL RULES

1. All biosciences lab facilities are open for students 24x7 with prior permission from the Head and concerned faculty members.
2. Students using the lab after normal working hours and during holidays are requested to submit the lab usage forms available at the department. Hostellers should get permission from hostel wardens also.
3. Students should enter in the log books kept in labs before doing experiments.
4. Damage caused to instruments / breakage of glassware's should be reported to the concerned lab staff and faculty member.
5. It is the duty of the student who leaves the lab last to check whether all instruments/ lights/AC which are not in use are in switched off mode and gas regulators, water taps, windows and doors are closed properly. The student has to hand over the key to the security desk.
6. It is the duty of the students to make sure that the labs are kept clean and neat.
7. Always wear lab coat while working in the lab. Wear gloves and mask while handling toxic chemicals.
8. Never use mouth pipetting for dispensing chemicals.
9. Never misplace chemicals or instruments kept in each lab.
10. During practical sessions students have to submit the rough record to the concerned teacher and get it signed.
11. Fair record of the practicals should be submitted within one week of time.
12. Continuous evaluation of the students shall be made by concerned teacher regarding the lab involvement for submitting internal marks to University.
13. Students doing projects should maintain their daily work book properly.
14. Eatables are not allowed in the lab area.
15. In case of any accidents please use first aid medicines kept in each lab and report to the teacher concerned to seek medical attention.
16. Never dispose toxic chemicals in the sink.
17. Before leaving the lab wash your hands properly with liquid detergent.

Additional Instructions for using Plant Tissue Culture Lab

1. Before entering the sterile area, wear a new coat/apron provided exclusively for use in that area.
2. Transfer sterilized glassware/instruments/media from non-sterile area to a sterile area only through the inlet hatch window.
3. Transfer the used glass ware, equipments and plants for hardening only through the outlet hatch window.
4. Use a trolley for carrying media/glassware from the store to the work area and from inoculation room to growth room.
5. Autoclave the contaminated cultures as such without opening the culture vessels.
6. Check cross-ventilation in order to prevent contamination by air currents.

Additional Instructions for the Microbiology Lab

1. Use the laminar flow chamber for microbiological work.
2. Wipe the work area with 70% alcohol.
3. Do not overcrowd the work area with glassware and other items.
4. Handle all microbial cultures with great care, as they are potentially dangerous.
5. If the culture is spilled, cover the area with disinfectant and subsequently wash with water.
6. Place used petriplates, broth cultures and glass wares only in the discard tray.
7. Place all solid wastes (paper, cotton, etc.) in the waste-bin.
8. After use, all contaminated materials should be sterilized by autoclaving.
9. Leave glassware after sterilization in disinfectant/ chromic acid solution overnight. Subsequently wash thoroughly with water. Air dry or dry in an oven for reuse.
10. The used culture media after sterilization can be poured down to the sink and flushed with plenty of water.
11. Wash hands thoroughly with soap and water before leaving the lab.
12. Do not switch off the refrigerator/incubator.

Additional instructions for using Food Processing Lab

1. Those who are entering the lab should wear hair caps/ Bouffant caps. Students are always required to wear aprons/ lab coats while in the lab.
2. Wash your hands properly before and after handling food.
3. Food products should be prepared in a healthy and hygienic environment. Never cough or sneeze into the food being prepared.
4. It is highly advisable for those who are suffering from air borne illness or other contagious diseases, and those with fresh or unhealed or open cuts/wounds on their hands to avoid using the food lab.
5. Personal hygiene must be strictly observed. Nails should always be kept clean and trimmed. Men are advised to shave or use beard snoods while women should avoid wearing artificial fingernails/ nail polish and should tie long hair back.
6. Students should restrict themselves from wearing loose and dangling jewellery or other fancy ornaments, rings, accessories or heavy cosmetics, lest they fall into the dishes being prepared.
7. No eating is allowed unless for food tasting and sensory evaluation purposes.
8. Do not leave the stove unattended during cooking. Switch of gas and electrical switches after each practical.
9. Use a separate chopping board when cutting raw and cooked food. Throw food waste and other rubbish in the bin provided and remember to empty the bin on a daily basis to keep away rodents and other pests.
10. Students are required to clean the sink and work area thoroughly after each practical session.
11. Never store or use toxic chemicals and other substances like insecticides, rodenticides or ant sprays inside the lab.
12. The refrigerator, freezer and cupboards in the lab should be used for storing items pertaining to practicals and other experiments concerning food processing only.

Rules as per The Kerala Prohibition of Ragging Act, 1998.

- A. As per the Act, "Ragging means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes –
- (i) teasing, abusing or playing practical jokes on, or causing hurt to, such student; or
 - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do".
- B. Prohibition of ragging - Ragging within or outside the education institution is prohibited.
- C. Penalty for ragging - Whoever commits, participates in, abets or propagates ragging within, or outside, the educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
- D. Suspension of students - Whenever any student or, as the case may be, the parents or guardian, or a teacher of an education institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima-facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
- E. Dismissal of student – Any student convicted of an offence under the above section shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
- F. Deemed abetment – If the head of the educational institution fails or neglects to take action in the manner specified above when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided in the above section.

MACFAST considers ragging as a serious offence and is deemed to take strict action as per the Kerala Prohibition of Ragging Act, 1998. In light of the directions issued by the Supreme Court, on the recommendations of the committee headed by R.K. Raghavan, former Director of the CBI, a comprehensive methodology is devised to prevent any occurrence of ragging. This includes setting up of anti- ragging committees, monitoring cells, mentoring cells, etc. to have a continuous vigil and take timely actions to put a check on any unpleasant event.

Any of the following anti ragging committee members may be contacted by students in case of any ragging complaints

ANTI-RAGGING COMMITTEE

The Anti-ragging Committee and inspection squads are reconstituted as follows:

Chairman:

1. Rev. Fr. Dr. Cherian J Kottayil, Principal 0469-2730300,9605536290

Vice Chairman:

2. Prof. Varghese Abraham, Academic Administrator 04692730307,9446069036

Members:

3. Mr. Tiji Thomas, HOD, Dept of Computer Applications. 9447918374
4. Dr. Ashalakshmi R.K, Dept of Management Studies. 9249957719
5. Dr. Nishad P.M, Dept of Computer Applications. 9495262832
6. Ms. Beena Cherian , Dean, School of Bio Sciences 9744107222
7. Mr. Stephan James, Dept of Computer Applications. 9746935363
8. Fr. Chacko Meledath, Warden, St. Thomas Men's Hostel 9497334206
9. Rev. Sr. Jaya SIC, Warden, St. Alphonsa & St. Teresa Women's Hostel Hostel. 8281341282

Anti Ragging Squad –I - Members

1. Mr. Thomas Mathew, Dept of Computer Applications.(Captain) 9447144980
2. Dr. Treesa Varghese, School of Biosciences. 9745569244
3. Dr. Ajai Krishnan G, Dept of Management studies. 9645626109

Anti Ragging Squad- II - Members

1. Dr. Ashalakshmi R.K, Department of Management Studies. (Captain) 9249957719
2. Ms. Jeena Sara Viju, Dept of Computer Applications. 8281752947
3. Dr. Blesson Santhosh George, School Of BioSciences 7025403827

The Anti-ragging squads will conduct surprise raids in hostels and other hot spots and are empowered to inspect places of potential ragging. They should work under the overall guidance of the Anti-ragging Committee.

COVID 19 Monitoring Committee

Convener:

Rev. Fr .Dr. Cherian. J. Kottayil, Principal ,MACFAST 0469-2730300, 9605536290

• Representatives of Faculty Members:

1. Mr. Tiji Thomas 9447918374
HOD, Department of Computer Applications
2. Dr. Jenny Jacob 8075567847
HOD, School of Biosciences

• Representative of Non-Teaching Staff

Mr. Rejimon Jacob 9287562203
Office Superintendent

• Representative of Health Department

Ms. Kavyakala 9605890881
Junior Health Inspector, Thiruvalla

• Representative of PTA

Mr. Binu George Eapen 9895175408

• Student Representative

Mr. Christy John 9400693266
S4 MBA

NSS (National Service Scheme) ADVISORY BOARD

1. Rev. Fr. Dr. Cherian J Kottayil, Principal MACFAST.
2. Prof. Varghese Abraham, Academic Administrator
3. Dr. Jeemon Joseph, Programme Officer.
4. Mr. Tiji Thomas, HOD, Dept of Computer Applications.
5. Dr. Sudeep .B. Chandramana, HOD, Dept of Management Studies
6. Dr. Jeny Jacob, HOD, School of BioSciences
7. Dr. Nishad P.M, Dept of Computer Applications.
8. Dr. Ajai Krishnan G, Dept of Management studies.
9. Dr. Blesson Santhosh George, School of Biosciences.
10. Mr. Timson, Volunteer Secretary.
11. Ms. U N Nagalakshmi, Joint Secretary.

GRIEVANCE REDRESSAL COMMITTEE

1. Rev. Fr. Dr. Cherian J Kottayil, Principal (Chairman) 0469-2730300,9605536290
2. Prof. Varghese Abraham, Administrator(Vice Chairman) 04692730307,944606903
3. Mr. Tiji Thomas, HOD, Dept of Computer Applications. 9447918374
4. Dr. Sudeep .B. Chandramana, HOD, Dept of Management Studies 9947736069
5. Ms. Beena Cherian, Dean, School of Bio Sciences 9744107222
6. Dr. Nishad P.M, Dept of Computer Applications. 9495262832
7. Mrs. Phijo J Cherickal, Dept of Computer Applications. 9495216160
8. Mrs. Preetha G Panicker, Dept of Management Studies 8129237789

ETHICS COMMITTEE

The Ethics committee and Surprise inspection squads are reconstituted as follows:

1. Rev. Fr. Dr. Cherian J Kottayil, Principal (Chairman) 046-2730300,9605536290
2. Prof. Varghese Abraham, Administrator(Vice Chairman) 0469 2730307,9446069036
3. Mr. Tiji Thomas, HOD, Dept of Computer Applications. 9447918374
4. Dr. Sudeep .B. Chandramana, HOD, Dept of Management Studies 9947736069
5. Dr. Jeny Jacob, HOD, School of BioSciences 8075567847
6. Dr. Smitha Vijayan, School of BioSciences. 8156840849

Surprise Inspection Squad –I

1. Dr. Ajai Krishnan G, Dept of Management studies. 9645626109
2. Mr. Philip Shaji, Radio MACFAST 90.4 7510476430
3. Mr. Thomas Mathew, Dept of Computer Applications.(Captain) 9447144980

Surprise Inspection Squad –II

- | | |
|--|------------|
| 1. Dr. Nishad P.M, Dept of Computer Applications.(Captain) | 9495262832 |
| 2. Mrs. Tintu Joseph, Dept of Management studies | 9895075789 |
| 3. Dr. Blessan Santhosh George, School of BioSciences | 7025403827 |

MACFAST BEST INNOVATIONS

CLEAN AND GREEN CITY

- Green Hour
- Clean and Green Tiruvalla (Joint Project with Tiruvalla Municipality)
- Solid Waste Disposal
- Solar Power Project
- MACFAST Water Analysis & Assurance Scheme (M-WAAS)

MACFAST KNOWLEDGE SCHEME (MAKS)

ROAD SAFTY CAMPAIGN NERVAZHI

STUDENT INITIATED CAMPUS

- Placement Oriented Training
- Student Leadership and Participation
- Team Building
- Innovative and Creative Student Community
- Formation of club members
- Outreach programs by the students.

HOSTEL RULES

Hostel is a 'home away from home'. Love, concern and unity make a home quite different from a mere house. The warden and the wards make the hostel a home. Hence, family spirit and fellowship must always be maintained in the hostel. Order is heaven's first law. There must be order at home. So we give the following guidelines, observing which strictly, will make the hostel a real 'home away from home'.

Code of Conduct – St. Thomas Men's Hostel

1. This hostel is your second home and be at home as a member of MACFAST family.
2. Bring your parent / guardian at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Pay the fee for every six months in advance. Delay in payment will result in fine.
5. Adhere to the hostel timings strictly.
6. Smoking, consumption of liquor/ drugs etc., are strictly prohibited inside and outside the campus and may result in dismissal of the inmates.

7. Hostel accommodation is provided primarily for attending the classes on time. Hence, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
8. Avoid absconding classes and absenting without valid reasons. The reason for absence, if any, should be intimated to the warden in writing, in advance.
9. Make necessary entries in the registers, when inmates go out for various purposes.
10. The gates of the hostel will be closed at 7 PM and, thereafter, entry/exit is permitted only on prior permission from the warden.
11. The inmates can use the college library from 8.30 PM to 9.45 PM, with special permission, and they should turn up to the hostel before 10 PM.
12. Visitors are permitted only up to 6 PM. However, visitors are not to be taken to the rooms of inmates.
13. Don't take any food items to the rooms, either from the mess or from outside.
14. Wash and clean your rooms, toilets and wash basins regularly and keep them clean and tidy. Personal hygiene should be maintained. (Common areas will be cleaned by the cleaning staff.)
15. Maintain discipline and decorum, both inside and outside the hostel. Unruly behavior should be avoided and basic courtesy should be observed. Responsible behavior is expected from all.
16. Avoid shouting, howling, littering etc.
17. Don't cause any loss or damage to hostel properties.
18. Don't paste, nail or write anything on the walls or any other places.
19. Dress properly inside the hostel.
20. Don't spread washed clothes on the railings or window bars for drying. Keep them at the areas provided for the same.
21. Switch off lights at 11 PM, and maintain absolute silence thereafter.
22. Utmost economy should be observed in the use of power, water and other utilities.
23. As far as possible avoid sitting in other rooms for long. In any case sitting in other rooms is not permitted after 10 PM.
24. Don't remain in the rooms allotted to others and do not exchange rooms without prior permission from the concern authority.
25. Don't sit on the compound walls of the hostel or adjacent compounds.
26. Always remember that maintaining good relationship with others is the secret of happiness.
27. Hand over the keys to the caretaker when you go home or when you leave the hostel for more than one day.
28. Clear the dues and hand over the keys to the caretaker when you vacate the hostel.

29. Keep your personal properties securely and management will not be responsible for any loss of properties.
30. All facilities available in the hostel are for the use of inmates; for BONAFIDE use.
31. The above rules are indicative and not exhaustive.

HOSTEL COMMITTEE

Rev. Fr. Chacko Meledath, Warden	6282181365, 9497334206
Mr. Sunny Kuruvila, Care Taker	9447933465
Abhishek T. M, S2 MBA	
Anand Raj, S4 MCA	
Akash M Dev, S2 MSc Biochemistry	

The Chairman of each committee can co-opt more members, in consultation with the Warden. The committees will meet at least once in a month and the Chairman will record the minutes and maintain the Minutes Book. If any violation of the code of conduct is noticed, the committee members will give necessary instructions to the concerned person and if the violation is repeated, the committee will report the matter to the Warden, in writing, recommending action against the delinquent.

Rules and Regulations and Code of Conduct for the Women's Hostel Inmates

1. This hostel is your second home and be at home as a member of MACFAST family.
2. The parent/guardian should accompany the student at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Hostel accommodation is provided primarily for attending the classes on time. So, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
5. If anyone wants to stay in the hostel during class hours, due to sickness or other reasons, she should intimate the warden and get her permission.
6. Loss or damage of hostel property will be recovered from the concerned persons who cause such losses.
7. Inmates of each room will clean the room and keep it in a neat and tidy manner. Bathroom, wash basin, dining hall and other common places are to be kept neat, clean and hygienic, and the inmates will take utmost care of this.
8. Inmates will observe discipline and decorum both inside and outside the hostel.
9. Unruly words and behavior need to be avoided. Basic courtesy is to be observed always. Responsible behavior is expected from all the inmates. Please avoid shouting, howling etc. under any circumstances.

10. Food should not be taken to rooms.
11. Room rent should be paid at the beginning of each semester.
12. Mess fee can be paid in advance on monthly basis. Delay in payment will leads to fine.
13. Deduction of mess fee is eligible, if the student is absent on due prior permission for more than 10 consecutive days.
14. College timings are from 8:30 am to 4:45 pm.
15. Mess timings should be adhered strictly.
16. Mess timing is as follows
 - Breakfast:8:00am-8:30am
 - Lunch:1:10pm-1:30pm
 - Tea:4:45pm-5:15pm
 - Dinner: 8:00pm-8:30pm
17. There will be strict silence during study time and prayer time. During other times, the inmates will talk and behave in a decent and disciplined manner befitting of the status of mature professional P. G. students.
18. During study time, the rooms should not be locked.
19. The students are restricted to visit or spend time in rooms allotted to others after 9.30 pm.
20. No entry for day scholars into hostel shall be allowed under any circumstances. In case of emergency, the day scholars can directly contact the warden and seek further guidance.
21. All students are expected to participate in the common evening prayer. It is advisable for Catholic students to attend the Holy Mass every day.
22. Inmates should not stay back in the campus after 6 pm. In case of any necessity, (e.g., library visit, work in lab) prior permission should be taken from the Hostel warden.
23. After dinner the inmates are expected to go back to their rooms by 9 pm. Permitted students visiting the library and laboratory can stay back till 9:45 pm.
24. After dinner, students may walk around between main building and administrative block. They are not supposed to go to the front area and gate without proper reason.
25. The permitted time for outing on Saturdays will be from 2:30pm to 5:30pm. The out pass procedure must be followed as usual to get the permission to leave the campus. Students can visit nearby stores/ATM on Wednesdays between 5 pm to 6 pm with prior intimation.
26. Any movement outside the hostel must be registered in detail in the Movement Register.
27. Only those students who are allowed by their parents in written requests will be permitted to receive visitors. Such visits are restricted to Saturdays and Sundays and the timing will be 8:00 am to 6:00 pm. No visitors are allowed after 6:00 pm. Visitors are not allowed to enter the hostel. Meetings are allowed only in the Visitors Room.
28. Saturday and Sunday can be used for Religious visits provided the students produce a written letter from their parents or a message to the warden from the registered mobile number of parents.
29. Out pass can be obtained from the HOD during the class hours and it should be intimated to the warden. During other times permission is to be obtained from the warden.

30. After regular classes students are permitted to go to library only on given timings:
5:00 p.m. - 9:45 p.m.
31. Students who are going home should strictly entrust their room keys to the Warden.
32. Students will be provided vegetarian or non- vegetarian food.
33. Students should be dressed modestly.
34. Any complains, suggestions and cleanliness matter is to be brought to the notice of the hostel committee.
35. Strict silence shall be observed in hostel after 9:30 pm. Care should be taken at all times to ensure that music/loud talking is NOT disturbing outsiders living nearby. Any manner of festivities and noise making celebrations will not be entertained after 9:30 pm.
36. Please switch off the lights at 11PM and maintain absolute silence thereafter. Utmost economy should be observed in the use of power, water and other utilities, as they are national properties.
37. No electrical appliances are allowed inside the hostel.
38. Safekeeping of valuables (laptops, bags, clothes, etc.) is the responsibility of the inmates. Hostel will not be responsible for the loss of valuables. Safekeeping of valuables of day scholars are strictly prohibited in the hostel.
articles (laptops, bags, clothes, etc.) of day scholars are strictly prohibited in the hostel.
39. No clothes lines are allowed either in the room or dormitories. Clothes can be dried in the places provided for the same. Nothing should be pasted, nailed or written on the walls anywhere.
40. The above rules are indicative and not exhaustive. The Warden is empowered to enforce whatever rules and regulations as required to overcome any situation or contingency.
41. Those who violate the rules and regulations are liable to be expelled beside such other disciplinary action as deem fit.

MACFAST Corporate Relations

Objective:

“WE SHAPE THOSE WHO SHAPE THE WORLD”

The Training and Placement Cell of the MACFAST College has an integral role in the recruitment, and the Cell is provided with complete infrastructure support. Training programmes are organized throughout the year to prepare students to face the recruitment process. Students are also guided in improving skills to meet industry needs.

T&P organizes programmes in personality development, interpersonal and communication skills, career planning and career mapping, group discussions and mock interviews. It works through a close knit organization and has a structure which conveys information to the students at the fastest possible rate. This institution aims to create a corporate friendly atmosphere in the college campus and to train & prepare the students, to face the rigors of professional world.

MACFAST Campus Placement Policy for Students

The mandatory placement policy guidelines are as follows:

- I.** At the beginning of the first year and final year, students will be counseled to chalk out their career plan- whether to pursue higher education or to seek an employment. (Form: Annexure I)
- II.** All the students shall attend the placement training providing by the college. Also for Add on/specialized training, all eligible students shall attend the training. Placement officer & in charge, placement coordinators & HOD's of each Department's will design individual Department's Placement Trainings.
- III.** Placement Officer will communicate about the placement details through emails/notice boards/social media sites or any other media depends up on the circumstances. Students are themselves responsible to read and understand placement events and notices displayed.
- IV.** The students who wish to apply to a particular company/organization are required to submit their willingness to the Training and Placement Office before the specified deadline. No late entries will be entertained under any circumstances. It is obligatory on the part of these students to attend the interviews.
- V.** All the students shall sit in the respective Department's Pre Placement Talks (PPT's) conducted by various Companies. After the ppt the eligible registered students shall continue the placement process.

- VI. Students are allowed to take maximum of two offers plus a dream company. Students are allowed to take further offers only after all the remaining registered students got placed.
- VII. It is not feasible and advisable for placement office to fix, dictate, negotiate or bargain for compensation Packages on your behalf. However, wherever & whenever possible, placement office will endeavor to get salary indication from the recruiter. As and when available, it will be communicated through notice. Placement office will in general try and maximize the benefit for students according to the situation and credential of the students. If salary package is not disclosed by the company the students are encouraged to discuss about it preferably at PPT stage.
- VIII. If a student is accepting any other job other than offered or not joining the company because of personal reasons, he/she must give a letter of regret to the company, which offered the first job. The matter must be informed to the training and placement office simultaneously.
- IX. The students selected through campus interview will complete all the necessary formalities (e.g. medical test) asked by the employer and will join the organization within stipulated time frame. He/ she will keep the T & P Cell update regarding his/ her progress in the Company. T & P Cell, in turn, will obtain regular feedback from the employer regarding the performance of selected students.
- X. The Placement Committee has the authority and right to change, add, delete, or modify these rules. This will in general be done if situation calls for. In such case new rules will be published through notice board and come in to vogue as per the time specified in the notice.

Student Code of Conduct:

- a) All post job-offer communication between student and Company should be Channelized only through the placement cell.
- b) Direct communication with the company officials is Not allowed
- c) It is Mandatory for the students to register for the company, to participate in the companies process
- d) Attendance in PPT is mandatory after registration, to be eligible for further Placement process.
- e) Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. **If a student quits in between then he/she will be debarred & will not be allowed to appear in any other future placement event.**
- f) Any kind of misbehavior/complaints reported by the company officials will be taken seriously & if proven the student will be debarred from future campus placements.

Ineligible from the placement activity

Students will be considered ineligible for placement activities if any of the below mentioned is true:

- If students have not cleared the tuition fee dues
- Students who have less than 80% attendance
- Students who fail to achieve 100% attendance target in pre placement training
- Student registers to attend a company's interview and on the day of interview doesn't turn up
- If there is a misbehaviour / indiscipline on the part of the student during the interview process

Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee.

FACULTY - DEPARTMENT OF MANAGEMENT STUDIES

S. No.	Name	Designation	Qualification & Experience	Contact No.
1.	Fr. Dr. Cherian J Kottayil principal@macfast.org	Principal cum Director	M.A-Philosophy, Kerala University, M.A-Religious Studies, KU. Leuven, Belgium, M.A-Theology, KU. Leuven, Belgium, STD-Theology, KU. Leuven, Belgium, Ph.D-KU. Leuven, Belgium. 21 years Experience (Administration 13 years + Teaching 8 years).	0469 2730300 0469 2730303 9605536290
2.	Prof. Varghese Abraham vargheseabraham@macfast.org	Academic Administrator, & Associate Professor	M.Com, M.Phil, MBA. 41 years Experience (Teaching 38 years + Administration 3 years).	9446069036 0469 2730307
3.	Dr. Jeemon Joseph jeemon@macfast.org	Director, Department of Management Studies, & Associate Professor	D.Litt, Ph.D-Management, MBA (HR and Marketing), M.Com, MA (Economics), MA (Sociology), M.Sc in Operations Research & Mathematics. 19 years Teaching Experience.	9495380255 9048480875
4.	Dr. Sudeep. B Chandramana sudeep@macfast.org	Head of the Department, Associate Professor	Ph.D-Management, M.Phil -Management, MBA, B.Tech- Mechanical, D.E.M. 24 years Experience (Teaching 14 years + Industry 10 years).	9947736069 0469 2730323
5.	Dr. V. P. Vijayamohan vijayamohan@macfast.org	Associate Professor	Ph.D-Economics, M.Phil-Economics, MA (Economics), MBA Finance, Fellow IAAP, UK. 30 years Teaching Experience.	9495765587

6.	Dr. Ashalakshmi R.K asha@macfast.org	Associate Professor	Ph.D-Management, MBA (Finance & HR), B.Com. 13 years Experience (Teaching 12 years + Industry 1 year).	9249957719
7.	Dr. Ajai Krishnan G, ajai@macfast.org	Associate Professor	Ph.D-Management, PGDM (Association of Indian Universities) Finance & Marketing, M.Sc Computer Science, BSc. Mathematics. 15 years Experience (Teaching 9 years + Industry 6 years). Research Experience: 7 years.	9645626109
8.	Dr. Neethu Ann Georgie neethu.ajith@macfast.org	Associate Professor	Ph.D-Management, MBA (Operations, Marketing), B.Tech (ECE). 10 years Experience (Teaching 9 years + Industry 1 year).	9446679707
9.	Mr. Arun Prem arun@macfast.org	Assistant Professor	Pursuing Ph.D (Management), PGDM (Association of Indian Universities) Marketing & IT, BSc. Computer Science. 15 years Experience (Teaching 9 years + Industry 6 years).	9567439195
10.	Mr. Ligo Koshy ligo@macfast.org	Assistant Professor	Pursuing Ph.D (Management), MBA (HR & Marketing), UGC NET, B.Tech (IT). 14 years Experience (Teaching 12 years + Industry 2 years).	9496550768
11.	Ms. Tintu Joseph, tintu@macfast.org	Assistant Professor	Pursuing Ph.D (Management), MBA (HR & Marketing), M.Sc (HRM), Glasgow Caledonian University, U.K. 13 years Experience (Teaching 9 years + Industry 4 years).	9895075789
12.	Ms. Preetha G Panicker Preetha.g@macfast.org	Assistant Professor	Pursuing Ph.D (Management), MBA (Marketing & HR), UGC NET, B.Tech (E&C). 10 years Experience (Teaching 7 years + Industry 3 years).	8129237789

13.	Ms. Jerly Akku Cherian Jerly.jackie@macfast.org	Assistant Professor	MBA (Finance & HR), Company Secretary, B.Com (Computer Application). 8 years Experience (Teaching 6 years + Industry 2 years).	9645470514
14.	Mr. Jibumon K G jibumonkg@macfast.org	Assistant Professor	M.Com Finance, UGC NET, B.Com (Co-operation). 12 years Experience (Teaching 9 years + Industry 3 years).	9847105102
15.	Ms. Jinu Mary Varghese jinu.mary@macfast.org	Assistant Professor	MBA (Finance & Production and operation Management), B.Sc Mathematics. 7 years Experience (Administration 4 years + Teaching 3 years).	9645397252
16.	Mr. Jeevan Kumar J jeevan@macfast.org	Assistant Professor	M.Tech (Industrial Engineering and Management)-NIT Tiruchirapalli, B.Tech (Mechanical Engineering). 3 years Teaching Experience.	7736899020
17.	Ms. Arathy Robert	Assistant Professor	MBA, B.Tech 2 years Administration Experience	9495095216

Mr C. K. Koshy

- Adjunct Professor
Former Engineer,
Department of Port & Customs, Dubai.
41 years of Experience (Industry 26 years + Teaching 15 years).

Adv. Rajashekharan Nair

- Adjunct Professor
Practicing as a Lawyer for 30 years.

Mr. Sanesh P Varghese

- Adjunct Professor
MBA (Finance and Marketing), PGDM-IB, PGDM-Retail Management, (MCom), (Mphil).

Fr. Bethel Daniel

- Adjunct Professor
MBA

FACULTY - DEPARTMENT OF COMPUTER APPLICATIONS

S. No.	Name	Designation	Qualification & Experience	Contact No.
1	Dr. M.S Samuel mssamuel@macfast.org	Director & Professor	M. Sc Mathematics, M. Phil(Mathematics), Ph. D(Mathematics) Total Experience:51 years Research Experience:25 years Teaching Experience:51 years.	9447456938
2	Mr. Tiji Thomas tiji@macfast.org	Head of the Department, & Associate Professor	MCA, M.Tech Computer Science & Engineering Total:23 years Teaching Experience:20 years Industry Experience:3 years.	9447918374
3	Mr. Ashok Raj R ashok@macfast.org	Associate Professor	MCA, Quality Assurance Institute Certified Software Professional Total Experience:20.5 years Teaching Experience:10.5 years Industry Experience:10 years.	8547789527
4	Mr. Stephen James stephen@macfast.org	Assistant Professor	Msc Bioinformatics (Rank Holder), MCA, M.Tech Computer Science & Engineering, UGC NET Total Experience:17 years Teaching Experience:15 years Industry:2 years	9746935363
5	Ms. Phijo J. Cherickal phijo@macfast.org	Assistant Professor	Msc Computer Science, M.Phil Computer Science Teaching Experience:17 years	9495216160
6	Ms. Ranjini Mariam Philipose ranjiniphilipose@macfast.org	Assistant Professor	MCA Teaching Experience:11 years	9495156516

7	Dr. Terry Jacob Mathew terry@macfast.org	Associate Professor	MCA, M.Tech Computer Science & Engineering, MPhil. Computer Science Ph. D Computer Science Total Experience:16 years Teaching Experience:10 years Industry Experience:5 years Research Experience:6 years.	9961346086
8	Mr. Thomas Mathew thomas.mathew@macfast.org	Assistant Professor & Head, IT and Systems	MCA, M.Tech Computer Science & Engineering Total Experience:10 years Teaching Experience:9 years Industry Experience:1 year.	9447144980
9	Ms.Vidhya V Kumar vidhya.sujith@macfast.org	Assistant Professor	MCA Total Experience: 8 years Teaching Experience:7 years Industry Experience:1 year.	9496330882
10	Dr. Nishad P. M nishad.pm@macfast.org	Associate Professor	Msc Computer Science, M.Phil Computer Science, Ph. D Computer Science Total Experience:15 years Teaching Experience:11 years Research Experience:4 years Industry Experience:2 years.	9495262832
11	Ms. Rani Susan Oommen rani.susan@macfast.org	Assistant Professor	M.Tech Computer Science & Engineering Teaching Experience:5 years.	9496081211
12	Mr. Pavin Raj Thadathil pavin@macfast.org	Assistant Professor & PR Head	MCA, Certification in RHCSA, RHCE Total Experience:7 years Administration:7 years Teaching Experience:4 years.	9447860688
13	Ms. Poornima M poornima@macfast.org	Assistant Professor	MCA, PGDCA, Total:6 years	7736980237

			Administration:4yrs Teaching Experience :2 years.	
14	Ms. Jeena Sara Viju jeena@macfast.org	Assistant Professor	M.Tech. Computer Science & Engineering. Teaching Experience: 2.5 years.	8281752947
15	Mrs. Sisy Varghese sisy@macfast.org	Lecturer In Mathematics	M.Sc Mathematics Teaching Experience: 6 years.	9656454310

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FACULTY – BIOSCIENCES

- Dr C Balagopalan** - Emeritus Professor
Former Scientist, ICAR-CTCRI, Sreekariyam
- Dr Ashok Pandey** - Adjunct Professor
Former Deputy Director, CSIR-NIIST, Trivandrum
- Dr. Michael Sauer** - Adjunct Professor
CD Laboratory for Biotechnology of Glycerol
Department of Biotechnology
BOKU - University of Natural Resources and
Applied Life Sciences
Muthgasse 18, 1190 Wien, Austria.

S. No.	Name	Designation	Qualification & Experience	Contact No.
1	Prof. Beena Cherian beena.cherian@macfast.org	Dean, School of Bioscience	M.Sc. (Food Science & Nutrition), Qualified NET & SET, P.G. Diploma in Nutrition and Dietetics, Pursuing Ph.D. 23 years of Teaching experience; Former Principal, College of Indigenous Food Technology, Konni.	9744107222
2	Dr Jenny Jacob jenny@macfast.org	Associate Professor & Head of the Department	M.Sc., Ph.D. Qualified NET (All India – 14th Rank) & GATE 12 years of Teaching experience, 5 years of research experience.	8075567847
3	Mr. Stephen James stephen@macfast.org	Assistant Professor & Admission Coordinator	M.Sc., MCA, M.Tech. Qualified NET, University Rank Holder, Pursuing Ph.D. 16 years of teaching experience & 2 years of industry experience.	9746935363
4	Dr. Treesa Varghese treesa@macfast.org	Assistant Professor	M.Sc., Ph.D. 13.5 years of teaching experience.	9745569244
5	Ms. Pinchu Elizabeth Thomas pinchu@macfast.org	Assistant Professor	M.Sc. (Food Science & Technology) Qualified NET,	9446401391

			University Rank Holder, Pursuing Ph.D. 12 years of teaching experience, Trainer in chocolate making & cake art. 12 years Teaching Experience.	
6	Ms. Sini Kurien sini@macfast.org	Assistant Professor	M. Sc.-Biochemistry, P.G. Diploma in Bioinformatics. 12 years Teaching Experience.	9744270123
7	Dr. Blessan Santhosh George blessan@macfast.org	Assistant Professor	M.Sc., Ph.D. Qualified NET & GATE, 6 years of teaching experience and 4 years of research experience.	7025403827
8	Dr. Shilpa Lekshmi L shilpalekshmi@macfa st.org	Assistant Professor	M.Sc., Ph.D. 4 years of teaching experience and 4 years industrial experience.	9656555564
9	Ms. Sreechithra T. V. sreechithra@macfast.o rg	Assistant Professor	M.Sc (Food Science & Technology), Qualified NET & JRF. 1.25 year of teaching experience and 6 months of industrial experience.	9645468608
10	Ms. Anjali P. Thomas anjaliptomas@macfa st.org	Assistant Professor	M.Sc., Registered Dietitian. Pursuing Ph.D. 9 months of teaching experience.	7760527661
11	Dr. Soumya Madhavan soumyamadhavan@m acfast.org	Assistant Professor	M.Sc., Ph.D. (FSU Jena Germany) University Rank Holder. 2 years of teaching experience, 8 years of research experience.	8111842853
12	Dr. Smitha Vijayan smitha@macfast.org	Associate Professor	M.Sc., Ph.D., Qualified NET 10 years of teaching and 2 years of research experience.	8156840849
13	Dr. Sibu Simon sibusimon@macfast.o rg	Associate Professor	M.Sc., Ph.D. 9 years of research experience.	9188342193

14

Mrs. Teena Merlin
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Guest Faculty

M.Sc., Ph.D. (thesis submitted)
10 years of teaching experience,
6 years of research experience.

9744960667



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Bharata-bhagya-vidhata
Jaya he, jaya he, jaya he
Jaya jaya jaya jaya he !