



MACFAST

STUDENT HANDBOOK / CALENDAR

2018 - 2019

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 :

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 oth-
ers 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-wish-
ers.

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 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

- ▶ Online tests
- ▶ Newspaper Reading (mandatory) from 8.30am – 8.55am
- ▶ Tuition/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
 - ▶ Script Writing and Programme Producer
- ▶ 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
- ▶ National / International Conferences organized by the college

MACFAST Knowledge Scheme (MAKS)

Programmes organized jointly by MACFAST and Radio MACFAST 90.4:

- ▶ War Against Drugs
- ▶ Traffic Awareness Programme Nervazhi
- ▶ Karuthal

Students Initiated Campus



COURSES @ MAIN CAMPUS

MBA & MCA

Approved by AICTE & Affiliated to MG University, Kottayam
Accredited by NAAC with 'A' Grade
Department of Scientific and Industrial Research
Govt. of India recognized Research Center

Website

www.macfast.org

www.macfast.ac.in

E – mail: **principal@macfast.org**

Principal cum Director : Fr. Dr. Cherian J Kottayil
 Administrator : Prof. Varghese Abraham
 Deputy Director : Prof. Sanesh P Varghese

Telephone Nos.

Principal : (0469) 2730300
 Administrator : (0469) 2730307
 Deputy Director : (0469) 2730306
 College Reception &
 Admission Office : (0469) 2730301
 HOD, Biosciences : (0469) 2730310
 HOD, MBA : (0469) 2730323
 HOD MCA : (0469) 2730313
 Placement Office : (0469) 2730308
 College Office & Administration : (0469) 2730309
 Cash and Accounts : (0469) 2730319

Hostel Warden (Women’s) : (0469) 2730326, 8281341282
 Sr. Jaya SIC

Hostel Warden (Men’s) : (0469) 2730326, 8943283229
 Rev. Dr. Thomaskutty Pathinettil

INTERNAL COMMUNICATION NUMBERS			
Principal	300	HOD, 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
Deputy Director Office	306	MBA Department	323
Administrator	307	Hostel Warden (Ladies)	326
Placement Officer	308	Radio Station Director	332
College Office	309	MACFAST Technologies	341

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.



President and Patron
H. G. Dr. Thomas Mar Koorilos
Archbishop of Tiruvalla

Rev. Fr. 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 Chitra Tirunal 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

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.

Dr. Sabu Thomas

Pro-Vice Chancellor, M. G University.

Dr. Ashok Pandey

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. Dr. Abraham Mulamoottil

Founder Principal, MACFAST

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.

Former Chief Secretary, Govt. of Kerala.

Dr. K. Paulose Jacob

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

Prof. Varghese Abraham

Administrator, MACFAST.

Dr. M. S. Samuel

Director, Department of Computer Applications

Mr. Sanesh Varghese

Deputy Director, MACFAST.

Ms. Beena Cherian

Dean, School of BioSciences, MACFAST

Mr. Biju Dharmapalan

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

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.
15. All students are expected to follow the guidelines given in the 'Examination Ethics' displayed in front of the examination hall.
16. All kinds of malpractices are viewed by the College as blatant violations of examination ethics and may be reported to higher authorities and University.
17. Genuine grievances of students regarding the internal evaluation of any can be raised to the concerned faculty member or HOD.
18. 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.
19. 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. 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. Mobile phone usage is strictly prohibited in Class rooms, Auditoriums, Library, Computer Lab and other Labs.
9. Government of Kerala has banned obscene cinematic dances and fashion shows to be held on college campuses.
10. MACFAST zealously promotes an eco-friendly, green and clean environment. All students are solicited to actively cooperate.

11. 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, decent and with mutual respect.

HOSTEL LIFE

1. Admission to the hostels has to be secured at the entry point.
2. Hostel Wardens allot rooms to the students and would oversee the life and activities in the hostels.
3. Wardens in consultation with the Hostel Committee decide on all internal matters, like room allotments, general discipline and Mess.
4. Room rents and mess fees have to be regularly remitted to the office, as directed and monitored by the Wardens.
5. The College Management reserves its rights to accept or refuse application for hostel accommodation.
6. 'Nodues' certificate from the Warden is a necessary condition for issuing all College documents, like Mark list, Transfer Certificate etc.

7. 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.
8. Smoking is strictly forbidden in the hostel, and in the campus premises.
9. Keeping or consuming liquor will call for expulsion from the hostel and College.
10. Inter hostel visits (Men to Women's Hostel and vice versa) are strictly prohibited.
11. Hostel rooms and other facilities have to be always kept clean and tidy.
12. Deliberate damage done to the hostel properties including furniture will invite heavy fines.
13. Students going out of the college for emergency reasons should get written permission from the respective HOD and warden.
14. Permission from the Principal is required for sending any matter to the press by the students for publication.
15. Party politics is not permitted on campus. No group meetings shall be organized by students on College premises.
16. 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.
17. 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.*

Some of the disciplinary actions that may be 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 others' 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

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. Before entering the laboratory, remove footwear and use separate footwear for use in the lab.
2. Keep books and other personal belongings in specified locations.
3. Wash hands thoroughly with soap and water.
4. Always wear the lab coat before entering the Lab.
5. Wear gloves and mask while handling toxic chemicals.
6. Agrose Gel should be disposed properly.
7. Contaminated tips & tubes should be disposed only after proper decontamination.
8. Clean the work bench and work area. Do not allow waste materials to lie on the table or sink.
9. Plan and organize the work to be carried out.
10. Keep two record books, one for rough work and another for fair one. Enter the date and serial number.
11. Proper record of usage of instruments should be maintained by entering the details in respective log books.
12. Wash the glassware in detergent/chromic acid and with copious amount of water till they are clean.
13. Use only spatula for transferring solid reagents.
14. Take care, not to spill while transferring liquid reagents. Clean the desktop with water immediately, if liquids are spilled.
15. Use minimum required quantity of reagents.
16. Do not transfer back to the original bottles, solid or liquid reagents, if excess quantity has been taken. Keep them in

separate containers and label them properly. These can be used for the next immediate occasion.

17. If any piece of apparatus is broken, immediately report to the supervisor in-charge.
18. Before disposal into the sink, strong acids, if used for the experiments, should be diluted with water (for Sulphuric acid, pour it slowly into a large volume of water while stirring).
19. Always keep the burner at a distance from the organic solvents.
20. After the work is over, before leaving the laboratory, wash the apparatus thoroughly with water and leave them overnight in detergent solution/chromic acid solution, the latter preferably.
21. Return the reagents to the respective places.
22. Check all the water taps; close any open ones. Put off the burners.
23. Hand over the rough workbook to the supervisor in-charge and get it signed. Submit the fair record the next day to the supervisor.
24. Wash hands with soap/dettol, before leaving the lab.
25. Never smoke or eat in the lab.
26. Know the location of the First Aid Box and the use of it; use it whenever necessary.

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.

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:

1. Fr. Dr. Cherian J Kottayil, Principal (Chairman)
0469-2730300,9605536290
2. Prof. Varghese Abraham, Administrator(Vice Chairman)
04692730307,9446069036
3. Mr. Tiji Thomas, HOD, Dept of Computer Applications.
9447918374
4. Rev. Dr. Thomaskutty Pathinettil, Warden, Boys Hostel
8943283229
5. Dr. Ashalakshmi R.K, Dept of Management Studies.
9249957719
6. Dr. Nishad P.M, Dept of Computer Applications.
9495262832
7. Ms. Beena Cherian , Dean, School of Bio Sciences
9744107222
8. Mr. Stephan James, Dept of Computer Applications.
9746935363
9. Rev. Sr. JAYA SIC, Warden, Ladies Hostel.
8281341282

Surprise Inspection Squad –I

1. Mr. Thomas Mathew, Dept of Computer Applications.
(Captain) 9447144980
2. Ms. Pinchu Elizabeth Thomas, School of BioSciences.
9446401391

3. Mr. Ajai Krishnan G, Dept of Management studies.
9645626109

Surprise Inspection Squad- II

1. Dr. Aggi Anand, Dept of Management Studies. (Captain)
9745569244
2. Ms. Sreelakshmi, Dept of Computer Applications
9847257188
3. Mr. Guruprasad M, School Of BioSciences 9963636520

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.

NSS (National Service Scheme) ADVISORY BOARD

1. Fr.Dr. Cherian J Kottayil, Principal MACFAST.
2. Mr. Sanesh P Varghese, Deputy Director, MACFAST.
3. Mr. Stephen James, Programme Officer.
4. Rev. Dr. Thomaskutty Pathinettil, Warden, Boys Hostel and Director Radio Macfast.
5. Mr. Tiji Thomas, HOD, Dept of Computer Applications.
6. Dr. Sudeep .B. Chandramana, HOD, Dept of Management Studies
7. Mr. Biju Dharmapalan, HOD, School of BioSciences
8. Dr. Nishad P.M, Dept of Computer Applications.
9. Mr. Ajai Krishnan G, Dept of Management studies.
10. Mr. Sarwar Iqbal, Volunteer Secretary (Male).
11. Ms. Arya C Mithra, Volunteer Secretary (Female).

GRIEVANCE REDRESSAL COMMITTEE

1. 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. Mr. Biju Dharmapalan, HOD, School of BioSciences
9447121718
6. Ms. Beena Cherian, Dean, School of Bio Sciences
9744107222
7. Dr. Nishad P.M, Dept of Computer Applications.
9495262832
8. Mrs. Phijo J Cherickal, Dept of Computer Applications.
9495216160
9. Mrs. Preetha G Panicker, Dept of Management Studies
8129237789

ETHICS COMMITTEE

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

1. 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. Mr. Biju Dharmapalan, HOD, School of BioSciences 9447121718
6. Ms. Pinchu Elizabeth Thomas, School of BioSciences. 9446401391

Surprise Inspection Squad –I

1. Mr. Ajai Krishnan G, Dept of Management studies.(Captain) 9645626109
2. Mr. Guruprasad M, School Of BioSciences 9963636520
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. Mr. Blessan Santhosh George, School of BioSciences 7025403827

MACFAST BEST INNOVATIONS

CLEAN AND GREEN CITY

- o Green Hour
- o Clean and Green Tiruvalla (Joint Project with Tiruvalla Municipality)
- o Solid Waste Disposal
- o Solar Power Project

- o MACFAST Water Analysis & Assurance Scheme (M- WAAS)

MACFAST KNOWLEDGE SCHEME (MAKS)

ROAD SAFETY CAMPAIGN NERVAZHI

STUDENT INITIATED CAMPUS

- o Placement Oriented Training
- o Student Leadership and Participation
- o Team Building
- o Innovative and Creative Student Community
- o Formation of club members
- o 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. So, 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, there after, 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. Don't remain in the rooms allotted to others and do not exchange rooms without prior permission from the concern authority.
24. Don't sit on the compound walls of the hostel or adjacent compounds.
25. Always remember that maintaining good relationship with others is the secret of happiness.
26. Hand over the keys to the caretaker when you go home or when you leave the hostel for more than one day.
27. Clear the dues and hand over the keys to the caretaker when you vacate the hostel.
28. Keep your personal properties securely and management will not be responsible for any loss of properties.

29. All facilities available in the hostel are for the use of inmates; for BONAFIDE use.
30. The above rules are indicative and not exhaustive.

HOSTEL COMMITTEE

Rev. Dr. Thomaskutty Pathinettil, Warden 8943283229

Mr. Sunny Kuruvila, Care Taker 9447933465

Albin Baby, S3 MBA

Amal P K, S2 MSc (PMS)

Blessan K Chandy, S2 MCA

Ajo T Sam, S4 MCA

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. Mess fee and room rent for six months should be paid together at the beginning of each semester. Students who fail to pay by 30th or 31st of the month will not be allowed to continue in the hostel and will be vacated forth with.
 6. Electricity charges will be paid from each student as per their use. Electricity charges should be paid at the end of each sixth month period.
 7. Loss or damage of hostel property will be recovered from the concerned persons who cause such losses.
 8. 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.
 9. 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.
 10. During study time, the rooms should not be locked.
 11. The students are restricted to visit or spend time in rooms allotted to others.
 12. 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.
 13. All students are expected to participate in the common evening prayer. It is advisable for Catholic students to attend the Holy Mass every day.
 14. Students can leave the campus after 5pm only with the permission of the warden.

Permission is restricted one time per week and timing is 5:00 pm to 6:00 pm (on Wednesdays). Students should report back by 6:30 pm.

15. Any movement outside the hostel must be registered in detail in the Movement Register.
16. 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.
17. The students are permitted to go home only with the written requests of their parents or guardian. Permission will be given to attend any family occasion only on account of written requests from the parents.
18. Mess concession will be allowed only during the holidays and project time, approved by the College.
19. After regular classes students are permitted to go to library only on given timings: 5:00 p.m. - 9:45 p.m.
20. Students who are going home should strictly entrust their room keys to the Warden.
21. Students will be provided vegetarian or non- vegetarian food.
22. Food and other eatables are not allowed to be brought from outside
23. Students should be dressed modestly.
24. Please switch off the lights at 11PM and maintain absolute silence thereafter.
25. Utmost economy should be observed in the use of power,

water and other utilities, as they are national properties.

26. No electrical appliances are allowed inside the hostel.
27. Hostel will not be responsible for the loss of valuables. Safe keeping of valuables and articles (laptops, bags, clothes, etc.) of day scholars are strictly prohibited in the hostel.

Safekeeping of valuables of hostellers is possible with the warden. In fact hostellers are strongly encouraged to entrust their valuables with Warden and not keep the same in their rooms or dormitories.

28. 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.
29. When students go home, they should make necessary entries in the register maintained with the security personnel. The security personnel will inform the parents/ guardian, over telephone, the time of departure of the student and the parent/guardian in turn should inform the security over telephone, the time of arrival of the student at home. So also, whenever the student leaves home for the College/ hostel, the parents/guardian should inform the College security over telephone, the time of their departure and the security in turn will inform the parent/guardian, when the student reports at the college.
30. 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.
31. Those who violate the rules and regulations are liable to be expelled beside such other disciplinary action as deem fit.

FACULTY - DEPARTMENT OF MANAGEMENT STUDIES

Sl. No.	Name	Designation	Qualification	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	0469 2730300 0469 2730303 9605536290
2.	Prof. Varghese Abraham vargheseabraham@macfast.org	Administrator, Associate Professor	M.Com, M.Phil, MBA	9446069036 0469 2730307
3.	Prof. Sanesh P Varghese sanesh@macfast.org	Deputy Director, Associate Professor	UGC NET, MBA (Finance & Marketing), PGDM-IB, PGDM-Retail Management (M.Phil) (M.Com), FDP –IIM (A), Lead Auditor ISO-9001-2008	9447353677
4.	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), M.Sc in Operations Research & Mathematics	9495380255
5.	Dr. Sudeep. B Chandramana sudeep@macfast.org hodmba@macfast.org	Head of the Department, Associate Professor	Ph.D (Management), M.Phil(Management), MBA, B.Tech. (Mech), D.E.M	9947736069 0469 2730323

6.	Dr. V. P. Vijayamohan vijayamohan@macfast.org	Associate Professor	Ph.D (Economics), M.Phil (Economics), MA (Economics), MBA Finance, Fellow IAAP, UK	9495765587
7.	Dr. Ashalakshmi R.K asha@macfast.org	Associate Professor	Ph.D (Management), MBA, B.Com	9249957719
8.	Dr. Aggi Anand aggi.anand@macfast.org	Associate Professor	Ph.D (Management), MBA (HR & Systems), UGC NET, UGC JRF & SRF	9895390069
9.	Fr. Dr. Josey Philip seeseajoc@yahoo.com	Associate Professor	Ph.D (Management), M.Phil, MBA, PGDBE	8281813844
10.	Dr. Neethu Ann Georgie neethu.ajith@macfast.org	Associate Professor	Ph.D (Management), MBA (Operations, Mar- keting), B.Tech (ECE)	9446679707
11.	Rev. Fr. Pradeep Vazhatharamalayil pradeepmammen@ macfast.org	Assistant Professor	Pursuing Ph.D (Man- agement), MBA (HR & Finance)	9447561258
12.	Mr. Ajai Krishnan G ajai@macfast.org	Assistant Professor	Pursuing Ph.D (Management) PGDM (Association of Indian Universities) Marketing & Finance, M.Sc Computer Sci- ence, B.Sc Mathematics	9645626109

13.	Mr. Arun Prem arun@macfast.org	Assistant Professor	Pursuing Ph.D (Man- agement), PGDM (Association of Indian Universities) Marketing & Systems, B.Sc Computer Science	9567439195
14.	Mr. Ligo Koshy ligo@ macfast.org	Assistant Professor	Pursuing Ph.D (Man- agement), MBA (HR & Marketing), UGC NET, B.Tech (IT)	9496550768
15.	Ms. Tintu Joseph, tintu@macfast.org	Assistant Professor	Pursuing Ph.D (Man- agement), MBA (HR & Marketing), M.Sc (HRM), Glasgow Caledonian University, U.K.	9895075789
16.	Ms. Preetha G Panicker Preetha.g@macfast. org	Assistant Professor	Pursuing Ph.D (Management), MBA (Marketing & HR), UGC NET, B.Tech (E&C)	8129237789
17.	Ms. Jerly Akku Cherian Jerly,jackie@macfast. org	Assistant Professor	MBA (Finance & HR), Company Secretary, B.Com (Computer Ap- plication)	9645470514
18.	Mr. Jibumon K G jibumonkg@macfast. org	Assistant Professor	M.Com Finance, UGC NET, B.Com (Co-operation)	9847105102
19.	Ms. Jinu Mary Varghese Jinu.mary@macfast. org	Assistant Professor	MBA (Finance & Pro- duction and operation Management), B.Sc Mathematics	9645397252
20.	Mr. Jeevan Kumar J jeevanjs1994@gmail. com	Assistant Professor	B.Tech (Mechanical Engineering), M.Tech (Indus- trial Engineering and Management)-NIT Tiruchirapalli	7736899020

FACULTY - DEPARTMENT OF COMPUTER APPLICATIONS

Sl. No.	Name	Designation	Qualification	Contact No.
1.	Dr. M.S Samuel mssamuel@macfast.org	Director and Professor	M.Sc. Mathematics (Kerala University)., M.Phil.-Mathematics (Calicut University)., Ph.D Mathematics (CUSAT)	9447456938
2	Mr. Tiji Thomas tiji@macfast.org	Head of the Department, Associate Professor	MCA ., M.Tech. (CS).	9447918374
3	Mr. Ashok Raj R ashok@macfast.org	Associate Professor	MCA, Quality Assurance Institute certified software professional	8547789527
4	Dr. Nishad P. M nishad.pm@macfast.org	Associate Professor	M.Sc. (CS)., M.Phil. (CS)., Ph.D (CS).	9495262832
5	Ms. Phijo J. Cherickal phijo@macfast.org	Assistant Professor	M.Sc. (CS)., M.Phil (CS)., M. Tech. (CS).	9495216160
6	Mr. Stephen James stephen@macfast.org	Assistant Professor	UGC NET, MCA, M.Sc. Bioinformatics, M. Tech. (CS).	9746935363
7.	Ms. Ranjini Mariam Philipose ranjiniphilipose@macfast.org	Assistant Professor	MCA	9495156516

8	Mr. Thomas Mathew thomas.mathew@macfast.org	Assistant Professor	MCA, M.Tech. (CS)	9447144980
9	Ms. Sreelekshmi C Warrier sreelekshmic@macfast.org	Assistant Professor	M.Sc Mathematics., M.Phil (Mathematics), Pursuing Ph.D (Mathematics).	9847257188
10	Ms.Vidhya V Kumar vidhya.sujith@macfast.org	Assistant Professor	MCA	9496330882
11	Ms. Rani Susan Oommen rani.susan@macfast.org	Assistant Professor	M.Tech. (CSE)	9496081211
12	Mr. Pavin Raj Thadathil pavin@macfast.org	Assistant Professor	MCA, Red Hat Certified Engineer & System Admn.	9447860688
13	Ms. Anitha Mary M. O. Chacko anitha@macfast.org	Assistant Professor	M.Tech. (CS), UGC NET	9961573757
14	Ms. Oleena Thomas oleena@macfast.org	Assistant Professor	M.Tech. (CS), Pursuing Ph.D	8281279197
15	Ms. Poornima M poornima@macfast.org	Assistant Professor	MCA	9400984222

MACFAST BIOCAMPUS & COURSES



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www.macfast.in

M.S.c. BIOINFORMATICS

M.S.c. FOOD TECHNOLOGY & QUALITY ASSURANCE

M.S.c. PLANT BIOTECHNOLOGY

M.S.c. BIOCHEMISTRY

M.S.c. PHYTOMEDICAL SCIENCE & TECHNOLOGY

M.S.c. BIOTECHNOLOGY

FACULTY - BIOSCIENCES

Sl. No.	Name	Designation	Qualification	Contact No.
1	Prof. Beena Cherian beenakunnumadil@gmail.com	Dean, School of Bioscience	M.Sc Food Science & Nutrition, PG Diploma in Applied Nutrition & Dietetics, NET, SET	9744107222
2	Mr. Biju Dharmapalan biju@macfast.org	Head of the Department	M. Phil. Life Science- Biochemistry, M. Sc. Botany-Biotechnology ,NET,GATE	9447121718
3	Ms. Treesa Varghese treesa@macfast.org	Assistant Professor	M. Sc.-Biochemistry	9745569244
4	Ms. Pinchu Elizabeth Thomas pinchu@macfast.org	Assistant Professor	M. Sc.-Food Science & Technology, NET	9446401391
5	Ms. Sini Kurien sini@macfast.org	Assistant Professor	M. Sc.-Biochemistry and Advanced Diplo- ma-Bioinformatics	9744270123
6	Mr. Stephen James stephen@macfast.org	Assistant Professor	M. Sc.-Bioinformatics, MCA, M. Tech., NET (CS)	9746935363
7	Ms Gipthi Mohan gipthi@macfast.org	Assistant Professor	M. Sc.-Food Science and Quality Control	9747205216
8.	Ms Shery M Varghese sheryv038@gmail.com	(on Leave for Ph.D) Assistant Professor	M. Sc.-Food Science & Technology	9645956675
9.	Mr.Blessan Santhosh George blesson@ macfast.org	Assistant Professor	M.Sc. Biotechnology, NET and GATE, Ph.D Thesis Submitted	7025403827

10.	Dr Jenny Jacob jenny@macfast.org	Assistant Professor	MSc. Biochemistry, Ph.D Biochemistry, NET and GATE	8075567847
11.	Dr Sridevi V sridevi@macfast.org	Assistant Professor	Ph.D Biotechnology MSc. Biotechnology	9494713315
12.	Mr. Guru Prasad M guru@macfast.org	Assistant Professor	MSc. Biotechnology Ph.D Thesis Submitted	9963636520
13.	Ms. Samitha Sara Abraham samitha@macfast.org	Assistant Professor	MSc. Biotechnology	9961845421
14.	Gigin Pullemkunnel giginbella26@gmail.com	Assistant Professor	M.Tech Bioinformatics B.Tech Bio informatics	9497746052

Dr.C.Balagopalan

Emeritus Scientist Former Scientist
CTCRII(ICAR) Sreekaryiam

Dr.Ashok Pandey

Adjunct Professor Former Deputy Director
NIIST (CSIR), 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

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2018
ACADEMIC
CALENDAR
2019

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Department of Management Studies

CALENDAR OF EVENTS FOR MBA (MAY 2018 - JUNE 2019)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 & S3 Activities	S2 & S4 Activities
May 18	30	1	2	3	4	5	6	1: May Day	1: May Day
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20	15: KMAT Coaching class (1st session)	14: 2nd Internal S2, 18: Orientation for S3 specialisation
	21	22	23	24	25	26	27	21: Commencement of S3 class (2017-19), 22: KMAT Coaching class (2nd session), 23: Zero Semester Induction Programme (2018-20) - Batch 1	21: Coaching Assessment Test of S2 Supplementary (S4 2016-18)
Jun 18	28	29	30	31	1	2	3		
	4	5	6	7	8	9	10		4: Resume S4 Classes (2016-18), 7: Draft Report of Summer Project (Spiral Bound)
	11	12	13	14	15	16	17	15:Ramzan	15:Ramzan
	18	19	20	21	22	23	24	20: KMAT Coaching class (3rd session)	20: Commencement of S2 University Examinations
Jul 18	25	26	27	28	29	30	1	28: Zero Semester Induction Programme (2018-20)- Batch 2	
	2	3	4	5	6	7	8	4: KMAT Coaching class (4th session)	2. Final submission Summer Project (Hard Bound), 6: End of S2 University Examinations

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 & S3 Activities	S2 & S4 Activities
	9	10	11	12	13	14	15	9: Resuming S3 classes, 11: Inauguration of MBA 2018-2020, 12: Commencement of Induction-cum-Bridge Programme, 14: MII - Industrial Visit S1 (Batch1)	10: Commencement of S4 University Examinations,
	16	17	18	19	20	21	22	17-21: Yes Plus (Batch 1), 16-27: 1st IAT for S3 (Class Tests)	
	23	24	25	26	27	28	29	24-28: Yes Plus (Batch 2), 27-28: MII @ Kochi (Daksha)	
Aug 18	30	31	1	2	3	4	5	31: Completion of Induction-cum-Bridge Programme, 1: Commencement of S1 regular class, OS for S3, 4: MII - Industrial Visit S1 (Batch2)	
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	15: Independence Day	15: Independence Day
	20	21	22	23	24	25	26	22: Bakrid, 24: 1st Onam	22: Bakrid, 24: 1st Onam
Sep 18	27	28	29	30	31	1	2	27: Sree Narayana Guru Jayanthi, 28: Ayyankali Jayanthi	27: Sree Narayana Guru Jayanthi, 28: Ayyankali Jayanthi
	3	4	5	6	7	8	9	7-8: MII @ Kochi for S3 (Sreshta)	
	10	11	12	13	14	15	16	10-13: 1st IAT for S1, 14: 2nd National Conference (NCDTI)	
	17	18	19	20	21	22	23	20: Muharam, 21: Sree Narayana Guru Samadhi	20: Muharam, 21: Sree Narayana Guru Samadhi
	24	25	26	27	28	29	30	24: S1 PTA Meeting with Progress Report, 27-29 Placement Training (Aptitude test) S3	
Oct 18	1	2	3	4	5	6	7	2: Gandhi Jayanthi	2: Gandhi Jayanthi

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 & S3 Activities	S2 & S4 Activities
	8	9	10	11	12	13	14	10-13: 2nd IAT for S1, 12-13: Placement Training (Aptitude test) S3	
	15	16	17	18	19	20	21	18-19: Maha Navami, Vijaya Dasami 15: Commencement of S3 IAT	18-19: Maha Navami, Vijaya Dasami
	22	23	24	25	26	27	28	27: Completion of S3 IAT	
Nov 18	29	30	31	1	2	3	4	29: Commencement of Model Exam for S1	
	5	6	7	8	9	10	11	6: Deepavali, 9: End of Model exam for S1, Orientation for doing OS in the month of April, 2019	6: Deepavali
	12	13	14	15	16	17	18	16: Commencement of S1 & S3 University Examinations	12: Commencement of S2 (2018-2020) Classes, S2 Orientation
	19	20	21	22	23	24	25	20: Nabi Dinam	20: Nabi Dinam
Dec 18	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9	5: Completion of S1 University Examinations, 6-7: MII @ Kochi/ Tvm (S1 Batch1)	
	10	11	12	13	14	15	16	10-11: MII @ Kochi/ Tvm (S1 Batch2) 14,15: MACFAST Fest	14,15: MACFAST Fest
	17	18	19	20	21	22	23	20: Completion of S3 University Examinations	
	24	25	26	27	28	29	30	25: Christmas	25: Christmas
Jan- 19	31	1	2	3	4	5	6	2: Mannam Jayanthi	2: Mannam Jayanthi, 3: Commencement of S4 Classes / S4 Orientation, 1st IAT for S2
	7	8	9	10	11	12	13		Placement Training (GD & Interview) S4
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	25: 1st International Conference, 26: Republic Day	25: 1st International Conference, 26: Republic Day

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 & S3 Activities	S2 & S4 Activities
Feb 19	28	29	30	31	1	2	3		1-2: Placement Training (Aptitude test) S2
	4	5	6	7	8	9	10		7-9: OEL (S2 Batch 1)
	11	12	13	14	15	16	17		14-16: OEL (S2 Batch 2)
	18	19	20	21	22	23	24		20: 2nd IAT of S2
Mar 19	25	26	27	28	1	2	3		
	4	5	6	7	8	9	10		8-9: Placement Training (Mock Interview) S4
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		18: Commencement of S4 IAT, 20: Commencement of S2 University Examinations
	25	26	27	28	29	30	31		
Apr 19	1	2	3	4	5	6	7		1: Commencement of S4 Summer Project
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21	19: Good Friday	15: Commencement of Organisation Study(OS) for S2, 19: Good Friday
	22	23	24	25	26	27	28		
May 19	29	30	1	2	3	4	5		1: May Day
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		13: Completion of OS
	20	21	22	23	24	25	26		
Jun 19	27	28	29	30	31	1	2		31: Completion of S4 Summer Project
	3	4	5	6	7	8	9		7: Commencement of S4 University Examination (Tentative)
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		

Department of Computer Applications
Calendar of Events for MCA (May 2018 - May 2019)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
May 18	30	1	2	3	4	5	6	1: May Day	1: May Day
	7	8	9	10	11	12	13		7:Commencement of S2 MCA Classes & ori- entation programme
	14	15	16	17	18	19	20	16th -25th May 2018:University Theory Exam for S5 MCA Regu- lar & S5 MCA (L.E)	
	21	22	23	24	25	26	27		
Jun 18	28	29	30	31	1	2	3	30th May-8th June2018:University Theory Exam for S5 MCA Regular & S5 MCA (L.E) 1:Commencement of Main Project S6 MCA (Regular & L.E)	28:Commencement of S4 MCA (2 year) Classes 29:Com- mencement of android classes for s4 MCA(2 YEAR)
	4	5	6	7	8	9	10	9:Training on ABOBE PHOTOSHOP for S1 MCA	
	11	12	13	14	15	16	17	15:Ramzan	15:Ramzan
	18	19	20	21	22	23	24		18:Commence- ment of S4 MCA (Regular)Classes &Orientu Programme 20:Special Training on DOT NET
Jul 18	25	26	27	28	29	30	1		
	2	3	4	5	6	7	8		2:First internal exam of S2 MCA starts

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
	9	10	11	12	13	14	15		11:First internal exam of S2 MCA ends
	16	17	18	19	20	21	22	16,17 &18:University Lab Exam for S5 MCA Regular & S5 MCA (L.E)	18:Result publication first internal of S2 MCA
	23	24	25	26	27	28	29		23:First Internal exam for S4 MCA (Regular) starts 27:First Internal exam for S4 MCA (Regular) ends
Aug 18	30	31	1	2	3	4	5		2:One day Orientation programme for S4 MCA(2 YEAR) 3:Result publication first internal of S4 MCA (Regular)
	6	7	8	9	10	11	12		6-10:First review of Main Project for S6 MCA(Regular) &S6 MCA(L.E)
	13	14	15	16	17	18	19	15: Independence Day	13:First Internal exam for S4 MCA (2 YEAR) starts 15: Independence Day 17:First Internal exam for S4 MCA (2 YEAR) ends
	20	21	22	23	24	25	26	22: Bakrid, 24: 1st Onam	22: Bakrid, 24: 1st Onam
Sep 18	27	28	29	30	31	1	2	27: Sree Narayana Guru Jayanthi, 28: Ayyankali Jayanthi	27: Sree Narayana Guru Jayanthi, 28: Ayyankali Jayanthi
	3	4	5	6	7	8	9	5: MCA New Batch Inauguration 6-12:Orientation programme for New batch 24 :Commencement of S1 MCA and S3 MCA(L.E)	3:Second Internal exam for S4 MCA (Regular) starts 7:Second Internal exam for S4 MCA (Regular) ends

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
	10	11	12	13	14	15	16	10:First Internal exam for S4 MCA (2 YEAR) starts 14:First Internal exam for S4 MCA (2 YEAR) ends	10 & 11:First Internal Lab exam for S4 MCA (Regular) & S4 MCA(L.E)
	17	18	19	20	21	22	23	20: Muharam, 21: Sree Narayana Guru Samadhi	17& 18:First Internal Lab exam for S2 MCA 20: Muharam, 21: Sree Narayana Guru Samadhi
	24	25	26	27	28	29	30	24:Result publication first internal of S4 MCA (2 YEAR)	24:Second Internal exam for S2 MCA (Regular)& S4 MCA(L.E) starts 28:Second Internal exam for S2 MCA (Regular) & S4 MCA(L.E)ends
Oct 18	1	2	3	4	5	6	7	2: Gandhi Jayanthi	2: Gandhi Jayanthi
	8	9	10	11	12	13	14	8-12:Aptitude training for S2 MCA and S3 MCA(L.E)	11:Model exam for S2 MCA (Regular) starts 12-16:Second review of Main Project for S6 MCA(Regular) &S6 MCA(L.E) 15 & 16:Model lab exam for S4 MCA (Regular) 17:Model exam for S2 MCA (Regular) ends
	15	16	17	18	19	20	21	18-19: Maha Navami, Vijaya Dasami	18-19: Maha Navami, Vijaya Dasami
	22	23	24	25	26	27	28		22 & 23:Model lab exam for S2 MCA (Regular) 22:Model exam for S4 MCA (Regular) & S4 MCA(L.E)starts 27:Model exam for S4 MCA (Regular) & S4 MCA(L.E)ends

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
Nov 18	29	30	31	1	2	3	4		2:University Theory exam for S2 MCA, S4 MCA (Regular) & S4 MCA(L.E) 1,2,5& 6:Mini Project Evaluation for S4 MCA(2 YEAR)
	5	6	7	8	9	10	11	6: Deepavali,	5-13:Internal Evaluation of Main Project for S6 MCA(Regular) &S6 MCA(L.E) 6: Deepavali
	12	13	14	15	16	17	18		14:University Theory exam S4 MCA (Regular) & S4 MCA(L.E)
	19	20	21	22	23	24	25	20: Nabi Dinam 21:Commencement of S3 MCA(3 Year) Classes	20: Nabi Dinam 21:University exam of Main Project for S6 MCA(Regular) &S6 MCA(L.E)
Dec 18	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9	3: Commencement of fifth semester	
	10	11	12	13	14	15	16	10:Training on ANDROID for S5 MCA(Regular) 10-14:First Internal exam for S1 MCA & S3 MCA(L.E)	
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30	25: Christmas	25: Christmas
Jan-19	31	1	2	3	4	5	6	2: Mannam Jayanthi	2: Mannam Jayanthi,
	7	8	9	10	11	12	13		

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
	14	15	16	17	18	19	20	14 : MII Program for SSMCA (Regular & L.E) at CDAC Technopark	
	21	22	23	24	25	26	27	, 26: Republic Day	, 26: Republic Day
Feb 19	28	29	30	31	1	2	3	28:First Internal exam for S5 MCA (Regular) & S5 MCA (L.E)	
	4	5	6	7	8	9	10	7&9:First Internal Lab exam for S1 MCA	
	11	12	13	14	15	16	17	11-15:Second Internal exam for S1 MCA & S3 MCA(L.E)	
	18	19	20	21	22	23	24	18&19: First Internal Lab exam for S3 MCA(L.E)	
Mar 19	25	26	27	28	1	2	3	25-1:Second Internal exam for S3 MCA (Regular)	
	4	5	6	7	8	9	10	4&5:First Internal Lab exam for S3 MCA (Regular)	
	11	12	13	14	15	16	17	11-14:First Internal Lab exam for S5 MCA (Regu- lar) &(L.E)	
	18	19	20	21	22	23	24	18-22:Second Internal exam for S5 MCA (Regu- lar) & S5 MCA(L.E)	
	25	26	27	28	29	30	31	25-29:Second Internal exam for S1 MCA and S3 MCA(L.E)	
Apr 19	1	2	3	4	5	6	7	1&2: Mini Proj- ect Evaluation for S5 MCA(Regular) 3-9:Model Thoery for S5 MCA (Regu- lar) & S5 MCA(L.E) 8-12:Model Thoery for S3 MCA (Regular)& S3 MCA(L.E)	

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	S1 MCA(Regular), S3 MCA(Regular), S5 MCA(Regular), S5 MCA(L.E)	S2 MCA , S4 MCA (Regular), S4 MCA (2 YEAR), S6 MCA (Regular), S6 MCA (2 YEAR)
	8	9	10	11	12	13	14	10& 11:Model Lab for S5 MCA (Regular) & S5 MCA(L.E)	
	15	16	17	18	19	20	21	15&16:Model Lab for S3 MCA (Regu- lar)& S3 MCA(L.E) 15-19:Model Thoery exam for S1 MCA 19: Good Friday	19: Good Friday
	22	23	24	25	26	27	28		
May 19	29	30	1	2	3	4	5	3:University Thoery exam for S5 MCA (Regu- lar) & S5 MCA(L.E)	
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	15:University Theory exam for S1 MCA	
	20	21	22	23	24	25	26	20:University Thoery exam for S3 MCA (Regu- lar) & S3 MCA(L.E)	
	27	28	29	30	31				

School of Biosciences
Calendar of Events for Msc(May 2018 - May 2019)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activities
Jun 18	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	4-10: study tour for Msc students 5: Jackfruit fest at St. Josephs School Munda- kayam 8:Chromatography Workshop for FT&QA students
	11	12	13	14	15	16	17	15:Ramzan
	18	19	20	21	22	23	24	
Jul 18	25	26	27	28	29	30	1	25-28:Model Exam for II Semester
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	11-18:Second Semester M.Sc. University Exam
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	23:PTA Meeting for Third semester students 25:Commencement of First Semester and Third Semester classes
Aug 18	30	31	1	2	3	4	5	1:National Mathematics Day Celebrations-
	6	7	8	9	10	11	12	10-11:Training programme in Fruit and Vegetable Processing
	13	14	15	16	17	18	19	13-18:Training programme in Biochemical, Immu- nological, Molecular and Computational biology techniques 15: Independence Day
	20	21	22	23	24	25	26	22: Bakrid, 24: 1st Onam
Sep 18	27	28	29	30	31	1	2	27: Sree Narayana Guru Jayanthi, 28: Ayyankali Jayanthi

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activities
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10-13: First Internal Exam for MSc First and Third semester 12-14: Training programme in Food Analysis and Quality Assurance
	17	18	19	20	21	22	23	20: Muharam, 21: Sree Narayana Guru Samadhi
	24	25	26	27	28	29	30	27: G.N Ramachandran Science Club Invited Lecture by Dr Ramaswamy, inSTEM Bangalore
Oct 18	1	2	3	4	5	6	7	2: Gandhi Jayanthi 4-5: Training on Mushroom cultivation and processing
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	18-19: Maha Navami, Vijaya Dasami 16: World food day celebrations
	22	23	24	25	26	27	28	22-25: First Semester and Third Semester Model Exam
Nov 18	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	6: Deepavali,
	12	13	14	15	16	17	18	15-16: National Science Academies' Lecture workshop on Genomics 16: First Semester and Third University Examination
	19	20	21	22	23	24	25	20: Nabi Dinam
Dec 18	26	27	28	29	30	1	2	26: Commencement of Fourth semester classes
	3	4	5	6	7	8	9	3: Commencement of Second Semester classes 5-6: Training programme in Cake Baking and Decoration
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	19-21: Fourth Semester Internal Examination
	24	25	26	27	28	29	30	25: Christmas 27: Commencement of Fourth semester Project
Jan-19	31	1	2	3	4	5	6	2: Mannam Jayanthi
	7	8	9	10	11	12	13	10: G.N. Ramachandran Science Club invited lecture
	14	15	16	17	18	19	20	

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activities
	21	22	23	24	25	26	27	21-23: Training programme on Plant Tissue culture techniques 26: Republic Day
Feb 19	28	29	30	31	1	2	3	28: Second semester Internal examination
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
Mar 19	25	26	27	28	1	2	3	27: National science day celebrations
	4	5	6	7	8	9	10	4-7: Second Semester Model Examination
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	20: Second Semester and Fourth Semester University Examination
	25	26	27	28	29	30	31	
Apr 19	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	10-july 20: Student Projects
	15	16	17	18	19	20	21	19: Good Friday
	22	23	24	25	26	27	28	
May 19	29	30	1	2	3	4	5	
	6	7	8	9	10	11	12	INSPIRE summer training programme
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			

Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata
Punjab-Sindhu-Gujarat-Maratha-
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchala-Jaladhi-taranga
Tava Shubha Name Jage
Tava shubha ashish maange
Gahe tava jaya-gatha
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata
Jaya he, jaya he, jaya he
Jaya jaya jaya, jaya he !