

ANNEXURE-18
AICTE Mandatory Disclosures

18.1 Name of the Institution: Naipunnya School Of Management Cherthala

Address: Near Manorama Junction, Cherthala
Alappuzha, Kerala
Affiliated to the University of Kerala,
A Project of the Archdiocese of Ernakulam-Angamaly

Phone No: 0478 2817476 / 2817478 / +91 8606802255

Email: info@naipunnyacollege.ac.in

18.2 Name and Address of the Trust/Society/Company and the Trustees

Name of Society: Naipunnya Charitable Society

Address: Pongam, Naipunnya Nagar, Koratty East,
Thrissur, Kerala
680308

The details of Naipunnya Charitable Society from March 2026 are available on college website:

[Naipunnya Charitable Society](#)

The details of Naipunnya Charitable Society up to February 28 2026:



NAIPUNNYA CHARITABLE SOCIETY

Reg. No. ER-197/1998 Dt. 3-2-1998.
Regd. Office: Major Arch Bishop's House, Ernakulam, Cochin - 682 031

List of Governing Board Members of Naipunnya Charitable Society

Registration No. ER 197 of 1998

List of the Governing Board Members of Naipunnya Charitable Society for the year 2024-25 elected in the Annual General Body Meeting held on 25.09.2024

Sl.No.	Name	Address	Designation
1.	Rev. Fr Varghese Pottakkal	Major Arch Bishop's House Ernakulam, Cochin 31	President
2.	Rev. Fr. Paul Madassery	Major Arch Bishop's House Ernakulam, Cochin 31	Vice President
3.	Fr. Paulachan K J	Naipunnya College Pongam, Koratty (Executive Director, NIMIT)	Secretary cum Treasurer and Executive Director
4.	Fr. Varghese Palatty	Naipunnya College Cherthala, Alapuzha Dt. (Executive Director, NSM)	Executive Director
5.	Fr. Jimmy Kunnathoor	Naipunnya College Pongam, Koratty (Ast. Executive Director)	Ast. Executive Director
6.	Fr. Chacko Kilukkan	Naipunnya College Cherthala, Alapuzha Dt. (Executive Director, NSM)	Ast. Executive Director
7.	Fr. Tony Xavier	Naipunnya College Pongam, Koratty (Ast. Executive Director)	Ast. Executive Director

Fr. Varghese Pottakkal
President

Fr. Paulachan K J
Secretary cum Treasurer
And Executive Director

Fr. Varghese Palatty
Executive Director



Admn. Office : Naipunnya Charitable Society, Pongam, Koratty East, Thrissur Dist, Kerala - 680 308
Ph : 0480 - 2733573, 2730341, 2730340, Website : www.naipunnya.ac.in, e-mail : mail@naipunnya.ac.in

18.3 Name and Address of the Principal/Director

2025-2026

Principal: Dr. Biji P Thomas, Principal, Naipunnya School of Management,
Near Manorama Junction, Cherthala
688524

Executive Director: Rev Fr Vargheese Palatty

Executive Director, Naipunnya School of Management,
Near Manorama Junction, Cherthala
688524

2026-2027

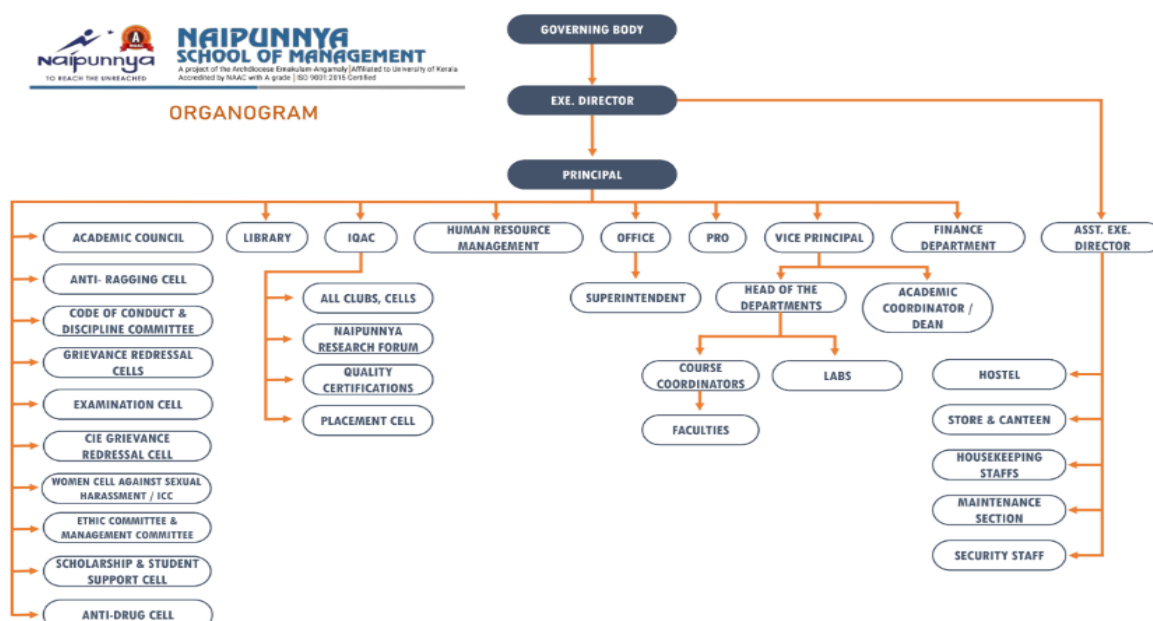
Principal & Executive Director: Rev Dr Benny John Maramparampil

Executive Director, Naipunnya School of Management,
Near Manorama Junction, Cherthala
688524

18.4 Name of the Affiliating University: University of Kerala

18.5 Governance

- i. **Organizational Chart:** The organogram of Naipunnya School of Management is available on college website: [Organogram](#)



ii. **Grievance Redressal Mechanism** for Faculty, Staff and Students

The Grievance Redressal Cell at Naipunnya School of Management is dedicated to ensuring that every member of our college community students, faculty, and staff has a voice and can seek resolution for their concerns in a fair, transparent, and efficient manner. This cell serves as a crucial mechanism for maintaining a positive and productive academic environment, addressing grievances related to academic, administrative or personal issues.

The primary objective of the Grievance Redressal Cell is to provide a structured platform for the resolution of grievances, ensuring that all complaints are addressed promptly and effectively. The cell aims to foster a culture of openness, trust, and mutual respect by promoting transparency and accountability in grievance handling.

The Policy document and other details of Grievance Redressal Mechanism of Naipunnya School of Management is available on college website: [Grievance](#)

- iii. Establishment of **Anti-Ragging Committee**: The details of Anti-Ragging Committee of Naipunnya School of Management is available on college website: [Anti Ragging Cell](#)
- iv. Establishment of **Online Grievance Redressal Mechanism**: The Policy document and other details of Online Grievance Redressal Mechanism of Naipunnya School of Management is available on college website: [Grievance](#)
- v. Details of **Grievance Redressal Committee** in the Institution and Ombudsman by the University

Composition of the grievance redressal cell

Name	Designation	Role
Ms. Soumya K Tomy	<i>Asst.Prof. (Commerce & Management)</i>	Chairperson
Mr. Joel Joseph	<i>Asst.Prof. (Computer Application)</i>	Member
Mr. Gopakumar C G	<i>Asst.Prof. (Hotel Management)</i>	Member
Ms. Shonima C	<i>Asst.Prof. (English)</i>	Member

Contact Information

Students can reach out to the Grievance Redressal Cell through:

- Email: grievance@naipunnyacollege.ac.in
- Contact Number: 8606802255

vi. Establishment of Internal Committee (IC)

Internal complaint committee is a body, formulated by the guidelines of UGC, envision to received complaints on sexual harassment at the workplace from an aggrieved women, as well as inquire into and the recommendation to the employer on the action required pursuant to its inquiry of such complaint made.

Naipunnya School of Management has zero tolerance against disrespect and exploitation of women. The internal complaint committee has been established according with provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act”

The details of Establishment of Internal Committee (IC) of Naipunnya School of Management is available on college website: [Internal Committee](#)

vii. Establishment of Committee for SC/ST

The SC ST Cell was newly constituted on June 2026 with below members:



viii. Internal Quality Assurance Cell (IQAC)

As per National Assessment and Accreditation Council (NAAC) guidelines every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution’s system and works towards realization of the goals of quality enhancement and sustenance.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The details of IQAC of Naipunnya School of Management is available on college website: [IQAC](#)

ix. Equal Opportunity Facilities Cell

The Equal Opportunity Cell (EOC) is established to uphold the principles of equality and non-discrimination within the college community. The EOC at Naipunnaya College is dedicated to ensuring that all members of the college community have equal access to opportunities and are treated with fairness and respect. Through proactive initiatives, support services, and inclusive policies, the EOC strives to create a campus environment where diversity is celebrated and everyone can thrive. The college has implemented an equal opportunity cell policy to ensure the upholding of the principles of equality and non-discrimination.

The details of Equal Opportunity Cell of Naipunnaya School of Management are available on college website: [Equal Opportunity Cell](#)

18.6 Programmes

i. Name of Programmes approved by AICTE: BBA, BCA, BSc Hotel Management

ii. Name of Programmes Accredited by NBA: Nil

iii. Status of Accreditation of the Courses: Affiliated

iv. Total Number of Courses: 13 (3 AICTE Affiliated Courses)

v. For each Programme the following details are to be given (Preferably in Tabular Form):

NAME	No of Seats	Duration	Cut off marks/Rank of Admission during the last years
BBA	40	4	45
BCA	65	4	40
HM	120	4	45

vi. Fee (as approved by the State Government): Rs.15,000 /- per Semester for BCA , BBA & HM as per University prospectus

vii. Name and Duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any: Nil

18.7 Faculty

i. Course/Branch-wise List of Faculty Members

[Faculty List](#)

iv. Permanent Faculty: Student Ratio : 1 : 17

18.8 Profile of Vice Chancellor/Director/Principal/Faculty

i. Name : Dr. Bennichan John (Fr. Benny John Maramparampil)

ii. Date of Birth : 13 March 1972

iii. Unique ID : 7316 0360 2932

iv. Educational Qualifications :

B.A. (Mysore University, 1992); M.A. English (M.G. University, 2000); M.Th. (Vidyajyoti College of Theology, 2004); M.Phil. (Madurai Kamaraj University, 2006); B.Ed. (Jamia Millia Islamia, 2008); Ph.D. in English (Bharathiar University, 2015); CELTA in TESOL (Cambridge University, 2019).

v. Work Experience :

More than 19 years of experience in English language education and academic administration, serving as Principal, Executive Director, Assistant Professor, Lecturer, and Faculty in various institutions.

Principal, Mary Matha College (Private), Narakal (2003-04)
Asst. Professor, Naipunnya College, Pongam-Koratty (2004-2008)
Asst. Director, Naipunnya Public School, Edakkunnu, Angamaly (2008-2009)
Principal, Naipunnya Public School, Edakkunnu, Angamaly (2009-2011)
Executive Director, Naipunnya Public School, Edakkunnu, Angamaly (2010-2011)
Principal, Naipunnya Public School Kochi, Thrikkakara, Kochi (2011-2014)
Lecturer in English- S.H. Minor Seminary, Thrikkakara (2011-13)
Faculty in English- St. Joseph's Pontifical Seminary, Aluva (2011-2012)
Principal, Bharata Mata College of Commerce and Arts, Choondy, Aluva (2015-2018)
Faculty in PG Dept. of English- Naipunnya School of Management, Cherthala (2018 June onwards)

vi. Teaching / Research / Industry / Others :

Teaching : More than 19 years of experience in English Language Education, including over 3,500 hours of teaching adults. Served as Faculty, Lecturer and Assistant Professor in English, Principal, and Executive Director in various educational institutions.

Research: Ph.D. in English with research publications, a book, and a doctoral thesis in the area of English Language Teaching and Sociolinguistics.

Industry: Course & Placement Coordinator, Naipunnya Institute of Management, Koratty (2005–2007).

Others: Sub-editor, *Light of Truth* Fortnightly in English (2003–2004); General Secretary, Central Kerala CBSE Schools Sahodaya Schools Complex (2011–2013); Board Member, Naipunnya Group of Institutions (2008–2011); Board Member, Bharata Mata Group of Institutions (2012–2017); Member, English Language Teachers' Association of India (ELTAI); Member, TESOL (Teaching English to Speakers of Other Languages); Member, All India Association of Christian Higher Education (AIACHE).

vii. Area of Specialization :

English Language Teaching (ELT), English Language Education, Sociolinguistics, TESOL, Tribal Language Education.

viii. Courses Taught (Diploma / Post Diploma / UG / PG / PG Diploma) :

Undergraduate (UG) and Postgraduate (PG) English courses.

x. Number of Papers Published in National/International Journals/Conferences : **5** research papers/articles.

xi. Master's (Completed/Ongoing) :

- M.A. English – M.G. University, Kottayam (Devamatha College, Kuravilangad), 2000
- M.Th. (Master of Theology) – Vidyajyoti College of Theology, New Delhi, 2004

xii. Ph.D. (Completed/Ongoing) : Completed – Ph.D. in English - Bharathiar University, Coimbatore (2015)

xvi. Research Publications :

Ph.D. Thesis (1); Research Articles (5); Book (1): *ELT in India: A Sociolinguistic Study of Teaching English Language to Tribal Students* (NSM-NIMIT Publishing, 2021).

xvii. Number of Books Published with details (Name, Publisher, ISBN, Year, etc.) : 1 Book: *ELT in India: A Sociolinguistic Study of Teaching English Language to Tribal Students*; Publisher: NSM-NIMIT Publishing, Alappuzha; Year: 2021

18.9 Fee

i. Number of Fee Waivers Granted with Amount and Name of Students

ii. Number of Scholarships offered by the Institution, Duration and Amount

[Fee Concession FY 2023 to 2026](#)

18.10 Admission

Admission	2023 - 2024			2024 – 2025			2025 - 2026		
Course	BBA	BCA	HM	BBA	BCA	HM	BBA	BCA	HM
Number of Seats Sanctioned with the Year of Approval	52	55	156	44	42	132	40	65	120
Number of Students Admitted under various categories each year in the last three years	39	39	100	30	33	108	31	59	91
Number of Applications received during last year for admission under Management Quota and Number Admitted	52	63	123	37	69	122	39	63	104

18.15 Information of Infrastructure and Other Resources Available

- i. Number of Classrooms and size of each : 18 classrooms, each of 51.75sq ft area
- ii. Number of Tutorial Rooms and size of each : 3, each of 51.75sq ft or 66sq ft area
- iii. Number of Laboratories and size of each :

Sl No	Department	Lab	Area (Sq.m)
1	Computer Science	Windows lab	250
2	Computer Science	Carlo Computer Lab	150
4	BBA & English	Language lab	102
5	HM	BTR, QUTR	350

- iv. Number of Computer Centres with capacity of each : 3 labs
- v. Central Examination Facility, Number of Rooms and Capacity of each :
 - Number of examination halls/rooms – 2 Hall
 - Seating capacity of each hall – Hall No. 1- 390, Hall No. 2 - 300
 - Total seating capacity - 690
 - Facilities available (CCTV, public address system, invigilation room, etc., if applicable)
– All the mentioned facilities are available.
- vii. Online Examination Facility (Number of Nodes, Internet Bandwidth, etc.) :
As of now Kerala University is not conducting any online exams.

Following Facilities are available for conducting Online Exams

- Number of computers (nodes) available : 100
 - Number of computer labs : 3
 - Internet bandwidth- Mini Leased line 1 Gbps, Broadband 300 Mbps
 - LAN connectivity - YES
 - UPS/Power backup - YES
 - Examination software compatibility - YES
 - CCTV surveillance (if available) - YES
- viii. Barrier-Free Built Environment for Disabled and Elderly Persons:

The institution is committed to providing a safe, inclusive, and barrier-free environment for Divyangjan (Persons with Disabilities). To ensure accessibility and equal opportunities, the campus is equipped with ramps at the academic and administrative blocks and the open auditorium, lift facilities in the academic block, library resources with internet access, wheelchairs and walkers, Divyangjan-friendly washrooms for both boys and girls, and reserved parking spaces. These facilities promote independent mobility, accessibility, and a supportive learning environment for all students.

Disabled friendly washroom

Restroom with a small ramp installed at the entrance, intended to improve accessibility for individuals with mobility challenges. This provides an effort to accommodate diverse needs, though it highlights the importance of comprehensive planning in creating fully accessible spaces.



Divyangjan friendly washroom for girls



Divyanjan friendly washrooms for boys

Ramp and Lift Facility

By incorporating ramps and lifts on college campuses, accessibility for disabled students is greatly improved, creating a more barrier-free space.



Ramp at academic block



Lift at academic block

Signage

Signage, including lights, display boards, and signposts across the campus, ensure that students can easily locate and access these amenities throughout the campus.



Special car parking area for disabled students

viii. Fire and Safety Certificate :



WE SERVE TO SAVE

DEPARTMENT OF FIRE AND RESCUE SERVICES
GOVERNMENT OF KERALA

No: FRS/CTL/11853/2026/RENEWAL

Date: 30-3-2026

RENEWAL CERTIFICATE

NAME & ADDRESS OF THE APPLICANT	: The Principal, NAIPUNYA SCHOOL OF MANAGEMENT, CHERTHALA, CHERTHALA, ALAPUZHA-688524
NAME OF THE COMPANY	: NAIPUNYA SCHOOL OF MANAGEMENT
OCCUPANCY TYPE	: EDUCATIONAL BUILDING
HEIGHT OF THE BUILDING	: 15.45 Metre
NO OF FLOOR	: 4 (G+3) STOREYED
PLINTH AREA	: 4180.45 m ²
FINAL NOC NO. AND DATE OF ISSUE AND ISSUED BY	: B1-5776/15 dated 30-12-2015 Issued by DIVISIONAL OFFICER
SURVEY NO	: 207/3A, 3B2, 2B
VILLAGE	: CHERTHALA NORTH
MUNICIPALITY	: CHERTHALA
DISTRICT	: ALAPUZHA

1. The Board headed by the Station Officer, Fire and Rescue station, CHERTHALA has inspected the above said building and recommended to renew the No objection Certificate.

2. In this circumstances, this No Objection Certificate is issued under my authority for the continued occupation of the above building. No further construction will be allowed in the vacant spaces provided in the approved plan.

3. This certificate is issued on the condition that the fire fighting system installed will be kept always functional and the owner of the building should take special care to maintain the systems installed in proper working condition in all time. **This certificate is valid for 5 years from the date of issue. After 5 years the certificate must be renewed. Non renewal of the certificate within the time limit will result in the loss of eligibility for insurance coverage and appropriate legal action by the Local Self Government/Revenue Department.** All Officers of and above the rank of Station Officers of the Fire & Rescue Services Department will have the right to inspect the building on any day/time after serving 7 days notice to ensure that the installed systems are in good working condition.



Certificate issued by A SREEKUMAR STATION OFFICER
Station Officer : CHERTHALA
Date of Issue 30-03-2026 11:41:34
Next Renewal Date: 30-03-2031

To,
Applicant / Concerned Local Authority

** This is a Computer Generated Certificate & signature is not required.*

ACADEMIC BLOCK,

ix. Hostel Facilities : Available for girls and boys inside the campus.

Hostels



The college runs hostels for girls and boys; these are owned and managed by the college. The canteen of the college also provides food in the hostel. The main aim of the college hostels is to provide a home for students, to help new arrivals adjust to the new environment, and to offer the right atmosphere for study and the interchange of thoughts and ideas.

x. Number of Library Books/eBooks/Titles/Journals Available (Programme-wise) :

BBA-1692

BCA-836

HM-512

xi. List of Online National/International Journals Subscribed :

Delnet, JGate Social science (as per available in the site)

xii. National Digital Library (NDL) Subscription Details :

Have NDLI Club membership.

Register number -INKLNC3WAXVNJXI

xiii. List of Major Equipment/Facilities in each Laboratory/Workshop :

the following is the list of laboratory equipment available at Naipunnya School of Management. The listed items are verified and maintained to support academic and research activities.

List of lab equipment

Sl No	Location	Equipment	No of Equipment
1	Basic Training Restaurant	JOINT KNIFE	56
2		FISH KNIFE	46
3		SIDE KNIFE	58
4		JOINT FORK	51
5		FISH FORK	44
6		DESSERT FORK	48
7		DESSERT SPOON	58
8		TABLE SPOON	51
9		SOUP SPOON	54
10		SERVICE SPOON	13
11		SERVICE FORK	16
12		COFFEE SPOON	16
13		TEA SPOON	5

14	Basic Training Restaurant	CHEESE FORK	1
15		CHEESE KNIFE	1
16		BUTTER KNIFE	1
17		FULL PLATE	40
18		HALF PLATE	40
19		SIDE PLATE	40
20		SOUP UNDER LINER	40
21		SOUP BOWL	40
22		TEACUP SAUCER	14
23		TEACUP	15
24		DEMITASE CUP	6
25		DEMITASE SAUCER	6
26		EGG HOLDER	4
27		CERIAL BOWL	5
28		CHUTNEY BOWL	5
29		WATER GLASS	60
30		TEA POT	7
31		COFFEE POT	1
32		SUGAR BOWL	6
33		TEA FLASK	2
34		CREAMER	7
35		BUD VASE (SS)	10
36		MENU STAND	10
37		SALWAR (SS)	5
38		WATER JUG (SS)	5
39		CRUET SET	18
40		STRAW STAND	5
41		FOOD COVER	3
42		FINGER BOWL	8
43		BUTTER DISH OLD	2
44		BUTTER DISH	10
45		BREAD BASKET(SS)	10
46		NAPKIN HOLDER	5
47		ROOM SERVICE TRAY	3
48		ASH TRAY	8
49		SQUARE PLATE	6
50		TEA CUP (RAK)	12
51		COFFEE CUP	6
52		DEMITAZE (NEW)	6
53		SUGAR TONG	2
54		WIPPING CLOTH	10
55		ITALIAN CRUETSET	1
56		PEPPER MILL	1
57	Basic Training Restaurant	BUFFET STAND BIG	4
58		BUFFET STAND SMALL	4
59		KATTORI BLACK	12
60		TRAY JACK	3
61		2-TIERED COOKIE TRAY	1

62	Quantitative Restaurant	Training	KATTORI WHITE	10
63			ACR TRAY BLA & WHITE	6
64			PASTA PLATE	6
65			CRAB CRACKER	1
66			WOOD BASKET & ROLL TOP	1
67			GLASS CONTAINER	4
68			RONDO FULL PLATE	12
69			RONDO HALF PLATE	12
70			RONDO QUARTER PLATE	12
71			STACKABLE SALAD BOWL	12
72			ROUND EDGE PLATE	5
73	Quantitative Restaurant	Training	AP. KNIFE	72
74			AP. FORK	53
75			AP. SPOON	73
76			SOUP SPOON	53
77			DESSERT FORK	40
78			DESSERT SPOON	40
79			TEA SPOON	40
80			SERVICE FORK	40
81			SERVICE SPOON	40
82			FULL PLATE	47
83			HALF PLATE	72
84			SIDE PLATE	73
85			PLATTER	8
86			PORTION BOWL	18
87			SOUP BOWL	54
88			SAUCER	64
89			BUD WASE (S S)	15
90			MENU STAND	10
91			SALWAR	8
92			WATER JUG	5
93			CRUET SET	8
94			WATER GLASS	43
95			TRAY JACK	2
96	Quantitative Restaurant	Training	SQUARE PLATE	8
97			RS TRAY	2
98			DESSERT BOWL	36
99			BREAD BASKET S S	10
100			BREAD BASKET	6
101	Electronics		DIGITAL TRAINER KIT	6
102			CRO	3
103			POWER SUPPLY	5
104			VOLTMETER	4
105			AMETER	8
106			SIGNAL GENERATOR	4
107			RHEOSTAT	2
108			DIGITAL MULTIMETER	3

109		ICROPROCESSOR TRAINER KIT	1
110		BREAD BOARD	10
111		TRANSFORMER	5
112		IC	350
113		DIODE	100
114		TRANSISTER	25
115		DIODE	7
116		LED	45
117		CAPACITOR	50
118		RESISTOR	500
119	Language Lab	CPU	51
120		MONITOR	51
121		KEYBOARD	51
122		MOUSE	51
123		HEADPHONES	38
124	Language Lab	PROJECTOR	1
125		N/W SWITCH	4
126		MIKE	1
127		AMPLIFIER/ MIXER	2
128	Windows Lab	CPU	50
129		MONITOR	50
130		KEYBOARD	50
131		MOUSE	50
132		PROJECTOR	1
133		N/W SWITCH	3
134	UBUNTU Computer Lab	CPU	40
135		MONITOR	40
136		KEYBOARD	40
137		MOUSE	40
138		N/W SWITCH	2

xv. Innovation Cell:

The Naipunnnya Incubation Centre (NIC) at is a dynamic platform designed to foster innovation, entrepreneurship, and the development of start-up ventures. The centre aims to nurture the entrepreneurial spirit of students, faculty, and aspiring innovators by providing the necessary resources, mentorship, and support to transform innovative ideas into successful businesses. The details of innovation cell is available on [Incubation centre](#).

xvi. Social Media Cell:

xvii. Compliance of Academic Bank of Credit (ABC), applicable to PGCM/PGDM Institutions and University Departments: Yes

xviii. Upload the respective short video (1–2 minutes) of Infrastructure and Facilities available with respect to the courses on the website: [Video](#)

xix. Games and Sports Facilities: Physical education & sports play vital role in achieving the aims and objectives of Education. The students of Naipunnya college are provided with excellent facilities and encouraged to take part in the tournaments held in and around colleges. The college has a well-maintained basketball court, volleyball court and badminton court within the campus where students can have friendly games. They are also fully equipped to conduct sports competitions. Indoor courts are set at the auditorium.

Games and Sports

xx. Teaching Learning Process: College has an ERP software linkways accessible for teachers, students & parents. [LMS Software](#)

18.16 Enrolment and Placement Details of Students in the Last 3 Years

[2023](#)

[2024](#)

[2025](#)

18.18 MoUs with Industries

[MoU](#)