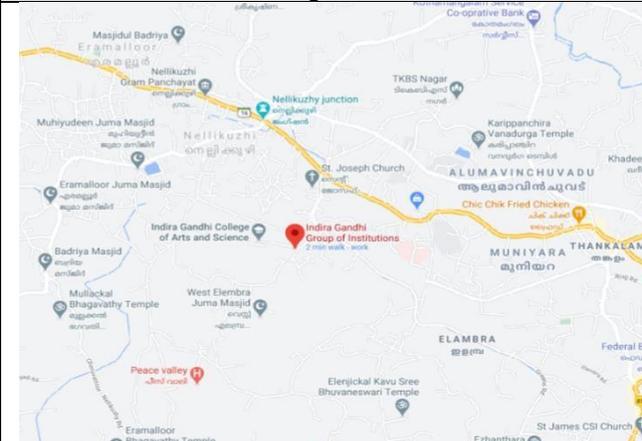


# MANDATORY DISCLOSURE

AICTE File No.	F.No. South-West/1-44644099357/2025/EOA
AICTE ID.	1-44232720693
Date & Period of last approval	20.03.2025
Name of the Institution	Indira Gandhi College of Arts and Science
Address of the Institution	Nellikuzhi P.O, Kothamangalam, Ernakulam( Dist)
Location map of the Institution	
City & Pin Code	Kothamangalam-686691
State	Kerala
Longitude & Latitude	10.07418°N 76.59082°E
Phone number with STD code	8281791384
FAX number with STD code	0485-2851384
Office hours at the Institution	9.00 AM to 4.00 PM
Academic hours at the Institution	10.00 AM to 4.00 PM
Email	<a href="mailto:arts@igmt.org">arts@igmt.org</a>
Website	<a href="http://www.igcas.org.in">www.igcas.org.in</a>
Nearest Railway Station	Aluva, 31Km away
Nearest Airport	Cochin International airport, 31 Km away
Type of Institution	Self-Financing
Category (1) of the Institution	Minority,
Category (2) of the Institution	Co-Ed
Name of the organization running the Institution	Indira Gandhi Memorial Trust
Type of the organization	Trust
Address of the organization	Indira Gandhi Memorial Trust ,Nellikuzhi P.O, Kothamangalam, Ernakulam District, Pin code :686691
Registration date	04/09/2002
Website of the organization	<a href="http://www.iggis.org">www.iggis.org</a>
Name of the affiliating University/ Board (PG,UG)	Mahatma Gandhi university, Kottayam

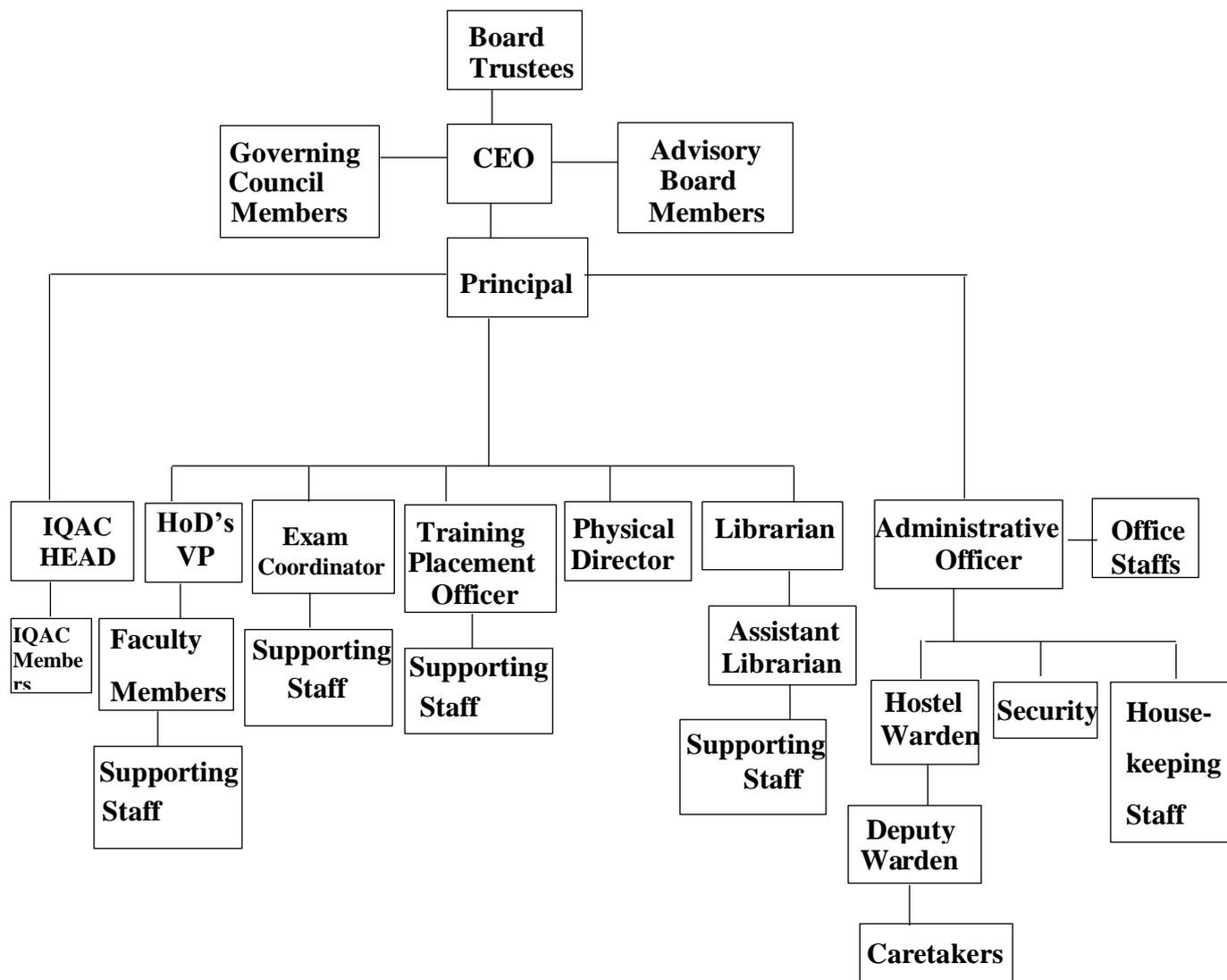
Address	Mahatma Gandhi university, Priyadarsini Hills P.O, Kottayam,pincode:686560
Website	<a href="http://www.mgu.ac.in">www.mgu.ac.in</a>
Name of the affiliating University / Board	Mahatma Gandhi university
Address	Mahatma Gandhi university, Priyadarsini Hills P.O, Kottayam,pincode:686560
Website	<a href="http://www.mgu.ac.in">www.mgu.ac.in</a>
Latest affiliation period	Academic year 2025-2026
Name of Principal / Director	Dr. Viji. K. Ramakrishnan
Exact Designation	Principal
Phone number with STD code	9072212200
FAX number with STD code	0485-2851384
Email	principal@igcas.org
Highest Degree	Ph.D
Field of specialization	Psychology

## Governing Board Members

Sl. No	Designation	Name and Contact Details	Educational qualifications
1	Chairman	K M Pareeth PH:9447136101	
2	Vice Chairman	SAIREJ K.P PH:9495943439	
3	Director Nominated by the society / trust	Shibu K.P PH:9447 749530	MCA
4	Secretary Member Nominated by the society / trust	Dr. Shiyas K.P PH:9446034201	MBBS,MD
5	CEO Nominated by the society / trust	Dr. Siyad K.P PH:9847459999	BDS,MDS
6	Member Nominated by the society / trust	P.N. Aboobacker Sidhic PH:9495508850	M.com

7	Member Nominee of AICTE / regional officer	Dr. Ramesh Unnikrishnan Director, Regional Office, AICTE Thiruvananthapuram Ph: 04712596363 Email: aicte.tvpm@gmail.com	Ph D
9	Member Nominee of University	Dr. Bismi Gopalakrishnan Registrar, MG University, Kottayam Ph: 0481-2731007 Email: registrar@mgu.ac.in	Ph D
10	Principal of the institution	Dr. Viji. K. Ramakrishnan	Ph D
11	Member Faculty of the Institution, nominated by Principal	Dr. Jagadeesh G Nambiar	Ph D
Frequency of meetings			Twice in a year
Date of last meeting			02/01/2026
Academic Advisory Body		Yes	
Date of last meeting		10/12/2025	
Student feedback mechanism on Institutional Governance/faculty performance		Feedback is taken in every semester	
Grievance redressal mechanism for faculty, staff and students		Available	

- **Organizational Chart**



**PROGRAMMES (UG)**

SI No.	Name of the Programme	No. of Seats	Duration
1.	BCA	180	8 Semesters
2.	BBA	180	8 Semesters

## **Vision of the Institution**

To be a leading institution that provides quality education, prioritizing the holistic development of students to equip them with academic excellence and virtues essential for becoming global professionals and valuable citizens of the nation.

## **Mission of the Institution**

Our mission is to provide a transformative education that empowers students to reach their highest potential. We are committed to:

1. Delivering a rigorous and comprehensive curriculum that fosters intellectual growth and critical thinking.
2. Promoting social responsibility and community engagement through service learning and extracurricular activities.
3. Upholding ethical standards and integrity in all endeavors.
4. Encouraging innovative research and development to address real-world challenges.
5. Fostering a diverse and inclusive environment that respects and celebrates differences.

## **Important Facilities Available**

### **College Library**

Education system should be integration and co-ordination between the classroom and the library, which brings out the fruitful result in building up the overall development of the personality of the student. The library system consists of a central library and other department libraries. All students, faculty members and employees are entitled to avail the facilities of the Central Library after enrolling themselves for a membership. The library consists of textbooks by reputed authors, E journals, newspapers and magazines. The library is managed by fully qualified and experienced library professionals.

### **Internships/Industry Visits**

Industrial visits are an integral part of the college curriculum for professional degrees. Its main objective is to offer an insight into the working of a factory or industrial unit. It also provides an opportunity to delve deeper into the realities of an Industrial house. The institution encourages students to conduct industrial visits on a regular basis. As per the syllabus, each student shall undergo internship during the vacation time.

### **National Service Scheme (NSS)**

The programme aims at instilling the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster's victims.

### **Internal Quality Assurance Cell (IQAC)**

Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The motto of the IQAC is to achieve quality through continuous improvement with cooperation of all stake holders. The Internal Quality Assurance Cell gives advice and guidelines to the administration to maintain high quality work in academics and administration. The cell monitors the quality aspects of all the academic and non-academic activities of the institution. The cell works on various accreditation aspects

#### **Functions**

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Dissemination of information on the various quality parameters of higher education.

### **Anti-ragging Committee**

Anti -Ragging Committee is constituted in the college to prevent ragging and to take anti-ragging measures as per the guide lines issued by the Supreme Court of India Actions will be taken against students for indulging and abetting ragging depending upon the nature and gravity of the offence as established. On admission to the college, each student will be asked to sign the anti- ragging oath form that creates awareness about ragging offences and punishments. The Anti-ragging committee conduct enquiry on complainants and submits report to the Principal. The Principal, if required, forward the complainant to the local police for necessary action against the offender. The committee keeps the records of the complaint and the enquiry report prepared (if any) in all cases.

### **Women's Cell**

Women cell aims at empowering and orienting women to recognize their true potential and to help them attain their own stand in a competing world. Its goal is the overall development in all spheres of their life. The main functions of Women cell are;

- Enable the students and teachers to come to the forefront and maintain a harmonious environment in the institute.
- Create awareness on gender related issues.
- Create a professional learning and working atmosphere in the institute for its students and employees by preventing gender discrimination.

### **Internal Complaints Committee**

An Internal Complaints Committee (ICC) is formed in this institution according to the provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **Student's Grievance Cell**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. Grievance Cell facilitates the resolution of grievances in a

fair and impartial manner involving the respective Department .The function of the cell is to look into the complaints lodged by any student, and judge its merit Anyone with a genuine grievance may approach the faculty members in person, or the officer in- charge Students' Grievance Cell.

### **Students Welfare Committee**

The purpose of the Welfare committee is to promote student welfare, advice and support. We achieve this by campaigning on various welfare issues, as well as by working with student-led services. Under this committee, a counselling cell is provided with counsellor to mentor students having family problems and other issues so as to improve their mental as well as physical well-being.

### **Parent Teachers Association (PTA)**

The PTA aspires for co-operation and participation of parents in full measure, in the wholesome activities of the college. The PTA has been focusing on the growth and development of the college since its inception It actively involves in training and placement, also provides financial support to economically backward students.

### **Admission Procedure:**

#### **BBA & BCA Programmes**

Admissions to BBA and BCA Programmes are strictly based on merit through the Centralized Allotment Process (CAP) and Management Quota, in accordance with the norms prescribed by Mahatma Gandhi University.

Eligibility for admission, admission policy, and procedure shall be decided from time to time as per the guidelines issued by the University and other statutory bodies.

50% Merit Quota & 50% Management Quota Seats

#### **Merit Quota (CAP Allotment)**

- 1.Merit quota seats will be allotted through the Centralized Allotment Process (CAP) conducted by Mahatma Gandhi University.
- 2.Candidates must register online through the official MG University CAP portal as and when notified.
- 3.Allotment will be based on: Marks obtained in the qualifying examination
- 4.Candidates must select: College preference and Course preference (BBA/BCA)

#### **Management Quota**

- 1.Candidates who have passed Higher Secondary Examination of Kerala or equivalent are eligible.

#### **For BBA:**

- Pass in Plus Two or equivalent examination
- No specific subject requirement (Commerce preferred)

For BCA:

- Pass in Plus Two or equivalent
- Mathematics / Computer Science /commerce preferred

**Accreditation**

NAAC Accreditation Status

1	NAAC Accredited (First cycle) with A Grade(3.05/4)
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