



HANDBOOK

2020-2021

NAIPUNNYA
INSTITUTE OF MANAGEMENT AND
INFORMATION TECHNOLOGY (NIMIT)



NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

PONGAM, KORATTY - 680308 THRISSUR - DIST, KERALA

(Affiliated to the University of Calicut, NAAC Accredited with B++ grade, ISO 9001 - 2015 certified)

HAND BOOK 2020 - 2021

(To be carried to the class everyday)

TABLE OF CONTENTS

| | |
|--|-----|
| PERSONAL MEMO 2020-21 | 5 |
| COURSES OFFERED | 7 |
| PRAYER | 8 |
| PLEDGE TO THE NATION..... | 8 |
| COLLEGE ANTHEM | 9 |
| NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS..... | 10 |
| MOTTO | 111 |
| VISION | 11 |
| MISSION..... | 11 |
| SCOPE | 11 |
| CORE VALUES..... | 11 |
| EMBLEM | 12 |
| QUALITY POLICY..... | 12 |
| NAIPUNNYA - PROFILE..... | 13 |
| Opening Doors to Success | 13 |
| History of NIMIT | 13 |
| PATRON | 14 |
| GOVERNING BODY | 14 |
| ACADEMIC COUNCIL | 15 |
| INTERNAL QUALITY ASSURANCE CELL(IQAC)..... | 15 |
| IQAC COMPOSITION..... | 16 |
| MANAGEMENT REVIEW COMMITTEE MEMBERS..... | 17 |
| THE FACULTY..... | 18 |
| NON TEACHING STAFF..... | 22 |
| ACTIVITIES 2020-21 | 24 |
| DEPARTMENT OF COMMERCE..... | 26 |
| DEPARTMENT OF COMPUTER SCIENCE..... | 45 |
| DEPARTMENT OF HOTEL MANAGEMENT..... | 61 |
| DEPARTMENT OF LANGUAGES | 74 |
| DEPARTMENT OF IT..... | 82 |
| LIBRARY | 83 |
| DEPARTMENT OF PHYSICAL EDUCATION | 84 |
| PLACEMENT DEPARTMENT | 85 |
| DEPARTMENT OF TRAINING AND DEVELOPMENT..... | 86 |

| | |
|--|-----|
| COMMON FACILITIES | 87 |
| CELLS | 88 |
| CLUBS | 90 |
| GENERAL RULES AND REGULATIONS | 92 |
| GOOD MANNERS AND CODE OF CONDUCT | 95 |
| ATTENDANCE AND LEAVE OF ABSENCE | 95 |
| RESIDENCE / HOSTEL | 96 |
| OFFICE RULES /ISSUE OF CERTIFICATES | 97 |
| GOVERNMENT OF KERALA | 99 |
| Higher Education - Rules and Regulations for the Smooth Functioning of the Campus..... | 99 |
| GROOMING STANDARDS..... | 100 |
| PAYMENT OF FEES..... | 102 |
| NIMIT SCHOLARSHIPS..... | 103 |
| ACADEMIC CALENDAR 2020-21 | 106 |
| PRAYER SONGS | 118 |

PERSONAL MEMO 2020-21

Name of the student:.....

Class/Course &Year:

Admission No.:Date of Birth:

Email ID:.....Blood Group:.....

Father

Mother

Name: Name:

Designation:.....Designation:.....

Office Address :..... Office Address :.....

Home Address:.....

Email ID (Father/Mother):

Tel : (Home) :.....

Mobile (Father):.....Mobile (Mother):

Mobile number of the student :

Siblings associated with Naipunnya (If applicable)

1. Name : Course & Year:

2. Name : Course & Year:

Mode of Transport : College Bus / Private/ Public Transport / Bicycle/ Motor Bike Bus

Route:

Concession Card:Yes / No

Hostler:Yes / No

Signature of the student

Specimen Signatures

Mother :

Father :

(To be handed over to the class in charge)

PERSONAL MEMO 2020-21

Name of the student:.....

Class/Course &Year:

Admission No.:Date of Birth:

Email ID:.....Blood Group:.....

Father

Mother

Name: Name:

Designation:.....Designation:.....

Office Address :..... Office Address :.....

Home Address:.....

Email ID (Father/Mother):

Tel : (Home) :.....

Mobile (Father):.....Mobile (Mother):

Mobile number of the student :

Siblings associated with Naipunnya (If applicable)

1. Name : Course & Year:

2. Name : Course & Year:

Mode of Transport : College Bus / Private/ Public Transport / Bicycle/ Motor Bike Bus

Route:

Concession Card:Yes / No

Hostler:Yes / No

Signature of the student

Specimen Signatures

Mother :

Father :

COURSES OFFERED

B.Com Finance (2 batches)

B.Com Computer Application

B.Com Co-operation

BBA

M.Com

B.Sc. Computer Science

BCA

M.Sc. Computer Science

B.A. English Language and Literature

B.Sc. Hotel Management and Catering Science (2 batches)

B.Sc. Hotel Management and Culinary Arts

Craftsmanship Course in Catering Management

PRAYER

Our Heavenly Father,

We, the members of Naipunnya Family, / come before you today / with grateful hearts / acknowledging your loving kindness and mercy. We commit this day / into your hands / as we know / that nothing ever happens / without your knowledge. / Lord, / be with us / and hold our hands / as the day progresses / and guide us in the right path. / Fill us with your wisdom from above. / Help us / to be pure in our thoughts, / kind in our words / and considerate in our actions. / Protect us / and keep us / under your mighty wings. / At the end of the day, / help us to reflect on your love / and to become / a little more like you / each day.

Amen.

PLEDGE TO THE NATION

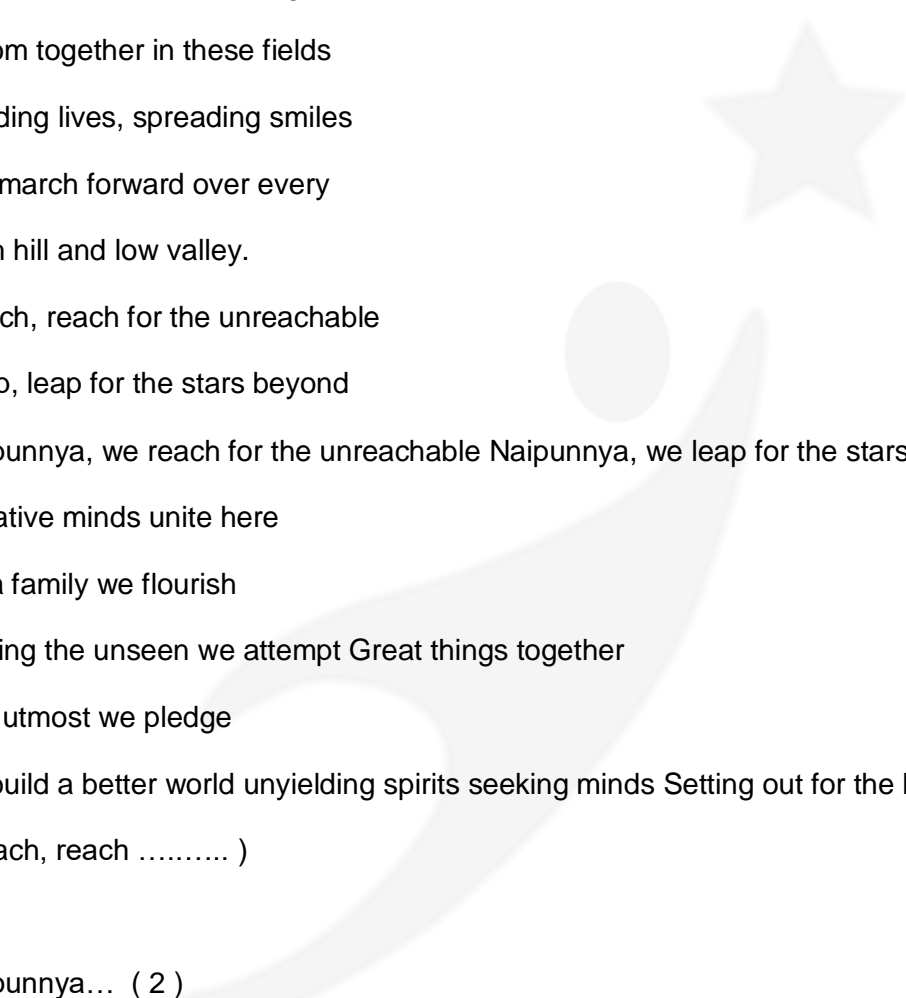
India is my country. / All Indians / are my brothers and sisters. / I love my country / and I am proud / of its rich and varied heritage. / I shall always strive / to be worthy of it./ I shall give my parents, / teachers / and all elders/ respect / and treat everyone / with courtesy.

To my country / and to my people, / I pledge my devotion. / In their well being / and prosperity alone / lies my happiness.

COLLEGE ANTHEM

The highways to knowledge and skill
Run through these yards
Wisdom and understanding
Bloom together in these fields
Building lives, spreading smiles
We march forward over every
High hill and low valley.
Reach, reach for the unreachable
Leap, leap for the stars beyond
Naipunnya, we reach for the unreachable Naipunnya, we leap for the stars beyond.
Creative minds unite here
As a family we flourish
Seeing the unseen we attempt Great things together
Our utmost we pledge
To build a better world unyielding spirits seeking minds Setting out for the horizon
(Reach, reach)

Naipunnya... (2)



NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS

(Managed by the Archdiocese of Ernakulam – Angamaly)

- **Naipunnya Institute of Management & Information Technology (NIMIT), Pongam, Koratty**
(Affiliated to the University of Calicut, NAAC Accredited with B++ grade, ISO 9001 - 2015 certified)
- **Naipunnya School of Management, Cherthala**
(Affiliated to the University of Kerala; Department of Tourism, Govt. of Kerala; NIOS, New Delhi)
- **Naipunnya Public School, Edakunnu, Angamaly**
(Affiliated to CBSE, New Delhi)
- **Naipunnya Public School, Thrikkakara**
(Affiliated to CBSE, New Delhi)
- **NBS Naipunnya Business School, Pongam, Koratty,**
(Affiliated to the University of Calicut; Approved by AICTE)

College Working Time*:

Monday –Thursday & Saturday : 8.30am- 3.30 pm
Friday : 8.00 am -3:00 pm

Office Working Hours

Monday -Friday : 9.00 am - 5.00 pm
Saturday : 9.00a.m - 4.00 pm

* *Subject to change*

MOTTO

To reach the unreachable

VISION

To become a centre par excellence of learning, where the best in humans is unveiled, based on human values focused on life enhancement and constructive in adapting to the needs of the world.

MISSION

To mould individuals into successful and vibrant professionals facilitating comprehensive and rounded formation, to function as effective and empathetic human beings, grounded with courage of conviction, personal integrity, professional ingenuity and social commitment.

SCOPE

NIMIT's scope is unlimited. In an ever expanding world of knowledge, professionalism demands constant improvement in quality and competence. NIMIT tries to expand its horizon maintaining exemplary standards in higher education.

CORE VALUES

- Conducive learning environment
- Holistic formation
- Dedicated and committed teaching community
- Open to all aspiring students
- Resonant to the community needs
- Human formation as the goal of education

EMBLEM



The Naipunnya emblem portrays one reaching for a star. This signifies the indomitable spirit of NIMIT in its persistent quest for excellence. The star is symbolic of the exalted aims that we all should have.

QUALITY POLICY

The National Assessment and Accreditation Council (NAAC) awarded our institute with 'Grade B++' in 2019 after a thorough assessment on various parameters defined by the Accreditation Council.

The institute was granted ISO 9001-2015 certification in the year 2004. Our quality policy is to achieve and sustain exemplary standards in educational services by improving the chances of success of students. This is reached by

- Pre-determined and structured coaching system.
- Competitive and committed teachers.
- Effective teaching and evaluation methodologies.

Naipunnya constantly strives to update the quality system as a continual process to maximise customer satisfaction.

NAIPUNNYA - PROFILE

Opening Doors to Success

Naipunnya Institute of Management and Information Technology (NIMIT), a premier professional training institute in God's Own Country, is one of the best of its kind in South India. **Naipunnya** in Sanskrit means *dexterity* or *mastery*. NIMIT, as the name signifies, aims at professionalism, discipline and holistic development of the student. The Institute is unique in its approach towards professionalism, whereby even those from the lower economic strata get a platform to forge their skills and potentials. Not surprisingly, this is the first College in Kerala to offer a regular degree in Hotel Management from a University based in Kerala.

HISTORY OF NIMIT

Naipunnya Institute of Management and Information Technology (NIMIT) managed by the Archdiocese of Ernakulam-Angamaly was launched back in 1998 as a vocational training centre addressing the needs of the people around the campus. At its very inception an educational vision based on an ardent eye for job placement and employability was formulated.

NIMIT was formally inaugurated on 3rd of June 2002 as an affiliated college to the University of Calicut, and approved by AICTE. Within a short span of time, NIMIT emerged as a much sought out educational institution. It has also attained the status of Centre of Excellence. Today, NIMIT has spread its wings, with a College at Cherthala in the district of Alleppey and Public Schools at Edakkunnu and Thrikkakara. In 2004, NIMIT was granted the ISO 9001 – 2008 (upgraded to 9001-2015) certification for exemplary standards in education and student training. In 2019, NIMIT was accredited by NAAC with B++ grade. Naipunnya has branched out into different areas of education in the recent years.

PATRON

His Beatitude Cardinal Mar George Alencherry

GOVERNING BODY

| |
|---|
| His Grace Mar Antony Kariyil (Arch Bishop, Archdiocese of Ernakulam-Angamaly) |
| Most Rev. Msgr. Dr. Jose Puthiyedath (Proto Syncellus) |
| Very Rev. Fr. Sebastian Manickathan (Finance Officer, Archdiocese of Ernakulam-Angamaly) |
| Rev. Fr. Xavier Thelakkattu (Director AICCO , Archdiocese of Ernakulam-Angamaly) |
| Rev. Fr. Dr. Paulachan K. J. (Exe. Director and Principal, NIMIT,Pongam) |
| Rev. Fr. Varghese Assin (Asst. Exe. Director, NIMIT,Pongam) |
| Rev. Fr. Thomas Valookkaran (Asst. Exe. Director, Naipunnya Welfare Service(NWS) |
| Rev. Fr.Dr. Varghese Pulickal (Campus Minister, NIMIT, Pongam) |
| Rev. Fr. Dr. Varghese Kalaparambath (Former Director, BMC) |
| Prof. Dr. Sam Thomas (Professor ,School of Management Studies, CUSAT) |
| Ms. Aswathy Govind (Management/Business Consultant) |
| Mr. Jijo G John (CEO, Calpine Group, Infopark, Kochi) |
| Dr. Sr. Anie Kuriakose (Former Principal St. Joseph'sCollege, Irinjalakuda) |
| Prof. Arun Kumar (Head of Management studies, IIT,Chennai,India) |
| Mr. Nobin Thomas (Asst Professor,IIM INDORE) |
| Mr. Ajit Nair (General Manager, Business Excellence) |
| Adv. Renil Anto (Advocate, High court) |
| Dr. Jacob P M (Director, Naipunnya Business School, Pongam) |
| Ms. Emily Ittiachan (Vice Principal, NIMIT, Pongam) |
| Dr. Joy Joseph Puthussery (Dean of Studies/IQAC Coordinator, NIMIT, Pongam) |
| Dr. Sabu Varghese (Director IT/Training Development,NIMIT,Pongam) |
| Ms. Teresa Parackal (Management Representative ISO/Academic Coordinator, NIMIT, Pongam) |
| Ms. Bini Rani Jose (NAAC Coordinator, NIMIT, Pongam) |

ACADEMIC COUNCIL

1. Rev. Fr. Dr. Paulachan K. J. (Principal and Exe. Director)
2. Rev. Fr. Varghese Assin Thaiparambil (Asst. Exe. Director)
3. Ms. Emily Ittiachan (Vice Principal)
4. Dr. Joy Joseph Puthussery (IQAC Coordinator/Dean of Studies)
5. Dr. Sabu Varghese (Director IT/Training Development)
6. Ms. Teresa Parackal (Management Representative ISO/Academic Coordinator)
7. Ms. Bini Rani Jose (NAAC Coordinator)
8. Dr. Mathew Jose (HoD, Commerce)
9. Mr. Jayakrishnan S (HoD, CS)
10. Ms. Grace K Benny (HoD, Languages)
11. Mr. Robert Fernandez (HoD, Hotel Management)
12. Mr. Sreejith P.A. (HoD, Physical Education)
13. Mr. Shaju P.M. (HoD, IT)
14. Mr. Wilson P. P. (Placement Manager)
15. Ms. Sarithadevi S. (Placement Coordinator)

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. The Internal Quality Assurance Cell (IQAC) of NIMIT was established in Oct 2017 and has become life blood of the entire institution's quality framework. The IQAC branch out towards realizing the goals of quality enhancement and sustenance in every area of the institution. NIMIT IQAC has developed a conscious, consistent and catalytic movement by creating policies, systems, mechanisms and procedures to ensure that the objectives of NAAC are used in meaningful ways towards channelizing efforts and measures towards educational outcomes. The IQAC thus coordinates the process of evaluating the syllabus and creates a progressive curriculum including certificate and diploma courses according to the demands of the market. An effective feedback mechanism collects feedback from the different stakeholders and monitors the quality and efficacy of the policies and processes of the institution.

Apart from providing a culture of quality in higher education, the NIMIT IQAC also organizes workshops and seminars on quality-related issues and themes to promote a culture of quality to surrounding peer institutions. Our faculty members participate in workshops and seminars conducted by NAAC as well as offer Institutional mentoring to support other colleges, facing quality challenges. Our IQAC team conducts institutional mentoring program in 2 program models, a one-to-one model and a collaborative model, for helping our peer institutions which incorporates training and technical assistance.

IQAC Composition

1. Chairperson – Rev. Fr. Dr. Paulachan K.J.
2. IQAC Coordinator -Dr. Joy Joseph Puthussery
3. NAAC Coordinator-Ms. Bini Rani Jose
4. Teaching Staff
 - i. Dr. Mathew Jose K., HoD, Department of Commerce
 - ii. Mr. Jayakrishnan S., HoD, Department of Computer Science
 - iii. Mr. Robert Fernandez, HoD, Department of Hotel Management
 - iv. Ms. Grace K. Benny, HoD, Department of Languages
 - v. Mr. Shaju P.M., HoD, Department of IT
 - vi. Ms. Dhanya C.N., Librarian
 - vii. Ms. Maria Antony, NAAC Documenter
 - viii. Mr. Towin Mathai, IT Support
 - ix. Ms. Sarithadevi S., Asst. Professor, Criteria 1 Head
 - x. Ms. Binju Saju, Asst. Professor, Criteria 2 Head
 - xi. Ms. Noble Devassy, Asst. Professor, Criteria 3 Head
 - xii. Mr. J. Sebastian Poonoly, Asst. Professor, Criteria 4 Head
 - xiii. Ms. Shajitha T.B., Asso. Professor, Criteria 5 Head
 - xiv. Ms. Sonia Thomas, Asst. Professor, Criteria 6 Head
 - xv. Ms. Anitha Mary Alex, Asso. Professor, Criteria 7 Head
5. Administrative Officers
 - i. Mr. Poullose C.V., Superintendent
 - ii. Mr. Jimmy Joseph, Finance Manager.
 - iii. Mr. P.V. Mathachan, HR Manager
6. Members from Management
 - i. Rev. Fr. Varghese Assin, Asst. Exe. Director
 - ii. Rev. Fr. Dr. Varghese Pulickal, Campus Minister
 - iii. Ms. Emily Ittiachan, Vice Principal
 - iv. Dr. Sabu Varghese, Director IT/Training Development
 - v. Ms. Teresa Parackal, Academic Coordinator

- vi. Dr. Jalendran E.S., P.G Coordinator
- vii. Ms. Bindu G. Coordinator Finance Programme
- 7. Member from Local Body- Ms. Kumari Balan
- 8. Member from Student Community- Mr. Amal Antony
- 9. Member from Alumni- Mr. Mestin P.C.
- 10. External Experts
 - i. Rev. Fr. Saje Peter Kannamparamban, Former Principal, NIMIT
 - ii. Dr. Jacob P.M., Director, Naipunnya Business School
 - iii. Dr. Manzur Ali, IQAC Coordinator, MES College, Marampally
 - iv. Mr. Joshy Joseph, Professor, IIM
- 11. Nominees Employers/ Industrialists-
 - i. Mr. M P Joseph, Former District Collector
 - ii. Dr. Jancy James, Former Vice Chancellor, M G University
- 12.PTA - Mr. M A Firozkhan

MANAGEMENT REVIEW COMMITTEE MEMBERS

(MR MEMBERS)

- | | | |
|-----|--------------------------------|--|
| 1. | Rev. Fr. Dr. Paulachan K J | Executive Director |
| 2. | Ms. Teresa Parackal | Management Representative ISO / Academic Coordinator |
| 3. | Rev. Fr. Varghese Assin | Asst. Executive Director |
| 4. | Rev. Fr. Thomas Valookkaran | Asst. Executive Director |
| 5. | Rev. Fr. Dr. Varghese Pulickal | Campus Minister |
| 6. | Ms. Emily Ittiachan | Vice Principal |
| 7. | Dr. Joy Joseph Puthussery | Dean of Studies / IQAC coordinator |
| 8. | Dr. Sabu Varghese | Director IT / Training Development |
| 9. | Dr. Jacob Mathew | Director, MBA |
| 10. | Ms. Bini Rani Jose | NAAC Coordinator |
| 11. | Dr. Mathew Jose K. | HOD, Commerce |
| 12. | Mr. Jayakrishnan S. | HOD, Computer Science |
| 13. | Mr. Robert Fernandez | HOD, Hotel Management |
| 14. | Ms. Grace Benny | HOD, Language Department |
| 15. | Mr. Shaju P.M. | HOD, IT Dept |
| 16. | Mr. Wilson P.P. | Placement Manager, HM |
| 17. | Mr. Jimmy Joseph | Finance Manager |
| 18. | Mr. Poulose C.V. | Superintendent |
| 19. | Ms. Dhannya C.N. | Librarian |
| 20. | Ms. Lincy Sojan | Store Keeper |

THE FACULTY

| | |
|---|------------|
| Rev.Fr. (Dr.) Paul Kaithottungal MBA, M.Phil, Ph.D. Executive Director / Principal | 9605001987 |
| Rev. Fr. Varghese Assin Thaiparambil MBA Asst.Executive Director | 9744623037 |
| Ms. Emily Ittiachan M.Sc., B.Ed. (Maths), Vice-Principal | 9495248482 |
| Dr. Joy Joseph Puthussery M.Com, FCMA, Ph.D. Dean of Studies/IQAC Coordinator | 9446947917 |
| Dr.Sabu Varghese MSc., MBA ,Ph.D., Director IT/Training Development | 9497202277 |
| Ms. Teresa Parackal M.Com Academic Coordinator | 9446741676 |
| Ms.Bini Rani Jose M.E., NAAC Coordinator | 9846666914 |

DEPARTMENT OF COMMERCE

| | | |
|---|---|------------|
| Dr. Mathew Jose K M.Com, M.Phil, LLB, Ph.D. | HoD/ Professor | 9446467315 |
| Fr. (Dr.) Paul Kaithottungal MBA, M.Phil, Ph.D. | Executive Director / Principal | 9961915050 |
| M.Com Finance | | |
| Dr. Jalendran E.S. M.Com, MBA, Ph .D. | PG Coordinator/Professor | 9447673745 |
| Dr. Joy Joseph Puthussery M.Com, FCMA, Ph.D. | Dean of Studies/Professor/IQAC Coordinator | 9446947917 |
| Rev. Fr. Varghese Assin MBA | Asst. Executive Director | 9744623037 |
| Ms. Jeena Antony M.Com, MBA | Associate Professor | 9746187264 |
| B.Com Finance | | |
| Ms. Bindu G. M.Com., M. Phil., DCA.,SET, NET | Stream Coordinator/Associate Professor | 9446719374 |
| Ms. Rehna John M M.Com, SET, NET | Assistant Professor | 8129648375 |
| Ms. Lakshmy Priya M G M.Com, M.Phil., SET | Assistant Professor | 9846334188 |
| Ms. Litty Vincent M.Com | Assistant Professor | 9995221245 |
| Ms. Lakshmi Priya M R M.Com ,NET | Assistant Professor | 8714478878 |
| Ms. Angel Baby M.Com, B Ed.,SET | Assistant Professor | 8078894629 |
| Mr. Jiss Jose M.Com | Assistant Professor | 9961919353 |
| B.Com Computer Application | | |
| Ms. Anitha Mary Alex M.Com, B.Ed. | Stream Coordinator/Associate Professor | 9497682750 |
| Ms. Resmi Royi A. M.Com | Assistant Professor | 9747507600 |

| | | |
|--|---|------------|
| Mr. Joseph James M.Com | Assistant Professor | 9946275055 |
| Ms. Benu Teresa Baby M.Com | Assistant Professor | 9961944881 |
| B.Com Co-operation | | |
| Dr. Antony George MA Economics, MBA, Ph.D. | Stream Coordinator/Assistant Professor | 8594002178 |
| Ms. Noble Devassy M.Com , MBA | Assistant Professor | 9746410841 |
| Ms. Dhanya Sasikumar M.Com | Assistant Professor | 9946372681 |
| Ms. Anjali Thomas M.Com | Assistant Professor | 9496864760 |
| BBA | | |
| Ms. Kavitha Vincent MBA | Stream Co-ordinator/Assistant Professor | 8301034527 |
| Mr. Tony V. M. M.Com, MBA,NET | Assistant Professor | 9633109511 |
| Ms. Vandana C. H. MBA | Assistant Professor | 9656523453 |
| Facilitators | | |
| Ms. Teresa Parackal M.Com | Academic Co-ordinator/Associate Professor | 9446741676 |
| Ms. Roseland P M M.Com, MBA, B.Ed., SET | Assistant Professor | 9497680126 |
| Ms. Sona Pappachan M.Sc. Maths, B.Ed. | Assistant Professor | 9946998599 |
| Ms. Mini Joshy M.Sc. Maths, B. Ed. | Assistant Professor | 8078448416 |
| Ms. Maria Antony, M.Com | Assistant Professor | 8138836347 |

DEPARTMENT OF COMPUTER SCIENCE

| | |
|--|------------|
| 1.Mr. Jayakrishnan S M.Sc., MCSD.NET, MCP, HoD/Associate Professor | 9995114386 |
| 2. Ms. Emily Ittiachan M.Sc., B.Ed (Maths), Vice-Principal/Associate Professor | 9495248482 |
| 3.Ms. Shajitha T.B. M.Sc., M.Ed., SET, Associate Professor | 9895420250 |
| 4.Ms. Binju Saju MCA, Assistant Professor | 9567740615 |
| 5.Ms. Bini Rani Jose M.E., Assistant Professor/ NAAC Coordinator | 9846666914 |
| 6.Ms. Laiby Thomas MCA, Assistant Professor | 9946347617 |
| 7.Ms. Sarithadevi S. MCA, Assistant Professor | 9400723311 |
| 8.Mr. Deepak K.V MCA, Assistant Professor | 8089544482 |
| 9. Mr. Livin P Wilson M.Sc. Electronics, Assistant Professor | 9846252325 |
| 10. Mr. Fredy Varghese MCA, Assistant Professor | 7560938264 |
| 11.Dr. Sarika S. B.Tech , ME, Ph.D. ,Assistant Professor | 9947948987 |
| 12.Ms. Siji Jose Pulluparambil MCA, Assistant Professor | 9961068756 |

DEPARTMENT OF HOTEL MANAGEMENT

| | | |
|-----|---|------------|
| 1. | Mr. Robert Fernandez MA, DHMCT, B.Ed., HoD /Associate Professor | 7012635903 |
| 2. | Mr. Wilson P.P B.Com, B.H.M, M.A.in History and Tourism Management, Placement Manager/Associate Professor | 9497683327 |
| 3. | Mr. John Kizhakuden M.Sc (HM), BHM, Associate Professor | 9495040374 |
| 4. | Mr. Anoop Paul M.Com., MBA, PG Dip. In Tourism, Associate Professor | 9605621065 |
| 5. | Mr. Prabhakaran K.G .Dip.In Cookery, Food Prod. Instructor | 9447579497 |
| 6. | Mr. Praveen Antony Diploma in HM, Lab Instructor | 9995896276 |
| 7. | Mr. Anand Thomas BHM, Assistant Professor | 9496215152 |
| 8. | Ms. Sonia Thomas M.Sc HM, MTM, MHRM, NET, Associate Professor | 9886670216 |
| 9. | Mr. Febi Joseph DMCT, Chef (Part time) | 9539753333 |
| 10. | Ms. Rosemary Joby M.Sc (FoodScience & Nutrition), Guest Lecturer | 9744224966 |
| 11. | Mr. Richi Thomas B.Sc (HM & CS), Assistant Professor | 8921542075 |
| 12. | Mr. Dhanesh T.N. M.Sc HM, Assistant Professor | 9544037296 |

DEPARTMENT OF LANGUAGES

| | | |
|-----|--|------------|
| 1. | Ms. Grace K Benny MA. in Eng, HOD/Asst. Professor | 9995700825 |
| 2. | Mr. Philip P J,MA in Eng, M.Phil, Professor(P/Time) | 9207179320 |
| 3. | Mr. J Sebastian Poonolly, MA in Eng., B. Ed, Assistant Professor | 8281042073 |
| 4. | Ms. Rejitha K Ravi, MA Malayalam, B.Ed, SET, NET, Assistant Professor | 9847140668 |
| 5. | Dr. Tessy Poulouse, MA Hindi., B.Ed, M.Phil, Ph.D., SET, Assistant Professor | 9744769159 |
| 6. | Mr. Anu Rahim MA Eng., B.Ed., SET , Assistant Professor | 9847641607 |
| 7. | Ms. Ebin Joy MA Eng. , NET , Assistant Professor | 8301028541 |
| 8. | Ms. Annu Mary Cyriac MA Eng., Assistant Professor | 9846749799 |
| 9. | Ms. Gigy Johnson MA Eng., Assistant Professor | 9400863648 |
| 10. | Ms. Lekha Willy M MA Eng., Assistant Professor | 8921793018 |
| 11. | Dr. Ambily M H MA Hindi, B.Ed., Ph.D., Assistant Professor | 8136835535 |
| 12. | Ms. Emil George MA (Eng), B.Ed., NET , Assistant Professor | 8281322832 |
| 13. | Ms. Simitha K.S. MA (Mal), Assistant Professor | 9961605718 |
| 14. | Ms. Greena Joseph MA (Eng) , Assistant Professor | 9388033747 |
| 15. | Fr. Antony Jose Kallookkaran MA (Eng) , Assistant Professor | 9562721457 |
| 16. | Ms. Nusreen MA (French), Assistant Professor | 9597492146 |

FACILITATING DEPARTMENTS

DEPARTMENT OF COUNSELLING/SWAS

| | | |
|----|---|------------|
| 1. | Rev. Fr. Dr. Varghese Pulickal, Campus Minister | 9847558054 |
| 2 | Ms. Reni V Kalayil MSW, Student Counsellor | 9447306055 |
| 3 | Mr. Gladson George M.Com, SSP Coordinator | 9744224910 |

DEPARTMENT OF IT

| | | |
|----|---|------------|
| 1. | Dr. Sabu Varghese MSc, MBA, Ph.D., Director IT / Training | 9497202277 |
| 2 | Mr. Shaju P. M. MCA , HoD | 9895196900 |
| 3 | Mr. Joseph Sanith IETE, DNHM, System Administrator | 9947192688 |
| 4 | Mr. Prasanth P. N. BA, Dipl. in Hardware & Networking, DCA, MCP Technical Support | 9847595844 |
| 5 | Mr. Towin Mathai MCA , Senior Software Developer | 9544365245 |
| 6 | Mr. Jekson P. J. MCA Software Developer | 7736285966 |

LIBRARY

| | | |
|----|---|------------|
| 1. | Ms. Dhannya C. N. M.LISc., NET, Librarian | 9995214386 |
|----|---|------------|

DEPARTMENT OF PHYSICAL EDUCATION

| | | |
|---|---|------------|
| 1 | Mr. Sreejith P. A. M.PEd. M.Phil., M.Sc. P.G.D. in Yoga, IAAF Level 1 Coach, HOD | 8111832514 |
| 2 | Mr. Afrem P A Certified Coach, Volleyball (Men) | 8089193416 |
| 3 | Mr. Abdul Majeed V. A. Certified Coach, Volleyball (Women) | 8921323831 |
| 4 | Mr. Gireesh A Certified Coach, Kabaddi (men & women) | 8921236542 |
| 5 | Mr. Disil Davis Certified Coach Tug of War (Men & Women) | 9645303640 |
| 6 | Mr. Josemon P. P. Certified Coach, Netball (Men & Women) | 8547317530 |
| 7 | Mr. Nikhil Ashok Certified Coach, Basketball (Men) | 9400632770 |
| 8 | Mr. Amit Sebastin Certified Coach, Basketball (Men) | 9633088851 |

DEPARTMENT OF TRAINING AND DEVELOPMENT

| | | |
|----|-----------------------------|------------|
| 1 | Dr. Sabu Varghese, Director | 9497202277 |
| 2 | Ms. Rajani Stanley, HOD | 8086511977 |
| 3 | Ms. Bini Rani Jose | 9846666914 |
| 4 | Ms. Teresa Parackal | 9446741676 |
| 5 | Mr. J Sebastian Poonolly | 8281042073 |
| 6 | Ms. Lekha Willy | 8921793018 |
| 7 | Ms. Annu Mary Cyriac | 9846749799 |
| 8 | Dr. Antony George | 8594002178 |
| 9 | Mr. Wilson P.P. | 9497683327 |
| 10 | Mr. Joseph James | 9946275055 |
| 11 | Mr. Richi Thomas | 8921542075 |
| 12 | Ms. Sarithadevi S. | 9400723311 |
| 13 | Ms. Anitha Mary Alex | 9497682750 |
| 14 | Ms. Noble Devassy | 9746410841 |
| 15 | Ms. Litty Vincent | 9995221245 |
| 16 | Ms. Sonia Thomas | 9886670216 |
| 17 | Ms. Gigy Johnson | 9400863648 |
| 18 | Ms. Binju Saju | 9567740615 |

NON TEACHING STAFF

| Sl.No. | Name | Designation |
|--------|--------------------|------------------|
| 1 | Mr. Poullose C.V. | Superintendent |
| 2 | Mr. Jimmy Joseph | Finance Manager |
| 3 | Mr. Mathachan P.V. | HR Manager |
| 4 | Mr. Shaju P. John | PRO |
| 5 | Ms. Regi George | Accountant |
| 6 | Ms. Mini P.B. | Office Assistant |
| 7 | Ms. Liji Jose | Office Assistant |
| 8 | Ms. Beena Roy | Receptionist |
| 9 | Ms. Maria Sona | Library Asst |

| | | |
|----|-------------------------|---------------------|
| 10 | Mr. Raju Joseph | Supervisor |
| 11 | Ms. Ancy Avarachan | Asst Supervisor |
| 12 | Ms. Lincy Sojan | Store -in - Charge |
| 13 | Mr. Vincent T.T. | Asst Hostel Warden |
| 14 | Mr. Vinoj P.P. | Gardner |
| 15 | Mr. Bejoy Kuriakose | Pets Care Taker |
| 16 | Mr. James V.J. | Driver |
| 17 | Mr. Liju O.V. | Driver |
| 18 | Mr. Nishanth N. | Technician |
| 19 | Mr. Rajan K. Nair | Security |
| 20 | Ms. Lissy Johnson | House Keeping Staff |
| 21 | Ms. Kochurani Pappachan | HKS |
| 22 | Ms. Beena Jude | HKS |
| 23 | Ms. Lissy Varghese | HKS |
| 24 | Ms. Daisy Johny | Canteen Staff |
| 25 | Ms. Pushpavathy K.V. | Canteen Staff |
| 26 | Ms. Shiny Ambrose | Labourer |
| 27 | Ms. Rosily Pathrose | Labourer |
| 28 | Ms. Valsa Jose | Labourer |
| 29 | Ms. Sobana Gopi | Labourer |
| 30 | Ms. Seema | Labourer |
| 31 | Ms. Shalet M.D. | Labourer |
| 32 | Mr. Sajeev Kumar S.V. | Labourer |
| 33 | Ms. Sulumani | Labourer |
| 34 | Ms. Bichu Santhosh | Labourer (Garden) |
| 35 | Ms. Bindu Ajayan | Labourer (Garden) |

ACTIVITIES 2020-21

| | |
|----------------------------------|--|
| Admission team | Rev.Fr. Varghese Assin, Ms. Emily Ittiachan ,Ms.Teresa Parackal, HoDs |
| CIE team | Ms. Emily Ittiachan, Dr.Tessy Poulouse , Ms. Sona Pappachan, Mr. Livin P. Wilson, Ms. Mini Joshy |
| Staff council secretary | Ms. Grace K. Benny |
| Staff secretary | Mr. Richi Thomas |
| Alumni Coordinator | Mr. John Kizhakudan |
| PTWA Coordinator | Ms. Shajitha T. B. |
| Staff Treasurer | Ms. Roseland Peter |
| Festal/Birthday celebrations | Mr. Richi Thomas |
| Staff tour | Rev.Fr. Vaghese Assin, Mr. Shaju P. M. |
| Hand book | Ms. Siji Jose (Coordinator), Ms. Lakshmi Priya M.R, Ms.Gigy Johnson, Mr. Anoop Paul |
| Research activity team | Rev. Fr. Dr. Paulachan K.J., Ms. Emily Ittiachan, Dr. Mathew Jose, Dr. Sarika S. |
| Extension activities | Mr. Jiss Jose, Dr. Ambily M. H., Mr. Prabhakaran K.G., Dr.Sarika S. , Mr. Gladson George |
| Outreach activities | Ms. Reni V.Kalayil (Coordinator), Ms. Rehna John , Ms. Mini Joshy, Ms. Gigy Johnson, Mr. Dhanesh Kumar, Ms. Laiby Thomas, Ms. Kavitha Vincent , Mr. Gladson George |
| Incubation center coordinator | Ms. Noble Devassy |
| Green audit team | Mr. Fredy Varghese, Ms. Gigy Johnson |
| Programme monitoring coordinator | Ms. Jeena Antony |
| Splash | Club coordinators |
| Avani | Ms. Lakshmi Priya M. G.,Mr. Prabhakaran K. G. |
| Vismaya | Ms. Binju Saju (Coordinator), Ms. Rejitha K. Ravi, Ms. Litty Vincent |
| D Zone | Ms. Rejitha (Coordinator), Ms. Litty Vincent , Ms. Binju Saju |
| Viva | Mr. Sreejith P. A., Mr. Deepak K. V. |
| Nativity | Ms. Sonia Thomas, Ms. Benu Teresa |
| College Day | All HoDs |
| Nidarsana | Ms. Teresa Parackal, First year class in charges |
| Fresher's Day | Ms. Teresa Parackal, HoDs |
| Expressions | Ms. Teresa Parackal, First year class in charges |
| WWS Coordinator | Ms. Rehna John |
| SSP Coordinator | Mr. Gladson George |

| | |
|--|---|
| College Union faculty representative | Dr. Antony George |
| Result Analysis team | Ms. Teresa Parackal, HoDs |
| Convocation | Ms. Teresa Parackal, HoDs |
| Chronicler/Elixir | Ms. Emil George, Ms. Greena Joseph |
| College magazine | Mr. Anu Rahim, Mr. J Sebastian Poonolly, Ms. Simitha K. S., Dr. Tessy Poulouse |
| All Commemorate Days | Ms. Annu Mary Cyriac, Ms. Vandhana |
| Placement team | Mr. Wilson P. P., Ms. Sarithadevi S., Ms. Kavitha Vincent, Ms. Siji Jose, Ms. Emil George |
| Mou and Linkage Coordinators | Dr. Antony George, Mr. Anu Rahim, Mr. Wilson P. P., Dr. Sarika S |
| Language lab Coordinator | Ms. Lekha Pauly |
| Management fest coordinators | Ms. Jeena Antony, Mr. John Kizhakudan, Mr. Fredy Varghese, Ms. Gigy Johnson |
| College Website/Promotional activities | Mr. Shaju P. M., Mr. Jayakrishnan S., Ms. Annu Mary Cyriac, Ms. Anitha Mary Alex, Ms. Ebin Joy, Ms. Sonia Thomas |
| Students training | Ms. Rajani Stanley |
| Faculty training | Ms. Rajani Stanley |
| Proof Reading team | Mr. Philip P. J., Ms. Ebin Joy |
| Forum (<i>Meraki</i>) in charge | Ms. Gigy Johnson |
| Job Fair | Mr. Wilson P. P., Ms. Sarithadevi S. |
| Community Radio | Rev. Fr. Antony Jose Kallookaran |
| MC | Ms. Rajani Stanley, Ms. Greena Joseph |
| Mentoring and Counselling | Ms. Reni V. Kalayil |
| Assembly in charge | Mr. J Sebastian Poonolly |
| Snehasangamam | Ms. Laiby Thomas, Mr. Tony V. M. |

DEPARTMENT OF COMMERCE

Commerce, a very pertinent and promising subject, entrenched in the daily lives of human beings, is primarily related to the economy which shapes an industry. Therefore for any concern which has transaction of money involved enables a commerce graduate to find his/her footing here. The Commerce Department has clarity about this core ideology and hence equips the students to effectively keep developing themselves to perform their tasks. The Department is committed to the quest of information, to be offered to the students and thus equips them with skills in commercial operations and instills in them proper professional interest, attitude and values.

Programmes Offered:

B.Com. (Finance) 2 Batches

B.Com. (Computer Application)

B.Com. (Co-operation)

BBA (Marketing)

M.Com. (Finance)

Add On Courses Offered:

Tally

Diploma in International Finance and Accounts

MS Excel

The Department of Commerce has a vibrant learning community which provides access to holistic opportunities to prepare them for the present and the future. Extra-curricular activities, inter-collegiate competitions and fests are great platforms to showcase one's leadership and organization skills. Students are given opportunities to exhibit their leadership and organizational skills by encouraging them to be part of these activities. To kindle interest among students and bring in additional benefits of the institute's prominence, the following activities are carried out.

National Seminars and Workshops

Panel Discussions and Corporate Interface Events

Out-bound Programme for PG / Industrial Visit for UG

Management Fest

Community Services

Orientations and Career Guidance

“CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDER GRADUATE CURRICULUM 2017” (CUCBCSSUG 2017). EFFECTIVE FROM THE 2017 BATCH ADMISSIONS

Title of the Programme

BACHELOR OF COMMERCE (B.Com).2017 admission onwards

Duration of the Programme: Three academic years with six semesters.

Courses of Study : Total number of courses for the B.Com Programme is 31.
(Common courses, Core courses Complementary courses and Open courses)

Specialisation Available : Finance / Co-operation /Computer Application

The course of study leading to the award of B.Com shall comprise the following:-

Semester I

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|-----------------------------|-------|---------|----------|----------|-------|
| | | | | | | Marks |
| Common | BC1A01 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BC1A02 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | BC1A07 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BC1B01 Business Management | 6 | 4 | 20 | 80 | 100 |
| Compl. | BC1C01 Managerial Economics | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 100 | 400 | 500 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|-----------------------------|-------|---------|----------|----------|-------|
| | | | | | | Marks |
| Common | BC2A03 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BC2A04 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | BC2A09 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BC2B02 Financial Accounting | 6 | 4 | 20 | 80 | 100 |
| Compl. | BC2C02 Marketing Management | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 100 | 400 | 500 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|----------------------------------|-------|---------|----------|----------|-------|
| | | | | | | Marks |
| Common | BC3A11 Basic Numerical Skills | 5 | 4 | 20 | 80 | 100 |
| Common | BC3A12 General Informatics | 5 | 4 | 20 | 80 | 100 |
| Core | BC3B03 Business Regulations | 4 | 4 | 20 | 80 | 100 |
| Core | BC3B04 Corporate Accounting | 6 | 4 | 20 | 80 | 100 |
| Compl. | BC3C03 Human Resource Management | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|--|-----------|-----------|------------|------------|------------|
| | | | | | | Marks |
| Common | BC4A13 Entrepreneurship Development | 5 | 4 | 20 | 80 | 100 |
| Common | BC4A14 Banking and Insurance | 5 | 4 | 20 | 80 | 100 |
| Core | BC4B05 Cost Accounting | 6 | 4 | 20 | 80 | 100 |
| Core | BC4B06 Corporate Regulations | 4 | 4 | 20 | 80 | 100 |
| Compl. | BC4B04 Quantitative Techniques for Business | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|------------------------------------|-----------|-----------|------------|------------|------------|
| | | | | | | Marks |
| Core | BC5B07 Accounting for Management | 4 | 4 | 20 | 80 | 100 |
| Core | BC5B08 Business Research Methods | 4 | 4 | 20 | 80 | 100 |
| Core | BC5B09 Income Tax Law and Accounts | 5 | 4 | 20 | 80 | 100 |
| Core | BC5B10 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Core | BC5B11 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Open | BC5D01 Course from other Dept. | 3 | 2 | 10 | 40 | 50 |
| | Total | 25 | 22 | 110 | 440 | 550 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|---|-----------|-----------|-----------|------------|------------|
| | | | | | | Marks |
| Core | BC6B12 Income Tax Law & GST | 6 | 4 | 20 | 80 | 100 |
| Core | BC6B13 Auditing and Corporate Governance | 5 | 4 | 20 | 80 | 100 |
| Core | BC6B14 Course in Specialisation | 5 | 5 | 20 | 80 | 100 |
| | BC6B15 Course in Specialisation | 5 | 5 | 20 | 80 | 100 |
| Core | BC6B16 Project and Viva-Voce | 4 | 2 | 10 | 40 | 50 |
| | Total | 25 | 20 | 90 | 360 | 450 |

Core Courses in the area of Specialization:

A. Finance

1. Financial Markets and Services
2. Financial Management
3. Financial Derivatives
4. Fundamentals of Investments

B. Co - operation

1. Co-operative Theory and Practice
2. Legal Environment for Co-operatives
3. International Co-operative Movement
4. Co-operative Management and Administration

C. Computer Application

1. Computer Applications for Computers
2. Business Information Systems
3. Office Automation Tools
4. Computerized Accounting with Tally

Title of the Programme

BACHELOR OF BUSINESS ADMINISTRATION (BBA).2017 admission onwards

Duration of the Programme : Three academic years with six semesters.

Courses of Study : Total number of courses for the BBA Programme is 31.

(Common courses, Core courses Complementary courses and Open courses)

Specialisation Available : Marketing

The course of study leading to the award of BBA shall comprise the following:-

Semester I

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|-----------------------------|-------|---------|----------|----------|-------|
| | | | | | Marks | |
| Common | BBIA01 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BBIA02 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | BBIA07 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BBIB01 Management Concepts | | | | | |
| | and Business Ethics | 6 | 5 | 20 | 80 | 100 |
| Compl. | BBIC01 Managerial Economics | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|------------------------------|-------|---------|----------|----------|-------|
| | | | | | Marks | |
| Common | BBIIA03 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BBIIA04 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | BBIIA08 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BBIIB02 Financial Accounting | 6 | 5 | 20 | 80 | 100 |
| Compl. | BBIIC02 IT for Business and | | | | | |
| | Management | 5 | 4 | 20 | 80 | 100 |
| Total | | 25 | 20 | 100 | 400 | 500 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|--|-------|---------|----------|----------|-------|
| | | | | | Marks | |
| Common | BBIIIA11 Basic Numerical Skills | 5 | 4 | 20 | 80 | 100 |
| Common | BBIIIA12 General Informatics | 5 | 4 | 20 | 80 | 100 |
| Core | BBIIB03 Business Regulatory Framework | 5 | 4 | 20 | 80 | 100 |
| Core | BBIIB04 Human Resource Management | 5 | 4 | 20 | 80 | 100 |
| Compl. | BBIIC03 Quantitative Techniques for Business | 5 | 4 | 20 | 80 | 100 |
| Total | | 25 | 20 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|--------------------------------------|-------|---------|----------|----------|-------|
| | | | | | Marks | |
| Common | BBIVA13 Entrepreneurship Development | 5 | 4 | 20 | 80 | 100 |
| Common | BBIVA14 Banking and Insurance | 5 | 4 | 20 | 80 | 100 |
| Core | BBIVB05 Marketing Management | 5 | 4 | 20 | 80 | 100 |
| Core | BBIVB06 Financial Management | 5 | 4 | 20 | 80 | 100 |
| Compl. | BBIVB04 Management Science | 5 | 4 | 20 | 80 | 100 |
| Total | | 25 | 20 | 100 | 400 | 500 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|--------------------------------------|-------|---------|----------|----------|-------|
| Core | BBVB07 Accounting for Management | 5 | 4 | 20 | 80 | 100 |
| Core | BBVB08 Business Research Methods | 4 | 4 | 20 | 80 | 100 |
| Core | BBVB09 Emerging Trends in Management | 3 | 4 | 20 | 80 | 100 |
| Core | BBVB10 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Core | BBVB11 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Open | BBVD01 Course from other Dept. | 3 | 2 | 10 | 40 | 50 |
| | Total | 25 | 22 | 110 | 440 | 550 |

Semester VI

| Course | Title | Hours | Credits | Internal | External Marks | Total |
|--------|----------------------------------|-------|---------|----------|----------------|-------|
| Core | BBVIB12 Operations Management | 5 | 4 | 20 | 80 | 100 |
| Core | BBVIB13 Organisational Behaviour | 5 | 4 | 20 | 80 | 100 |
| Core | BBVIB14 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Core | BBVIB15 Course in Specialisation | 5 | 4 | 20 | 80 | 100 |
| Core | BBVIB16 Project and Viva-Voce | 5 | 2 | 10 | 40 | 50 |
| | Total | 25 | 22 | 90 | 360 | 450 |

Core Courses in the area of Specialization:

Marketing

1. Services Management
2. E-Commerce
3. Consumer Behavior
4. Retail Management

OPEN COURSES OFFERED BY THE DEPARTMENT OF COMMERCE TO OTHER DEPARTMENTS

Offered under the B.Com. Programme

BC5D01 E-Commerce Management (Cr-2)
BC5D02 Basics of Entrepreneurships and Management (Cr-2)
BC5D03 Basic Accounting (Cr-2)

Offered under the BBA Programme

BB5D02 Hospitality Management (Cr-2)

STUDENTS EXPERIENTIAL LEARNING

PROJECT WORK: During the sixth semester every student shall do a project. The student may choose any topic from the subjects he/she has studied and submit a project report to the Department. The report shall be in English with not less than 30 pages, printed or typed (A4 size paper, 1.5 line spacing, Times New Roman font, font size 14) and spiral bound. The project report should be submitted to the Head of the Department one week before the last working day of the sixth semester, duly certified by the Guide. The candidate shall prepare at least two copies of the report; one copy for submission to the Department and another copy for the student which he/she has to bring with him/her at the time of viva voce. A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done and it shall be included in the project report. Project work shall have the following stages:

- Project proposal presentation
- Field work and data analysis
- Report writing
- Draft project report presentation
- Final project report submission

The project report shall be subject to internal and external evaluation. The internal evaluation shall be carried out by the supervising teacher/panel constituted by the department and external evaluation shall be done jointly by the internal examiner and the external examiners appointed by the University inclusive of Viva-voce examination. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation. The student should get a minimum of 40 % marks in the aggregate and 40% separately for external for pass in the project. There shall be no improvement chance for the Marks obtained in the Project Report. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re-done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

VIVA VOCE

At the end of sixth semester candidate shall attend a comprehensive viva voce. The external evaluation will be conducted with one external examiner and one internal examiner.

INDUSTRIAL VISIT / STUDY TOUR

The fourth/fifth semester B.Com./BBA students shall be taken under the supervision of faculty members to business or industrial units so as to enable them to have firsthand knowledge about location, layout, managerial functions or any area of study as per curriculum. Study tour to an industrial/business centre will form part of curriculum. A report on the same shall be prepared by the students and submitted to the department.

TEACHING METHODS ADOPTED TO IMPROVE STUDENTS LEARNING

- Lectures, Power Point Presentation, Video/Audio Shows and Review, Group Discussion, Role Play and other games and exercises.
- Assignments, Seminars, Workshop and Conferences
- Participation in extension and outreach activities.
- Participation in Students Capability Enhancement Programmes viz: Quiz Club, Entrepreneurial Development Club, Soft Skill Training Programme, Coordination and participation in Intercollegiate Management Fest.

EVALUATION AND GRADING FOR CUCBCSSUG 2017

Course Evaluation scheme for each course shall contain two parts:-

| | |
|----------------------------------|----------------------------------|
| Internal Assessment : 20% Weight | External Evaluation : 80% Weight |
|----------------------------------|----------------------------------|

Components with percentage of marks of Internal Evaluation:-

| Theory Courses | | Practical Courses | |
|-------------------------|-----|-------------------|-----|
| Attendance | 25% | Attendance | 25% |
| Assignment/Seminar/Viva | 25% | Record | 50% |
| Test paper | 50% | Lab Involvement | 25% |

Attendance of each course will be evaluated as below:

| Attendance | Marks |
|------------|-------|
| Above 90% | 100% |
| 85 to 89% | 80% |
| 80 to 84% | 60% |
| 76 to 79% | 40% |
| 75% | 20% |

The internal and external components is to be taken in the ratio 1:4 for Project Evaluation

Components with percentage of marks for Project Evaluation:-

| Internal (20% of total) | | External (80% of Total) | |
|-------------------------|------------|--|------------|
| Components | % of Marks | Components | % of Marks |
| Punctuality | 20 | Relevance of the Topic, Statement of Objectives, Methodology, (Reference/Bibliography) | 20 |
| Use of Data | 20 | Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations | 30 |
| Scheme/Organization | 30 | Viva-Voce | 50 |
| Viva-Voce | 30 | | - |

INDIRECT GRADING SYSTEM: Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system. Indirect grading System is based on a 7 -point scale. Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E or F). For a pass in each course 40% marks or E grade is necessary.

After the successful completion of a semester, semester Grade point Average (SGPA) of a student in that semester is calculated using the formula given below:

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

The cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semesters}}{\text{Total credits acquired}}$$

An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA.

CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDERGRADUATE CURRICULUM 2019” (CBCSSUG 2019) EFFECTIVE FROM 2019 BATCH ADMISSIONS

Title of the Programme : **BACHELOR OF COMMERCE (B.Com).2019 ADMISSION**
Duration of the Programme : Three academic years with six semesters.
Courses of Study : Total number of courses for the B.Com Programme is 31
 (Common courses, Core courses Complementary courses and Open courses)
Specialization Available : Finance / Co-operation /Computer Application
 The course of study leading to the award of B.Com shall comprise the following:-

Semester I

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|------------------------------|-----------|-----------|------------|------------|-------------|
| Common | BCM1A01 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BCM1A02 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | BCM1A07 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BCM1B01 Business Management | 6 | 4 | 20 | 80 | 100 |
| Compl. | BCM1C01 Managerial Economics | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 100 | 400 | 500 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|------------------------------|-----------|-----------|------------|------------|-------------|
| Common | BCM2A03 (English) | 4 | 4 | 20 | 80 | 100 |
| Common | BCM2A04 (English) | 5 | 3 | 20 | 80 | 100 |
| Common | BCM2A08 (Language) | 5 | 4 | 20 | 80 | 100 |
| Core | BCM2B02 Financial Accounting | 6 | 4 | 20 | 80 | 100 |
| Compl. | BCM2C02 Marketing Management | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 100 | 400 | 500 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--------------------------------------|-----------|-----------|------------|------------|-------------|
| Common | BCM3A11 Basic Numerical Methods | 5 | 4 | 20 | 80 | 100 |
| Common | BCM3A12 Professional Business Skills | 5 | 4 | 20 | 80 | 100 |
| Core | BCM3B03-Business regulation | 4 | 4 | 20 | 80 | 100 |
| Core | BCM3B04 Corporate Accounting | 6 | 4 | 20 | 80 | 100 |
| Compl. | BCM3C03 Human Resources Management | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-----------|-----------|------------|------------|-------------|
| Common | BCM4A13 Entrepreneurship Development | 5 | 4 | 20 | 80 | 100 |
| Common | BCM4A14 Banking and Insurance | 5 | 4 | 20 | 80 | 100 |
| Core | BCM4B05 Cost Accounting | 6 | 4 | 20 | 80 | 100 |
| Core | BCM4B06 Corporate Regulations | 4 | 4 | 20 | 80 | 100 |
| Compl. | BCM4C04 Quantitative Techniques for Business | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|-------------|---|-------|---------|----------|----------|-------------|
| Core | BCM5B07 Accounting for Management | 5 | 4 | 20 | 80 | 100 |
| Core | BCM5B08 Business Research Methods | 4 | 4 | 20 | 80 | 100 |
| Core | BCM5B09 Income Tax Law and Accounts | 5 | 4 | 20 | 80 | 100 |
| Core | BCM5B10 Course in Specialization | 4 | 4 | 20 | 80 | 100 |
| Core | BCM5B11 Course in Specialization | 4 | 4 | 20 | 80 | 100 |
| Open Course | BCM5D01 Open Course (For students from other Departments) | 3 | 3 | 10 | 40 | 50 |
| | Total | 25 | 23 | 110 | 440 | 550 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------------|--|-------|---------|----------|----------|-------------|
| Core | BCM6B12 Income Tax and GST | 6 | 4 | 20 | 80 | 100 |
| Core | BCM6B13 Auditing and Corporate Governance | 5 | 4 | 20 | 80 | 100 |
| Core | BCM6B14 Course in Specialization | 5 | 4 | 20 | 80 | 100 |
| Core | BCM6B15 Course in Specialization | 5 | 5 | 20 | 80 | 100 |
| Core Project | BCM6B16 (PR) Three Weeks Project and viva voce | 4 | 2 | 10 | 40 | 50 |
| | Total | 25 | 19 | 90 | 360 | 450 |

Core Courses in the area of Specialization:

A. Finance

1. Financial Markets and Services
2. Financial Management
3. Fundamentals of Investments
4. Financial Derivatives

B. Co - operation

1. Co-operative Theory and Practice
2. Legal Environment for Co-operatives
3. International Co-operative Movement
4. Co-operative Management and Administration

C. Computer Application

1. Computer Applications in Business
2. Business Information Systems
3. Office Automation Tools
4. Computerized Accounting with Tally

Title of the Programme : BACHELOR OF BUSINESS ADMINISTRATION (BBA). 2019 ADMISSION

Duration of the Programme : Three academic years with six semesters.

Courses of study : Total number of courses for the BBA Programme is 31.

(Common courses, Core courses Complementary courses and Open courses)

Specialization Available : Marketing

The course of study leading to the award of BBA shall comprise the following

Semester I

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|------------------------------|-------|---------|----------|----------|-------------|
| Common | BBA1A01 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | BBA1A02 English (Paper-II) | 5 | 3 | 15 | 60 | 75 |
| Common | BBA1A07 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | BBA1B01 Business Management | 6 | 4 | 20 | 80 | 100 |
| Compl. | BBA1C01 Managerial Economics | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 95 | 380 | 475 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---------------------------------------|-------|---------|----------|----------|-------------|
| Common | BBA2A03 (English) | 4 | 4 | 20 | 80 | 100 |
| Common | BBA2A04 (English) | 5 | 3 | 15 | 60 | 75 |
| Common | BBA2A08 (Language Other than English) | 5 | 4 | 20 | 80 | 100 |
| Core | BBA2B02 Financial Accounting | 6 | 4 | 20 | 80 | 100 |
| Core | BBA2B03 Marketing Management | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 19 | 95 | 380 | 475 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--------------------------------------|-------|---------|----------|----------|-------------|
| Common | BBA3A11 Basic Numerical Methods | 5 | 4 | 20 | 80 | 100 |
| Common | BBA3A12 Professional Business Skills | 4 | 4 | 20 | 80 | 100 |
| Core | BBA3B04 Corporate Accounting | 6 | 4 | 20 | 80 | 100 |
| Core | BBA3B05 Financial Management | 5 | 4 | 20 | 80 | 100 |
| Compl. | BBA3C02 Business Regulations | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Common | BBA4A13 Entrepreneurship Development | 5 | 4 | 20 | 80 | 100 |
| Common | BBA4A14 Banking and Insurance | 4 | 4 | 20 | 80 | 100 |
| Core | BBA4B06 Cost & Management Accounting | 6 | 4 | 20 | 80 | 100 |
| Compl. | BBA4C03 Corporate Regulations | 5 | 4 | 20 | 80 | 100 |
| Compl. | BBA4C04 Quantitative Techniques for Business | 5 | 4 | 20 | 80 | 100 |
| | Total | 25 | 20 | 100 | 400 | 500 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Core | BBA5B07 Human resources Management | 4 | 4 | 20 | 80 | 100 |
| Core | BBA5B08 Business Research Methods | 4 | 3 | 15 | 60 | 75 |
| Core | BBA5B09 Operations Management | 4 | 4 | 20 | 80 | 100 |
| Core | BBA5B10 Elective 1 | 5 | 4 | 20 | 80 | 100 |
| Core | BBA5B11 Elective 2 | 5 | 4 | 20 | 80 | 100 |
| Open | BBA5D01 Open Course (for Students from Other Departments) | 3 | 3 | 15 | 60 | 75 |
| | Total | 25 | 22 | 110 | 440 | 550 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------------|--|-------|---------|----------|----------|-------------|
| Core | BBA6B12 Organisational Behaviour | 5 | 4 | 20 | 80 | 100 |
| Core | BBA6B13 Management Science | 5 | 4 | 20 | 80 | 100 |
| Core | BBA6B14. Project Management | 3 | 2 | 15 | 60 | 75 |
| Core | BBA6B15 Elective 3 | 5 | 4 | 20 | 80 | 100 |
| Core | BBA6B16 Elective 4 | 5 | 4 | 20 | 80 | 100 |
| Core Project | BCM6B16 (PR) Three Weeks Project and viva voce | 2 | 2 | 15 | 60 | 75 |
| | Total | 25 | 20 | 110 | 440 | 550 |

Core Courses in the area of Specialization:

Marketing

1. Consumer Behavior
2. Product and brand Management
3. Advertising and sales promotion
4. Supply Chain Management

PROJECT WORK: During the sixth semester every student shall do a project. The student may choose any topic from the subjects he/she has studied and submit a project report to the Department. The report shall be in English with not less than 30 pages, printed or typed (A4 size paper, 1.5 line spacing, Times New Roman font, font size 14) and spiral bound. The project report should be submitted to the Head of the Department one week before the last working day of the sixth semester, duly certified by the Guide. The candidate shall prepare at least two copies of the report; one copy for submission to the Department and another copy for the student which he/she has to bring with him/her at the time of viva voce. A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done and it shall be included in the project report. Project work shall have the following stages:

- Project proposal presentation
- Field work and data analysis
- Report writing
- Draft project report presentation
- Final project report submission

The project report shall be subject to internal and external evaluation. The internal evaluation shall be carried out by the supervising teacher/panel constituted by the department and external evaluation shall be done jointly by the internal examiner and the external examiners appointed by the University inclusive of Viva-voce examination. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation. The student should get a minimum of 40 % marks in the aggregate and 40% separately for external for pass in the project. There shall be no improvement chance for the Marks obtained in the Project Report. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

VIVA VOCE

At the end of sixth semester candidate shall attend a comprehensive viva voce. The external evaluation will be conducted with one external examiner and one internal examiner.

INDUSTRIAL VISIT / STUDY TOUR

The fourth/fifth semester B.Com./BBA students shall be taken under the supervision of faculty members to business or industrial units so as to enable them to have firsthand knowledge about location, layout, managerial functions or any area of study as per curriculum. Study tour to an industrial/business centre will form part of curriculum. A report on the same shall be prepared by the students and submitted to the department.

Ability Enhancement courses/Audit courses: These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters.

The list of courses in each semester with credits is given below.

| Course with credit | Semester |
|---|----------|
| Environment Studies – 4 | 1 |
| Disaster Management – 4 | 2 |
| *Human Rights/Intellectual Property Rights/ Consumer Protection – 4 | 3 |
| *Gender Studies/Gerontology- 4 | 4 |

EVALUATION AND GRADING FOR CBCSSUG 2019

Course Evaluation scheme for each course shall contain two parts:-

| Internal Assessment : 20% Weight | | External Evaluation : 80% Weight | |
|---|-----|----------------------------------|-----|
| Components with percentage of marks of Internal Evaluation:- | | | |
| Theory Courses | | Practical Courses | |
| Attendance | 25% | Attendance | 25% |
| Assignment/Seminar/Viva | 25% | Record | 50% |
| Test paper | 50% | Lab Involvement | 25% |

Attendance of each course will be evaluated as below:

| Attendance | Marks |
|------------|-------|
| Above 90% | 100% |
| 85 to 89% | 80% |
| 80 to 84% | 60% |
| 76 to 79% | 40% |
| 75% | 20% |

The internal and external components is to be taken in the rationale 1:4 for Project Evaluation

Components with percentage of marks for Project Evaluation:-

| Internal (20% of total) | | External (80% of Total) | |
|-------------------------|------------|--|------------|
| Components | % of Marks | Components | % of Marks |
| Punctuality | 20 | Relevance of the problem, Objectives of the study, Research Methodology used etc. | 20 |
| Use of Data | 20 | Quality of Analysis ,Statistical tools used, Findings, recommendations and conclusions | 30 |
| Scheme/Organization | 30 | Viva-Voce | 50 |
| Viva-Voce | 30 | | - |
| Total | 100 | Total | 100 |

INDIRECT GRADING SYSTEM:

Evaluation (both internal and external) is carried out using Mark system. The Grade on the basis of total internal and external marks will be indicated for each course, for each semester and for the entire Programme.

Indirect Grading System in 10 -point scale is as below:

| Ten Point Indirect Grading System Percentage of Marks (Both Internal & External put together) | Grade | Interpretation | Grade point Average (G) | Range of grade points | Class |
|---|-------|----------------|-------------------------|-----------------------|------------------------------|
| 95 and above | O | Outstanding | 10 | 9.5-10 | First class with distinction |
| 85 to below 95 | A+ | Excellent | 9 | 8.5-9.49 | |
| 75 to below 85 | A | Very good | 8 | 7.5-8.49 | |
| 65 to below 75 | B+ | Good | 7 | 6.5-7.49 | First class |
| 55 to below 65 | B | Satisfactory | 6 | 5.5-6.49 | |
| 45 to below 55 | C | Average | 5 | 4.5-5.49 | Second class |
| 35 to below 45 | P | Pass | 4 | 3.5-4.49 | Third class |
| Below 35 | F | Failure | 0 | 0 | Fail |
| Incomplete | I | Incomplete | 0 | 0 | Fail |
| Absent | Ab | Absent | 0 | 0 | Fail |

After the successful completion of a semester, semester Grade point Average (SGPA) of a student in that semester is calculated using the formula given below:

$$\text{SGPA} = \frac{\text{Sum of the credit points of all courses in a semester}}{\text{Total credits in that semester}}$$

The cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. CGPA can be calculated by the following formula.

$$\text{CGPA} = \frac{\text{Total credit points obtained in six semesters}}{\text{Total credits acquired}}$$

An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA.

REGULATIONS FOR THE PG PROGRAMMES OF AFFILIATED COLLEGES & SDE/ PRIVATE REGISTRATION UNDER CHOICE BASED CREDIT SEMESTER SYSTEM 2019 (CBCSS- 2019)

Title of the Programme : MASTERS IN COMMERCE (M.Com). 2019 ADMISSION

Duration of the Programme : Two academic years with four semesters.

Functional Electives : Finance

The subjects of study leading to the award of M.Com shall comprise the following courses:

Semester I

| Course Code | Course Title | Internal Credit | External Credit | Total Credit | Teaching Hours | Type |
|-------------|--|-----------------|-----------------|--------------|----------------|------|
| MCM1C01 | Business Environment & Policy | 0.8 | 3.2 | 4 | 5 | Core |
| MCM1C02 | Corporate Governance & Business Ethics | 0.8 | 3.2 | 4 | 5 | Core |
| MCM1C03 | Quantitative Techniques for Business Decisions | 0.8 | 3.2 | 4 | 5 | Core |
| MCM1C04 | Management Theory and Organizational Behaviour | 0.8 | 3.2 | 4 | 5 | Core |
| MCM1C05 | Advanced Management Accounting | 0.8 | 3.2 | 4 | 5 | Core |
| | Total in Semester One | 4.0 | 16.0 | 20 | 25 | |

Semester II

| Course Code | Course Title | Internal Credit | External Credit | Total Credit | Teaching Hours | Type |
|-------------|-------------------------------|-----------------|-----------------|--------------|----------------|------|
| MCM2C06 | Advanced Corporate Accounting | 0.8 | 3.2 | 4 | 5 | Core |
| MCM2C07 | Advanced Strategic Management | 0.8 | 3.2 | 4 | 5 | Core |
| MCM2C08 | Advanced Cost Accounting | 0.8 | 3.2 | 4 | 5 | Core |
| MCM2C09 | International Business | 0.8 | 3.2 | 4 | 5 | Core |
| MCM2C10 | Management Science | 0.8 | 3.2 | 4 | 5 | Core |
| | Total in Semester One | 4.0 | 16.0 | 20 | 25 | |

Semester III

| Course Code | Course Title | Internal Credit | External Credit | Total Credit | Teaching Hours | Type |
|-------------|---|-----------------|-----------------|--------------|----------------|----------|
| MCM3C11 | Financial Management | 0.8 | 3.2 | 4 | 5 | Core |
| MCM3C12 | Income Tax Law, Practice and Tax Planning I | 0.8 | 3.2 | 4 | 5 | Core |
| MCM3C13 | Research Methodology | 0.8 | 3.2 | 4 | 5 | Core |
| MCM3E01 | Elective I | 0.8 | 3.2 | 4 | 5 | Elective |
| MCM3E02 | Elective II | 0.8 | 3.2 | 4 | 5 | Elective |
| | Total in Semester One | 4.0 | 16.0 | 20 | 25 | |

Semester IV

| Course Code | Course Title | Internal Credit | External Credit | Total Credit | Teaching Hours | Type |
|-------------|--|-----------------|-----------------|--------------|----------------|---------------------|
| MCM4C14 | Financial Derivatives & Risk Management | 0.8 | 3.2 | 4 | 5 | Core |
| MCM4C15 | Income Tax Law, Practice and Tax Planning II | 0.8 | 3.2 | 4 | 5 | Core |
| MCM4E03 | Elective III | 0.8 | 3.2 | 4 | 5 | Elective |
| MCM4E04 | Elective IV | 0.8 | 3.2 | 4 | 5 | Elective |
| MCM4PV01 | Project Work & Comprehensive Viva Voce | 0.8 | 3.2 | 4 | 5 | Dissertation & Viva |
| | Total in Semester One | 4.0 | 16.0 | 20 | 25 | |
| | Grand Total (5.1+5.1.1+5.2+5.2.1+5.3+5.4) | 17.6 | 70.4 | 88 | | |

ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2020-21

| Criteria Number | Activity | Specific details of activity | Date of Conduct/ month/ semester | Faculty coordinator |
|-----------------|--------------------------------|--|----------------------------------|---------------------------------------|
| 1.2.1 | Certificate/ Add on Programmes | Tally, Diploma in International Finance, MS Excel | 7/4/2020 | Ms. Anitha Mary Alex |
| 3.2.2 | Entrepreneurship Development | Industrial Interaction | 7/31/2020 | Dr. Mathew Jose K Ms. Jeena Antony |
| 3.2.2 | Entrepreneurship Development | Friday market once in a week. | 8/7/2020 | Dr. Mathew Jose K Ms. Jeena Antony |
| 1.1.1 | Experiential Learning | Hands on Industrial experience V Sem B.Com F-Auditing | 8/8/2020 | Ms. Bindu |
| 1.3.2 | Participative Learning | Industrial interaction-Talk by experts/alumni- B.Com F &M.Com(Session I) | 8/21/2020 | Ms. Resmi Royi |
| 3.2.2 | Entrepreneurship Development | Product Launch Event | 8/25/2020 | Dr. Mathew Jose K Ms. Jeena Antony |
| 3.4.3. | Outreach Programme | "CUSSP- Institutional visits and Local social work.(4)" | 9/1/2020 | Ms. Rehna Ms. Mini Joshy |
| 2.2.1 | Ability Test | For the first year students to know the basic knowledge including plus two syllabus and GK | 9/3/2020 | Ms. Dhanya Sasikumar |
| 3.2.2 | Entrepreneurship Development | IDEASTORME V 2.0 | 9/4/2020 | Dr. Mathew Jose K Ms. Jeena Antony |

| | | | | |
|--------|--|---|------------|---------------------------------------|
| 1.3.3 | Experiential Learning | Industrial visit(final year B.Com F (A) | 9/5/2020 | Mr. Joseph James |
| 2.3.1 | Language Lab Training | The training is meant for the first year students with regard to Communicative English. | 9/15/2020 | Ms. Anitha Mary Alex |
| 1.3.2 | Participative Learning | Industrial interaction-Talk by experts/alumni- B.Com CA(Session I) | 9/18/2020 | Ms. Resmi Royi |
| 5.1.3 | Capability Enhancement-Bridge Course | Course to bridge the gap for non-commerce students who have not studied accounting in their Plus two level. | 9/19/2020 | Ms.Bindu.G |
| 1.3.3 | Experiential Learning | Industrial visit(final year B.Com F (B) | 9/19/2020 | Mr. Joseph James |
| 1.3.3 | Experiential Learning | Industrial visit(final year B.Com(CA) | 9/26/2020 | Mr. Joseph James |
| 3.4.1. | Extension Programmes | "- Net banking class to selected group of people. - Online E-Commerce session. - Awareness class on government schemes to the rural people" | 9/27/2020 | Mr. Jiss Jose |
| 5.1.3 | Competitive Exams | 1. Competitive exam training is given to Final students.2.Competitive exam training include online exams | 9/28/2020 | Ms. LakshmiPriya M.R |
| 3.2.2 | Entrepreneurship Development Club | ED Club Monthly newsletter | 9/30/2020 | Dr. Mathew Jose K Ms. Jeena Antony |
| 1.3.3 | Experiential Learning | Industrial visit(final year B.Com(CO) | 10/3/2020 | Mr. Joseph James |
| 5.2.3 | Net coaching for PG students | 1. Batch (2 PG batches) | 10/5/2020 | Ms. LakshmiPriya M. G. |
| 5.1. 3 | Career Guidance /Counselling | Given to both UG &PG students to help them acquire the knowledge, information, skills, and experience necessary to identify career options | 10/10/2020 | Ms. Dhanya Sasikumar |
| 2.3.1 | Case study analysis competition | Exploration in a relevant area of study | 10/16/2020 | Ms. Anjali Thomas, Ms Roseland |
| 2.2.1 | Bridge Course | Basic Accounting Course | 10/17/2020 | Ms . Bindu.G |
| 1.3.3 | Experiential learning | Industrial visit(final year BBA | 10/17/2020 | Mr. Joseph James |
| | Experiential learning | Industrial visit(final year B.Com cooperation) | 10/20/2020 | Mr. Joseph James |
| | Stream wise Seminar | Seminar for Computer Application | 10/21/2020 | Ms. Anitha Mary Alex |
| 1.3.2 | Participative learning | Talk by experts/Alumni-B.Com Co-op(Session I) | 10/23/2020 | Ms. Resmi Royi |
| | Stream wise Seminar | seminar for Finance stream | 10/27/2020 | Ms. Bindu G. |
| | Stream wise Seminar | seminar for Co-operation stream | 10/30/2020 | Dr. Antony George |
| | Stream wise Seminar | Seminar for BBA | 11/2/2020 | Ms. Kavitha Vincent |
| 2.3.1 | Talk by Experts | To arrange talk by expert people from society or alumni and thereby helping students to take advantage of it. | 11/2/2020 | Ms. Kavitha Vincent |
| 1.3.3 | Outbound Programme Experiential Learning | Outbound Programme -III Sem PG-Campus | 11/6/2020 | Dr. Jalendran E.S. |

| | | | | |
|----------|---|---|------------|------------------------------------|
| | | connect | | |
| | Project Work for final year UG and PG students | During VI sem(UG) & IV Sem(PG), Every student shall do a project. The student may choose any topic from the subject he/she has studied. It could be a social issue/company based project. Good projects to be converted into research papers. | 11/16/2020 | Ms. Lakshmi Priya M. R. |
| 1.1.1 | Class wise Paper Publication Experiential Learning | Class wise paper publication- separate department journal (APA) for student's publications | 11/20/2020 | Dr. Antony George |
| 1.3.2 | Industrial Interaction Participative Learning | Industrial interaction-Talk by experts/alumni-BBA(Session I) | 11/20/2020 | Ms. Resmi Royi |
| 2.3.1 | Management Fest | Inter-collegiate fest | 11/25/2020 | Ms. Jeena Antony |
| 2.2.1(b) | Walk with Scholar | Activities for advanced learners | 11/27/2020 | Ms. Mini Joshy |
| 2.2.1 | Student Support Programme | Activities for slow learners | 11/27/2020 | Ms. Dhanya Sasikumar |
| 5.1.3 | Remedial Coaching | 1. Remedial Coaching by including a mandatory sixth hour. 2. Test papers to assess progress. 3. Interaction/Peer learning with advanced learners. 4. Giving opportunities and motivate to take up responsibilities in areas where they are capable. 5. Higher class students performing as tutors for them. | 11/27/2020 | Ms. Dhanya Sasikumar |
| 2.3.1 | Panel Discussion | Externals gather and discuss on some relevant topic | 12/7/2020 | Ms . Anjali Thomas, Ms. Roseland |
| 2.3.1 | Study Tour | Integration with informal environment | 12/11/2020 | Mr. Jiss Jose |
| 1.3.2 | Participative learning | industrial interaction-Talk by experts/alumni- B.Com F & M.Com(Session II) | 12/18/2020 | Ms. Resmi Royi A |
| 1.1.1 | Textbook Publication from the Department | EDP- Dr. Mathew & Ms. Teresa | 12/31/2020 | Dr. Mathew Jose K |
| 1.1.1 | One week internship for final year BBA Participative learning | One week internship for BBA | 1/4/2021 | Mr. Tony V .M. |
| 1.3.2 | Participative Learning- | Industrial Interaction-Talk by experts/Alumni-B.Com CA(Session II) | 1/22/2021 | Ms. Resmi Royi A |
| 3.2.2 | Entrepreneurship Development | Industrial Visit | 1/31/2021 | Dr. Mathew Jose K Ms. Jeena Antony |
| 1.3.2 | Participative Learning | Industrial Interaction -Talk by experts/Alumni-B.Com Co-op(Session II) | 2/19/2021 | Ms. Resmi Royi A |
| 5.2.1 | Placement | 1. Placement opportunities to Final year UG & PG students. 2. Job Fair | 2/21/2021 | Ms. Dhanya Sasikumar |
| 2.3.1 | Project-Internal viva voce for Final year UG & PG | Project Work - UG & PG | 2/24/2021 | Ms. Lakshmi Priya M. R. |
| 3.3.3. | National seminar | National Seminar organised by PG | 2/25/2021 | Ms. Angel Baby |

| | | | | |
|-------|---|---|------------|------------------------|
| | | Department of Commerce and Journal Publication | | |
| | Paper Publication from Every Class | Publication for each Stream | 2/25/2021 | Dr. Antony George |
| 1.1.1 | Textbook Publication from the department | Basic Accounting- Dr. Mathew, Ms. Bindu & Ms. Rehna | 2/26/2021 | Dr. Mathew Jose K |
| 1.3.2 | Industrial Interaction Participative Learning | Industrial interaction-Talk by experts/alumni-BBA(Session II) | 3/19/2021 | Ms. Resmi Royi A |
| 5.1.3 | Mentoring / Personal Counselling | 1. Provided to all UG & PG students 2. Students are divided into small groups (25-30 students in a group). 3.All teachers will be mentors. 4. Proper documentation will be made | 3/31/2021 | Dr. Mathew Jose K |
| 1.1.1 | Textbook Publication from the Department | Managerial Economics-Dr.Antony | 3/31/2021 | Dr. Mathew Jose K. |
| 3.2.2 | Seminar/Workshop | Seminar on Research Methodology- Commerce department | 21-09-2020 | Ms. Lakshmipriya M. G. |

DEPARTMENT OF COMPUTER SCIENCE

The Computer Science Department provides quality undergraduate and graduate education in both theoretical and applied foundations of Computer Science and trains students to effectively apply their skills set to solve real world problems. This amplifies their potential for lifelong high quality careers and gives them a competitive advantage in the ever changing global work environment of the 21st century.

PROGRAMMES

- B.Sc. Computer Science
- BCA
- M.Sc. Computer Science

ADD ON COURSES

The Department of Computer science has a vibrant learning community which provides access to holistic opportunities to prepare them for the present and the future. Extra-curricular activities, inter-collegiate competitions and fests are great platforms to showcase one's leadership and organization skills. Students are given opportunities to exhibit their leadership and organizational skills by encouraging them to be part of these activities. To kindle interest among students and bring in additional benefits of the institute's prominence, the following activities are carried out.

- National Seminar and Workshops
- Bridge Course
- Industrial Visit For UG and PG
- IT Fest
- Community Services
- Orientations and Career Guidance
- Aptitude Tests

FACILITIES

- **Computer Labs**
- The Department has separate well equipped lab for UG and PG programmes.
- **Electronics Labs**
- The Department has a well-equipped electronics lab. The students are given practical training in the lab.
- **Digital and Microprocessor Lab**
- The Digital and Microprocessor lab is furnished with modern equipment.
- **Hardware and Network Lab**
- To familiarize students with hardware components and network protocols.
- **Internet Lab / Library**
- Full-fledged internet lab with Wi-Fi connectivity.

“CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDER GRADUATE CURRICULUM 2017” (CUCBCSSUG 2017). EFFECTIVE FROM THE 2017 BATCH ADMISSIONS

Title of the Programme : **BACHELOR OF SCIENCE IN COMPUTER SCIENCE (B.Sc). 2017 admission onwards**

Duration of the programme : Three academic years with six semesters.

Courses of study : Total number of courses for the B.Sc. CS Programme is 37 (Common courses, Core courses, Complementary courses and Open courses)

The course of study leading to the award of B.Sc shall comprise the following:

Semester I

| Course | Title | Hours | Internal | External | Total Marks |
|--------|---|-----------|------------|------------|-------------|
| Common | A01- Communication Skills in English | 4 | 20 | 80 | 100 |
| Common | A02 - Critical Reasoning, Writing and Presentation | 3 | 20 | 80 | 100 |
| Common | A07 - Communication Skill in Languages other than English | 4 | 20 | 80 | 100 |
| Core | BCS1B01- Computer Fundamentals and HTML | 3 | 20 | 80 | 100 |
| Compl. | C01-Complementary Mathematics I | 3 | 20 | 80 | 100 |
| Compl. | C01 Optional Complementary I | 3 | 20 | 80 | 100 |
| | Total | 20 | 120 | 480 | 600 |

Semester II

| Course | Title | Hours | Internal | External | Total Marks |
|--------|---|-----------|------------|------------|-------------|
| Common | A03 - Reading Literature in English | 4 | 20 | 80 | 100 |
| Common | A04 - Reading on Indian Constitution Secularism and Sustainable Environment | 3 | 20 | 80 | 100 |
| Common | A08 - Literature in Languages other than English | 4 | 20 | 80 | 100 |
| Core | BCS2B02 - Problem Solving using C | 3 | 20 | 80 | 100 |
| Core | BCS2B03 - Programming Laboratory I Lab Exam of 1st and 2nd Sem. HTML and Programming in C | 2 | 20 | 80 | 100 |
| Compl. | Complementary Mathematics II | 3 | 20 | 80 | 100 |
| Compl. | Optional Complementary II | 3 | 20 | 80 | 100 |
| | Total | 22 | 140 | 560 | 700 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Common | A11 - Basic Numerical Skill | 4 | 4 | 20 | 80 | 100 |
| Common | A12 - General Informatics | 4 | 4 | 20 | 80 | 100 |
| Core | BCS3B04 - Data Structures using C | 3 | 4 | 20 | 80 | 100 |
| Compl. | XXXXC02 Complementary Mathematics III | 4 | 3 | 20 | 80 | 100 |
| Compl. | XXXXC02 Optional Complementary III - Electronics | 3 | 3 | 20 | 80 | 100 |
| | Total | 18 | 18 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Common | A13 –Entrepreneurship | 4 | 4 | 20 | 80 | 100 |
| Common | A14 -Basics of Audio & Video Media | 4 | 4 | 20 | 80 | 100 |
| Core | BCS4B05-Fundamentals of Database Management System and RDBMS | 7 | 4 | 20 | 80 | 100 |
| Core | BCS4B06 - Programming LaboratoryII: VB.NET & RDBMS | | 2 | 20 | 80 | 100 |
| Compl. | XXXXC03 – Complementary Mathematics IV | 5 | 3 | 20 | 80 | 100 |
| Compl. | XXXXC03 Optional Complementary IV Electronics | 5 | 3 | 20 | 80 | 100 |
| | Total | 25 | 20 | 120 | 480 | 600 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|---------|--|-------|---------|----------|----------|-------------|
| Core | BCS5B07 - Computer Organization and Architecture | 5 | 4 | 20 | 80 | 100 |
| Core | BCS5B08 - Java Programming | 6 | 4 | 20 | 80 | 100 |
| Core | BCS5B9 -Web Programming Using PHP | 6 | 4 | 20 | 80 | 100 |
| Core | BCS5B10 - Principles of Software Engineering | 4 | 4 | 20 | 80 | 100 |
| Open | XXX5DXX - Open Course | 2 | 2 | 10 | 40 | 50 |
| Project | Project Work | 2 | | | | |
| | Total | 25 | 18 | 90 | 360 | 450 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Core | BCS6B11 - Android Programming | 5 | 4 | 20 | 80 | 100 |
| Core | BCS6B12 - Fundamentals of Operating Systems | 5 | 4 | 20 | 80 | 100 |
| Core | BCS6B13 - Computer Networks | 5 | 4 | 20 | 80 | 100 |
| Core | BCS6B14 -Programming Laboratory III: Java & PHP Programming | | 2 | 20 | 80 | 100 |
| Core | BCS6B15 - Programming Laboratory IV: Android & Linux shell Programming | 4 | 2 | 20 | 80 | 100 |
| Core | BCS6B16 - Elective Course | 4 | 3 | 20 | 80 | 100 |
| Core | BCS6B17 - Project Work | 2 | 3 | 30 | 120 | 150 |
| | Total | 25 | 22 | | | 750 |

Title of the Programme : **BACHELOR OF COMPUTER APPLICATION (BCA).
2017 admission onwards**

Duration of the programme : Three academic years with six semesters.

The course of study leading to the award of B.Sc shall comprise the following:

Semester I

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Common | A01 - Common English Course I | 5 | 4 | 20 | 80 | 100 |
| Common | A02 - Common English Course II | 4 | 3 | 20 | 80 | 100 |
| Common | A03 - Additional Language Course I | 4 | 4 | 20 | 80 | 100 |
| Core | BCA1B01- Computer Fundamentals & HTML | 4 | 3 | 20 | 80 | 100 |
| Comp. | BCA1C01-Mathematical Foundation of Computer Applications | 4 | 3 | 20 | 80 | 100 |
| Comp. | BCA1C02 of - Discrete Mathematical | 4 | 3 | 20 | 80 | 100 |
| Total | | 25 | 20 | | | 600 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|---|-------|---------|----------|----------|-------|
| Common | A03 Common English Course III | 5 | 4 | 20 | 80 | 100 |
| Common | A04 - Common English Course II | 4 | 3 | 20 | 80 | 100 |
| Common | A08 - Additional Language Course I | 4 | 4 | 20 | 80 | 100 |
| Core | BCA1B02- Problem Solving using C | 4 | 3 | 20 | 80 | 100 |
| Comp. | BCA2B03-Programming Laboratory I: Lab Exam of 1st& 2nd Sem. HTML & Programming in C | | 2 | 20 | 80 | 100 |
| Comp. | BCA2C03Financial & Management Accounting | 4 | 3 | 20 | 80 | 100 |
| | BCA2C04Operations Research | 4 | 3 | 20 | 80 | 100 |
| Total | | 25 | 22 | | | 700 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | A11 - Basic Numeric Skills | 4 | 4 | 20 | 80 | 100 |
| Common | A12 - General Informatics | 4 | 4 | 20 | 80 | 100 |
| Core | BCA3B04-Data Structures Using C++ | 7 | 4 | 20 | 80 | 100 |
| Core | BCA3C05-Computer Oriented Numerical&Statistical | 5 | 3 | 20 | 80 | 100 |
| Core | BCA3C06 - Theory of Computation | 5 | 3 | 20 | 80 | 100 |
| | Total | 25 | 18 | | | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | A13 – Entrepreneurship | 4 | 4 | 20 | 80 | 100 |
| Common | A14 - Basics of Audio & Video Media | 4 | 4 | 20 | 80 | 100 |
| Core | BCA4B05-Database Management System andRDBMS | 7 | 4 | 20 | 80 | 100 |
| Core | BCA4B06 - Programming Laboratory II Lab Exam of 3 rd &4th Sem Data Structures & RDBMS | 0 | 2 | 20 | 80 | 100 |
| Compl. | BCA4C07 - E-Commerce | 5 | 3 | 20 | 80 | 100 |
| Compl. | BCA4C08 - Computer Graphics | 5 | 3 | 20 | 80 | 100 |
| | Total | 25 | 20 | | | 600 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Core | BCA5B07 - Java Programming | 6 | 4 | 20 | 80 | 100 |
| Core | BCA5B08 - Computer Organizationand Architecture | 5 | 4 | 20 | 80 | 100 |
| Core | BCA5B09 - Web Programming Using PHP | 6 | 4 | 20 | 80 | 100 |
| Core | BCA5B10 - Principles of SoftwareEngineering | 4 | 4 | 20 | 80 | 100 |
| Open | XXX5DXX Open Course(Other Streams) | 2 | 2 | 10 | 40 | 50 |
| | Project work | 2 | 0 | 0 | 0 | 0 |
| | Total | 25 | 18 | | | 450 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total |
|--------|--|-------|---------|----------|----------|-------|
| Core | BCA6B11- Android programming | 5 | 4 | 20 | 80 | 100 |
| Core | BCA6B12 -Operating Systems | 5 | 4 | 20 | 80 | 100 |
| Core | BCA6B13 -Computer Networks | 5 | 4 | 20 | 80 | 100 |
| Core | BCA6B14 Programming laboratory III- Java and Web Programming | 0 | 2 | 20 | 80 | 100 |
| Core | BCA6B15 Programming Laboratory IV: Lab Exam of Android & Linux shell Programming | 4 | 2 | 20 | 80 | 100 |
| Core | BCA6B16 Project and Viva Voce | 2 | 3 | 20 | 80 | 150 |
| | BCA6B17x Elective | 4 | 3 | 20 | 80 | 100 |
| | Total | 25 | 22 | | | 750 |

EVALUATION AND GRADING FOR CUCBCSSUG 2017 admission onwards

Course Evaluation scheme for each course shall contain two parts:-

Components with percentage of marks of Internal Evaluation:-

| Theory Courses` | Marks | Practical Courses | Marks |
|-----------------------------|-------|--------------------------------|-------|
| Test paper 50% | 10 | Test paper 50% | 10 |
| Attendance 25% | 5 | Attendance 25% | 5 |
| Assignment/Seminar/Viva 25% | 5 | Assignment/Lab involvement 25% | 5 |

Attendance of each course will be evaluated as below:

| Attendance | Marks |
|------------|-------|
| Above 90% | 5 |
| 85 to 89% | 4 |
| 80 to 84% | 3 |
| 76 to 79% | 2 |
| 75% | 1 |

The student should also carry the following during Viva Voce by the External Examiner: Duly signed personal copy of the project

Examination Hall ticket College Identity card

Dress code should be formal with proper grooming standards

INDIRECT GRADING SYSTEM: Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system. Indirect grading System is based on a 7-point scale. Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E or F) for a pass in each course 40% marks or E grade is necessary.

After the successful completion of a semester, semester Grade point Average (SGPA) of a student in that semester is calculated using the formula given below:

SGPA = Sum of the credit points of all courses in a semester

Total credits in that semester

The cumulative Grade Point Average (CGPA) of the student is calculated at the end of a Programme. CGPA can be calculated by the following formula.

CGPA = Total credit points obtained in six semesters

Total credits acquired

An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA.

MASTER OF SCIENCE (MSC) IN COMPUTER SCIENCE 2019 admission

COURSE EVALUATION

The evaluation scheme for each course shall contain two parts: (a) internal evaluation and (b) external evaluation. 20% weight shall be given to internal evaluation and the remaining 80% to external evaluation. Therefore the ratio of weight between internal and external is 1:4. Both internal and external evaluation shall be carried out using direct grading system.

INTERNAL EVALUATION

The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on lab tests, lab skill/records/viva and attendance in respect of practical courses.

THEORY PAPERS

The weightage assigned to various components for internal evaluation for theory papers is as shown below.

| Components | Weightage |
|---|-----------|
| Test papers with least 25% questions based on problems or programs (minimum two) | 2 |
| Assignments (minimum two) such as homework, problem solving, group discussions, quiz, literature survey, term-project, software exercises, etc. | 1 |
| Regularity in the class | 1 |
| Seminar | 1 |
| Total | 5 |

PRACTICAL PAPERS

The mark distribution to award internal continuous assessment marks for practical course should be as follows:

| Components | Weightage |
|----------------|-----------|
| Lab Skill | 4 |
| Records/viva | 3 |
| Practical Test | 3 |
| Total | 10 |

| Percentage of Attendance | Weightage |
|--------------------------|-----------|
| 90% and above | 4 |
| 85 to 89.9% | 3 |
| 80 to 84.9% | 2 |
| 75 to 79.9% | 1 |
| Below 75 % | 0 |

TERM PAPER

A tentative list of the components for evaluation of Term Paper is as shown below. Evaluation committee can decide about the actual composition of the components and scores to be awarded for each component.

| |
|--|
| Component |
| Relevance of the Topic, Statement of Objectives, Correctness |
| Quality of Literature Survey / Product Review |
| Methodology / tools Adopted |
| Quality of Contributions |
| Quality of Implementation / Simulation |
| Quality of Testing |
| Identification of Future Work |
| Quality of the Term Paper Report |
| Publications/Presentations/Communications out of the Term |
| Paper |
| Quality of Presentation |

PROJECT WORK

Total Weightage for Project Work (and General Viva Voce) shall be 72 (36 x 2). Hence the total grade points shall be 288 (72 x 4). Scheme to award internal continuous assessment grades for project work should be as follows:

| Components | Weightage |
|------------------|-----------|
| Monthly progress | 4 |
| Regularity | 1 |
| Total | 5 |

| Item | Description |
|------|------------------------|
| C | Credits |
| E | External Component (%) |
| I | Internal Component (%) |
| L | Lecture Hours |
| P | Practical Hours |
| T | Total |

MASTER OF SCIENCE COMPUTER SCIENCE PROGRAMME STRUCTURE

Semester I

| No | Course Code | Course Name | Credit | Weightage | | | Hrs/wk | | |
|-----|-------------|--|--------|-----------|----|-----|--------|---|----|
| | | | | I | E | T | L | P | T |
| 1.1 | CSS1C01 | Discrete Mathematical Structures | 4 | 25 | 75 | 100 | 4 | | 4 |
| 1.2 | CSS1C02 | Advanced Data Structures | 4 | 25 | 75 | 100 | 3 | 2 | 5 |
| 1.3 | CSS1C03 | Theory of Computation | 4 | 25 | 75 | 100 | 4 | | 4 |
| 1.4 | CSS1C04 | The Art of Programming methodology | 4 | 25 | 75 | 100 | 2 | 2 | 4 |
| 1.5 | CSS1C05 | Computer Organization and Architecture | 4 | 25 | 75 | 100 | 4 | | 4 |
| 1.6 | CSS1L01 | Practical I | 2 | 25 | 75 | 100 | | 4 | 4 |
| 1.7 | CSS1A01 | Introduction to Research (Ability Enhancement Audit Course | 4 | | | | | | |
| | | Total | 22 | | | | 17 | 8 | 25 |

Semester II

| No | Course Code | Course Name | Credit | Weightage | | | Hrs/wk | | |
|------|-------------|------------------------------------|--------|-----------|----|-----|--------|---|----|
| | | | | I | E | T | L | P | T |
| 2.1 | CSS2C01 | Design and Analysis of Algorithms | 4 | 25 | 75 | 100 | 3 | | 4 |
| 2.2 | CSS2C02 | Operating System Concepts | 4 | 25 | 75 | 100 | 3 | 2 | 5 |
| 2.3 | CSS2C03 | Computer Networks | 4 | 25 | 75 | 100 | 4 | | 4 |
| 2.4 | CSS2C04 | Computational Intelligence | 4 | 25 | 75 | 100 | 2 | 2 | 4 |
| 2.5c | CSS2C10 | Principles of Software Engineering | 4 | 25 | 75 | 100 | 4 | | 4 |
| 2.6 | CSS2P06 | Practical II | 2 | 25 | 75 | 100 | | 4 | 4 |
| 2.7 | CSS2P07* | Term Paper | 4 | 100 | | 100 | | | 1 |
| | | Total | 22 | | | | 17 | 8 | 25 |

Semester III

| No | Course Code | Course Name | Credit | Weightage | | | Hrs/wk | | |
|------|-------------|--------------------------------------|--------|-----------|----|-----|--------|---|----|
| | | | | I | E | T | L | P | T |
| 3.1 | CSS3C01 | Advanced Database Management System | 4 | 25 | 75 | 100 | 3 | 1 | 5 |
| 3.2 | CSS3C02 | Principles of Compilers | 4 | 25 | 75 | 100 | 2 | 3 | 4 |
| 3.3 | CSS3C03 | Object Oriented Programming Concepts | 4 | 25 | 75 | 100 | 4 | | 4 |
| 3.4c | CSS3E04c | Elective II | 4 | 25 | 75 | 100 | 4 | | 4 |
| 3.5c | CSS3E05c | Elective III | 4 | 25 | 75 | 100 | 4 | | 4 |
| 3.6 | CSS3P06 | Practical III | 2 | 25 | 75 | 100 | | 4 | 4 |
| | | Total | 22 | | | | 17 | 8 | 25 |

Semester IV

| No | Course Code | Course Name | Credit | Weightage | | | Hrs/wk | | |
|------|-------------|--|--------|-----------|---|---|--------|---|----|
| | | | | I | E | T | L | P | T |
| 4.1f | CSS4E01f | Advanced Java Programming | 3 | 1 | 4 | 5 | 5 | 0 | 5 |
| 4.2 | CSS4C01* | Principles of Software Engineering | 3 | 1 | 4 | 5 | 5 | 0 | 5 |
| 4.2 | CSS4C02 | Project Work(Duration of the Project = 16 Weeks) | 8 | 1 | 4 | 1 | 7 | 8 | 15 |

***Evaluation is to be done internally for these papers (by providing 25% weightage for continuous assessment and 75% weightage for the internal examination)**

The student should also carry the following during Viva Voce by the External Examiner: Duly signed personal copy of the project

Examination Hall ticket College Identity card

Dress code should be formal with proper grooming standards

“CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDER GRADUATE CURRICULUM 2019” (CUCBCSSUG 2019). EFFECTIVE FROM THE 2019 BATCH ADMISSIONS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (2019 admission)

Semester I

| Course | Title | Hours | Internal | External | Total Marks |
|--------|---|-----------|-----------|------------|-------------|
| Common | A01- Communication Skills in English | 5 | 15 | 60 | 75 |
| Common | A02 - Critical Reasoning, Writing and Presentation | 4 | 15 | 60 | 75 |
| Common | A07 - Communication Skill in Languages other than English | 5 | 20 | 80 | 100 |
| Core | BCS1B01- Computer Fundamentals and HTML | 3 | 15 | 60 | 75 |
| Compl. | C01-Complementary Mathematics I | 4 | 15 | 60 | 75 |
| Compl. | C01 Optional Complementary I | 4 | 15 | 60 | 75 |
| | Total | 25 | 95 | 380 | 475 |

Semester II

| Course | Title | Hours | Internal | External | Total Marks |
|--------|---|-----------|------------|------------|-------------|
| Common | A03 - Reading Literature in English | 5 | 20 | 80 | 100 |
| Common | A04 - Reading on Indian Constitution Secularism and Sustainable Environment | 4 | 20 | 80 | 100 |
| Common | A08 - Literature in Languages other than English | 5 | 20 | 80 | 100 |
| Core | BCS2B02 - Problem Solving using C | 3 | 15 | 60 | 75 |
| Core | BCS2B03 - Programming Laboratory I Lab Exam of 1st and 2nd Sem. HTML and Programming in C | 0 | 20 | 80 | 100 |
| Compl. | Complementary Mathematics II | 4 | 15 | 60 | 75 |
| Compl. | Optional Complementary II | 4 | 15 | 60 | 75 |
| | Total | 25 | 125 | 500 | 625 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-----------|-----------|-----------|------------|-------------|
| Common | A11 - Python Programming | 4 | 4 | 20 | 80 | 100 |
| Common | A12 Sensors and Transducers | 4 | 4 | 20 | 80 | 100 |
| Core | BCS3B04 - Data Structures using C | 7 | 3 | 15 | 60 | 75 |
| Compl. | XXXXC02 Complementary Mathematics III | 5 | 3 | 15 | 60 | 75 |
| Compl. | XXXXC02 Optional Complementary III - Electronics | 5 | 3 | 15 | 60 | 75 |
| | Total | 25 | 18 | 85 | 340 | 425 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | A13 –Data Communication and Optical Fibers | 4 | 4 | 20 | 80 | 100 |
| Common | A14 -Microprocessors-Architecture and Programming | 4 | 4 | 20 | 80 | 100 |
| Core | BCS4B05-Database Management System and RDBMS | 7 | 3 | 15 | 60 | 75 |
| Core | BCS4B06 - Programming Laboratory II: Data Structures and RDBMS | | 4 | 20 | 80 | 100 |
| Compl. | XXXXC03 – Complementary Mathematics IV | 5 | 3 | 15 | 60 | 75 |
| Compl. | XXXXC03 Optional Complementary IV Electronics | 5 | 3 | 15 | 60 | 75 |
| | Total | 25 | 21 | 105 | 420 | 525 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|---------|--|-------|---------|----------|----------|-------------|
| Core | BCS5B07 - Computer Organization and Architecture | 4 | 3 | 15 | 60 | 100 |
| Core | BCS5B08 - Java Programming | 6 | 3 | 15 | 60 | 100 |
| Core | BCS5B9 -Web Programming Using PHP | 6 | 3 | 15 | 60 | 100 |
| Core | BCS5B10 - Principles of Software Engineering | 4 | 3 | 15 | 60 | 100 |
| Open | XXX5DXX - Open Course | 3 | 3 | 15 | 60 | 50 |
| Project | Project Work | 2 | | | | |
| | Total | 25 | 18 | 75 | 300 | 375 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Core | BCS6B11 - Android Programming | 7 | 3 | 15 | 60 | 75 |
| Core | BCS6B12 - Fundamentals of Operating Systems | 7 | 3 | 15 | 60 | 75 |
| Core | BCS6B13 - Computer Networks | 5 | 3 | 15 | 60 | 75 |
| Core | III: Java & PHP Programming | | 4 | 20 | 80 | 100 |
| Core | IV: Android & Linux shell Programming | | 4 | 20 | 80 | 100 |
| Core | BCS6B16 - Elective Course | 4 | 3 | 15 | 60 | 75 |
| Core | BCS6B17 - Project Work/Industrial Visit | 2 | 3 | 20 | 80 | 100 |
| | Total | 25 | 23 | | | 600 |

BACHELOR OF COMPUTER APPLICATION (BCA).2019 admission onwards

Duration of the programme : Three academic years with six semesters.

The course of study leading to the award of BCA shall comprise the following:

Semester I

| Course | Title | Hours | Internal | External | Total Marks |
|--------|---|-------|----------|----------|-------------|
| Common | A01- Communication Skills in English | 5 | 15 | 60 | 75 |
| Common | A02 - Critical Reasoning, Writing and Presentation | 4 | 15 | 60 | 75 |
| Common | A07 - Communication Skill in Languages other than English | 5 | 20 | 80 | 100 |
| Core | BCA1B01- Computer Fundamentals and HTML | 3 | 15 | 60 | 75 |
| Compl. | BCA1C01 Mathematical Foundation for Computer Applications | 4 | 15 | 60 | 75 |
| Compl. | BCA1C02 -Discrete Mathematics | 4 | 15 | 60 | 75 |
| | Total | 25 | 95 | 380 | 475 |

Semester II

| Course | Title | Hours | Internal | External | Total Marks |
|--------|--|-----------|------------|------------|-------------|
| Common | A03 - Reading Literature in English | 5 | 20 | 80 | 100 |
| Common | A04 - Reading on Indian Constitution Secularism and Sustainable Environment | 4 | 20 | 80 | 100 |
| Common | A08 - Literature in Languages other than English | 5 | 20 | 80 | 100 |
| Core | BCA2B02 Problem Solving using C | 3 | 15 | 60 | 75 |
| Core | BCA2B03 Programming Laboratory I: HTML and Programming in C | 0 | 20 | 80 | 100 |
| Compl. | BCA2C03 Financial and Management Accounting | 4 | 15 | 60 | 75 |
| Compl. | BCA2C04 Operations Research | 4 | 15 | 60 | 75 |
| | Total | 25 | 125 | 500 | 625 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | A11 - Python Programming | 4 | 4 | 20 | 80 | 100 |
| Common | A12 Sensors and Transducers | 4 | 4 | 20 | 80 | 100 |
| Core | BCA3B04 Data Structures using C | 7 | 3 | 15 | 60 | 75 |
| Compl. | BCA3C05-Computer Oriented Numerical and Statistical Methods | 5 | 3 | 15 | 60 | 75 |
| Compl. | BCA3C06 Theory of Computation | 5 | 3 | 15 | 60 | 75 |
| | Total | 25 | 18 | 85 | 340 | 425 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | A13 –Data Communication and Optical Fibers | 4 | 4 | 20 | 80 | 100 |
| Common | A14 -Microprocessors-Architecture and Programming | 4 | 4 | 20 | 80 | 100 |
| Core | BCA4B05 -Database Management System and RDBMS | 7 | 3 | 15 | 60 | 75 |
| Core | BCA4B06 -Programming Laboratory II: Data Structures and RDBMS | | 4 | 20 | 80 | 100 |
| Compl. | BCA4C07 E-Commerce | 5 | 3 | 15 | 60 | 75 |
| Compl. | BCA4C08 Computer Graphics | 5 | 3 | 15 | 60 | 75 |
| | Total | 25 | 21 | 105 | 420 | 525 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|---------|---|-------|---------|----------|----------|-------------|
| Core | BCA5B07 -Computer Organization and Architecture | 4 | 3 | 15 | 60 | 100 |
| Core | BCA5B08 Java Programming | 6 | 3 | 15 | 60 | 100 |
| Core | BCA5B09 -Web Programming Using PHP | 6 | 3 | 15 | 60 | 100 |
| Core | BCA5B10 -Principles of Software Engineering | 4 | 3 | 15 | 60 | 100 |
| Open | XXX5DXX - Open Course | 3 | 3 | 15 | 60 | 50 |
| Project | Project Work | 2 | | | | |
| | Total | 25 | 18 | 75 | 300 | 375 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Core | BCA6B11 Android Programming | 7 | 3 | 15 | 60 | 75 |
| Core | BCA6B12 Operating Systems | 7 | 3 | 15 | 60 | 75 |
| Core | BCA6B13 Computer Networks | 5 | 3 | 15 | 60 | 75 |
| Core | BCA6B14 -Programming Laboratory III: Java and PHP Programming | | 4 | 20 | 80 | 100 |
| Core | BCA6B15 -Programming Laboratory IV: Android and Linux shell Programming | | 4 | 20 | 80 | 100 |
| Core | BCA6B16X -Elective Course | 4 | 3 | 15 | 60 | 75 |
| Core | BCA6B17 -Industrial Visit & Project Work | 2 | 3 | 20 | 80 | 100 |
| | Total | 25 | 23 | | | 600 |

Ability Enhancement courses/Audit courses: These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters.

The list of courses in each semester with credits is given below.

| Course with credit | Semester |
|---|----------|
| Environment Studies – 4 | 1 |
| Disaster Management – 4 | 2 |
| *Human Rights/Intellectual Property Rights/ Consumer Protection – 4 | 3 |
| *Gender Studies/Gerontology- 4 | 4 |

* Colleges can opt any one of the courses.

EVALUATION AND GRADING FOR CUCBCSSUG 2019 admission onwards

The evaluation scheme for each course shall contain two parts (1) Internal evaluation (2) external evaluation 20% weight shall be given to the internal evaluation. The remaining 80% weight shall be for the external evaluation.

Components with percentage of marks of Internal Evaluation of Theory Courses are

| | | |
|-------------------------|----------|----------------|
| Test paper (40%) | - | 6 Marks |
| Attendance (20%) | - | 3 Marks |
| Seminar (20%) | - | 3 Marks |
| Assignment (20%) | - | 3 Marks |

Components with percentage of marks of Internal Evaluation of Lab Courses are

| | | |
|---|----------|-----------------|
| Test paper (50%) | - | 10 Marks |
| Assignment/Lab involvement (30%) | - | 6 Marks |
| Attendance (20%) | - | 4 Marks |

Attendance of each course will be evaluated as below

| | Theory | Practical |
|-------------------------|----------|-----------|
| 85 % and above | 3 | 4 |
| 75% ≤CRP <85% | 2 | 2 |
| 50% ≤CRP <75% | 1 | 1 |

Internal evaluation for the project shall be generally based on content, method of presentation, final conclusion, and orientation to research aptitude.

| | | |
|--------------------------------------|---|----------------|
| Originality | - | 4 Marks |
| Methodology | - | 4 Marks |
| Viva-voce | - | 6 Marks |
| Scheme/Organization of Report | - | 6 Marks |

EXTERNAL EVALUATION

External evaluation carries 80% of marks, i.e., 60 marks, for each theory course. The scheme of evaluation for project cum Programme viva voce shall be

1. Relevance of the Topic, Statement of Objectives (Total 15 Marks)
2. Methodology (Reference/ Bibliography, Presentation, quality of Analysis/Use of Statistical Tools) (Total 15 Marks)
3. Findings and recommendations (Total 20 Marks)
4. Project cum Programme Viva Voce (Total 20 Marks)
5. Report of Industrial visit (Total 10 Marks)

EVALUATION AND GRADING

Evaluation (both internal and external) is carried out using Mark system

SGPA = $\frac{\text{Sum of the Credit points of all courses in a semester}}{\text{Total Credits in that semester}}$

CGPA Calculation = $\frac{\text{Total Credit points obtained in six semesters}}{\text{Total Credits acquired}}$

ACTIVITIES FOR THE ACADEMIC YEAR 2020-21

| Date of conduct / month / semester | Activity | Specific details of activity | Faculty coordinator |
|--|---|--------------------------------------|---------------------------------------|
| June 9,10 | Internship(on-line internship) (Experiential learning) | V Semester BSc & BCA | Mr. Jayakrishnan S |
| June 10,11 | FDP | CS Department faculty members | Mr. Jayakrishnan S |
| August 7, 2020 | H/W workshop (Participative Learning) | V Semester BSc CS & BCA | Mr. Jayakrishnan S |
| August | MOOC courses (Experiential Learning) | Enrollment in MOOC courses | Dr. Sarika S |
| August 29, September 5,12 and 19 (Saturdays) | Bridge course for Mathematics | I Semester BSc CS | Ms. Shajitha T. B. |
| August - Nov 2020 | <u>WWS</u> 1.Research writing | V Semester BSc CS & BCA | Dr. Sarika S |
| August - Nov 2020 | 2.Advanced Python Programming | III Semester BSc CS & BCA | Ms. Binju Saju and Mr.Fredy Varghese |
| August - Nov 2020 | 3.Java Script | I Semester BSc.CS & BCA | Ms.Siji Jose and Mr. Fredy Varghese |
| August 2020 to December 2020 | Aptitude Training(LMS Practice) (Problem solving methodologies) | V Semester BSc & V Semester BCA | Ms. Laiby Thomas |
| August 2020-December 2020 | Mini Project on Python (Problem solving methodologies) | III Semester BSc and BCA | Ms. Binju Saju and Mr. Fredy Varghese |
| August 2020 – May 2021 | Linways online assignments, seminars etc | All classes | Mr. Jayakrishnan S (Monitoring) |
| August 2020 – May 2021 | Main Project (Problem solving methodologies) | V Semester BSc CS and BCA | Ms. Binju Saju |
| August 2020 – May 2021 | <u>SSP</u> 1.Remedial Coaching | All | Mr. Deepak K. V. |
| August 2020-May 2021 | Paper Publication of students (Problem Solving Methodologies) | All second year and final year class | Class Teachers |
| September 2020 | Communication Skill Training | I Semester BSc CS and BCA | I Semester Class Teachers |
| September 1st week | Ability Test | I Semester BSc CS &BCA | Ms. Laiby Thomas |
| September 2020 | Training on” Tips for Writing Exams” | I Semester BSc CS and BCA | Ms.Binju Saju |
| September 16, 2020 | Industrial Visit (Experiential Learning) | V Semester BSc CS and BCA | Mr. Jayakrishnan S |
| September 23, 2020 | IT Fest (Participative learning) | All classes | Ms.SarithadeviS and Mr.Fredy Varghese |

| | | | |
|--|--|---|------------------------------|
| September 25, 2020(II year) | Extension and Outreach | Supported by College | Dr. Sarika S |
| October 2020 | Industrial Interaction (Participative Learning) | I and III Semester BSc CS and BCA | Ms. Binju Saju |
| October 2020 | Introduction to Electronics lab (Experiential learning) | III Semester BCA | Mr. Livin P Wilson |
| October 9,2020(II year) | Extension and Outreach | Supported by Department | Dr. Sarika S |
| 16th October 2020(I year) | Extension and Outreach | Supported by College | Dr. Sarika S |
| November 1,8,15,22,29, December 6,13, January 10 (Saturdays) | Bridge course for C Programming | I Semester BSc CS and I Semester BCA | Ms. Siji Jose |
| November 2020 | Peer Teaching (Participative Learning) | V Semester BSc CS and BCA | Ms. Siji Jose |
| November 2020 | Inter-Department Competition (Participative Learning) | | Mr. Deepak K.V |
| 3rd November 2020(I year) | Extension and Outreach activities | Supported by Department | Dr. Sarika S |
| 6th November 2020(II year) | Extension and Outreach | Supported by Self | Dr. Sarika S |
| November 23 - 27 | Student & Faculty Exchange Program | Teaching an entire module in any colleges with MoU linkages | Dr. Sarika S |
| November 23 - 27 | Add on Course | V Semester BSc CS | Mr. Jayakrishnan S |
| November30–December 4 | | V Semester BCA | |
| December 10, 2020 | Study Tour | V Semester BSc CS & BCA | V Semester class teachers |
| December 11, 2020(I year) | Extension and Outreach | Supported by Self | Dr. Sarika S |
| January 2021 to May 2021 | Mini Project on Graphics | IV Semester BSc CS and BCA | Dr. Sarika S |
| February 2021 | Seminar | IV Semester BSc CS and BCA | Mr. Jayakrishnan S |
| March 2021 | Seminar | II Semester BSc CS and BCA | Mr. Jayakrishnan S |

DEPARTMENT OF HOTEL MANAGEMENT

The Hospitality industry has emerged as one of the leading foreign exchange earners for the nation, with the boom in tourism sector. Career options thrown open by the industry are immense. Studies reveal that India is going to be the ultimate tourist destination of the millennium. Hotel groups worldwide look for quality leaders, to be inducted into their teams. Naipunnya strives to cater to this need; training and grooming such individuals.

PROGRAMMES

- B.Sc. Hotel Management and Catering Science (2 batches)
- B.Sc. Hotel Management & Culinary Arts
- One Year Craftmanship course in Catering Management (NIOS, Govt. of India)
- One Year Craftmanship course in Hotel Housekeeping (NIOS, Govt. of India)

NIMIT is the first College in Kerala to offer a University degree in Hotel Management. The Undergraduate Programmes in Hotel Management include the latest syllabus in line with the National Council for Hotel Management and Catering Technology, Govt. of India and the Department of Tourism, Govt. of Kerala.

FACILITIES

Training Restaurant and Mock Bar

The training restaurants in the college are exact replicas of restaurants in hotels. They create a simulated effect with the furniture and fixtures.

Food and Beverage Production Lab

The food production labs (Basic, Quantity and Advanced) are well set with all state-of-the-art equipment required for a real hotel kitchen. International standards of hygiene and food handling techniques are maintained here.

Front Office

Regular front desk receptionist training programmes aim to build the students basic competencies.

Laundry and Linen

Students have a training programme covering all aspects of laundry and housekeeping operations.

Housekeeping Lab

The Institute has a Housekeeping Lab which replicates guest rooms available in the hotels.

Maintenance Workshop

Training for repair and maintenance of common equipment used in the hotels is imparted.

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CULINARY ARTS. (2017 Admission)

Duration of the Programme : Three academic years with six semesters.
 Courses of study : Total number of courses for the whole BSc HM&CA Programme is 38 which are spread through 120 credits. (Common courses, Core courses, Complementary courses and Open courses)

The course of study leading to the award of BSc HM&CA shall comprise the following:

Semester I

| SI No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------------|--|--------|-------------|------------|----------|----------|-------|
| 1 | Common A01 | Transactions : Essential English Language Skills | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | CommonA02 | Ways with words: Literature in English | 3 | 4 | 3 | 80 | 20 | 100 |
| 3 | Common FRE1A 07 (3) | Communicative Skills in French | 4 | 4 | 3 | 80 | 20 | 100 |
| 4 | CoreBSH/C 1B01 | Introduction to Hospitality Industry | 4 | 5 | 3 | 80 | 20 | 100 |
| 5 | Complimentary BSH/C 1CO1 | Sales and Marketing | 3 | 4 | 3 | 80 | 20 | 100 |
| 6 | Complimentary BSH/C1C02 | Travel and Tourism | 3 | 4 | 3 | 80 | 20 | 100 |
| Total for semester I | | | 21 | 25 | | 480 | 120 | 600 |

Semester II

| SI No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|--|--------|-------------|------------|----------|----------|-------|
| 1 | Common A03 | Writing for Academics and Professional Success | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | Common A04 | Zeitgeist : Reading on Contemporary Culture | 3 | 4 | 3 | 80 | 20 | 100 |
| 3 | Common FRE 2A 08 (3) | Translation and Communication in French | 4 | 4 | 3 | 80 | 20 | 100 |
| 4 | Core BHC 2B02 | Food and Beverage Production | 4 | 4 | 3 | 80 | 20 | 100 |
| 5 | Core BHC 2B02 (P) | Food and Beverage Production – Practical | 2 | 2 | 2 | 40 | 10 | 50 |
| 6 | Complimentary BSH/C 2CO3 | Event Management | 3 | 4 | 3 | 80 | 20 | 100 |
| 7 | Complimentary BSH/C2C04 | Management Principles and Practices | 3 | 3 | 3 | 80 | 20 | 100 |
| Total for semester II | | | 23 | 25 | | 520 | 130 | 650 |

Semester III

| SI No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Common A11 | Basic Numerical Skills | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | Common A12 | General Informatics | 4 | 4 | 3 | 80 | 20 | 100 |
| 3 | Core BHC 3B03 | Food and Beverage Service | 4 | 3 | 3 | 80 | 20 | 100 |
| 4 | Core BHC 3B03 (P) | Food and Beverage Service- Practical | 2 | 2 | 2 | 40 | 10 | 50 |
| 5 | Core BHC3B04 | Advanced Food and Beverage Production | 3 | 4 | 3 | 80 | 20 | 100 |
| 6 | Core BHC3B04 (P) | Advanced Food and Beverage Production – Practical | 3 | 2 | 3 | 80 | 20 | 100 |

| | | | | | | | | |
|------------------------|--------------------------|----------------------------------|----|----|---|-----|-----|-----|
| 7 | Complimentary BSH/C 3CO5 | Nutrition Hygiene and Sanitation | 3 | 3 | 3 | 80 | 20 | 100 |
| 8 | Complimentary BSH/C 3CO6 | Facility Planning | 3 | 3 | 3 | 80 | 20 | 100 |
| Total for semester III | | | 26 | 25 | | 640 | 160 | 800 |

Semester IV

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|-------------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Common A13 | Entrepreneurship Development | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | CommonA14 | Banking and Insurance | 4 | 4 | 3 | 80 | 20 | 100 |
| 3 | Core BHC4B05 | Quantity Cooking | 3 | 3 | 3 | 80 | 20 | 100 |
| 4 | Core BHC4B05 (P) | Quantity Cooking – Practical | 3 | 2 | 3 | 80 | 20 | 100 |
| 5 | Core BHC 4B06 | Bakery and Confectionary | 3 | 3 | 3 | 80 | 20 | 100 |
| 6 | Core BHC 4B06 (P) | Bakery and Confectionary- Practical | 3 | 2 | 3 | 80 | 20 | 100 |
| 7 | Complimentary BSH/C 4CO7 | Hotel Laws | 3 | 4 | 3 | 80 | 20 | 100 |
| 8 | Complimentary BSH/C 4CO8 | Human Resource Management | 3 | 3 | 3 | 80 | 20 | 100 |
| Total for semester IV | | | 26 | 25 | | 600 | 150 | 750 |

Semester V

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Core BHC5B07 | Industrial Exposure Training and Report | 3 | 18 | Viva Voce | 80 | 20 | 100 |
| 2 | Core BHC5B08 | Comprehensive self-Study | 2 | 5 | 2 | 100 | | 100 |
| 8 | Open Course | Tourism and Hospitality Management | 2 | 2 | 3 | 40 | 10 | 50 |
| Total for semester V | | | 7 | 25 | | 220 | 30 | 250 |

Semester VI

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------|-----------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Core BHC6B09 | Advanced Grade manager | 3 | 4 | 3 | 80 | 20 | 100 |
| 2 | Core BHC6B09 (P) | Advanced Grade manager- Practical | 3 | 3 | 3 | 80 | 20 | 100 |
| 3 | Core BHC6B10 | Kitchen Management | 3 | 4 | 3 | 80 | 20 | 100 |
| 4 | Core BHC6B11 | Banquets and Buffets | 3 | 4 | 3 | 80 | 20 | 100 |
| 5 | Core BSH/C 5B12 | Food and Beverage Management | 3 | 5 | 2 | 80 | 20 | 100 |
| 6 | Core BHC5B13 | Project Report and Viva | 2 | 5 | Viva Voce | 40 | 10 | 50 |
| Total for semester VI | | | 17 | 25 | | 440 | 110 | 550 |

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CULINARY ARTS. (2019 ADMISSION)

Duration of the Programme : Three academic years with six semesters.

Courses of Study : Total number of courses for the whole BSc HM&CA Programme is 38 which are spread through 120 credits. (Common courses, Core courses, Complementary courses and Open courses)

The course of study leading to the award of BSc HM&CA shall comprise the following:

Semester I

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Common A01 | English | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | Common A02 | English | 3 | 4 | 2 | 60 | 15 | 75 |
| 3 | Common FRE1A 07 (3) | Second Language; Communicative Skills in French | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 4 | Core BHC 1B01 | Introduction to Hospitality Industry | 4 | 5 | 2.5 | 80 | 20 | 100 |
| 5 | Complimentary BSH/C 1C01 | Sales and Marketing | 3 | 4 | 2 | 60 | 15 | 75 |
| 6 | Complimentary BSH/C1C02 | Travel and Tourism | 3 | 4 | 2 | 60 | 15 | 75 |
| Total for semester I | | | 21 | 25 | | 420 | 105 | 525 |

Semester II

| SINo | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|--|--------|-------------|------------|----------|----------|-------|
| 1 | Common A03 | English | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | Common A04 | English | 3 | 4 | 2 | 60 | 15 | 75 |
| 3 | Common FRE 2A 08 (3) | Second Language; Translation and Communication in French | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 4 | Core BHC 2B02 | Food and Beverage Production | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 5 | Core BHC 2B02 (P) | Food and Beverage Production – Practical | 2 | 2 | 2 | 40 | 10 | 50 |
| 6 | Complimentary BSH/C 2C03 | Event Management | 3 | 4 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C2C04 | Management Principles and Practices | 3 | 3 | 2 | 60 | 15 | 75 |
| Total for semester II | | | 23 | 25 | | 460 | 115 | 575 |

Semester III

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-------|--------------------|--------------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Common A11 | Basic Numerical Skills | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | Common A12 | General Informatics | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 3 | Core BHC 3B03 | Food and Beverage Service | 3 | 3 | 2 | 60 | 15 | 75 |
| 4 | Core BHC 3B03 (P) | Food and Beverage Service- Practical | 2 | 2 | 2 | 40 | 10 | 50 |

| | | | | | | | | |
|------------------------|--------------------------|---|----|----|---|-----|-----|-----|
| 5 | Core BHC3B04 | Advanced Food and Beverage Production | 3 | 4 | 2 | 60 | 15 | 75 |
| 6 | Core BHC3B04 (P) | Advanced Food and Beverage Production – Practical | 3 | 2 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C 3CO5 | Nutrition Hygiene and Sanitation | 3 | 3 | 2 | 60 | 15 | 75 |
| 8 | Complimentary BSH/C 3CO6 | Facility Planning | 3 | 3 | 2 | 60 | 15 | 75 |
| Total for semester III | | | 25 | 25 | | 500 | 125 | 625 |

Semester IV

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|------------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | CommonA13 | Entrepreneurship Development | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | CommonA14 | Banking and Insurance | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 3 | Core BHC4B05 | Quantity Cooking | 3 | 3 | 2 | 60 | 15 | 75 |
| 4 | Core BHC4B05 (P) | Quantity Cooking – Practical | 3 | 2 | 2 | 60 | 15 | 75 |
| 5 | Core BHC 4B06 | Bakery and Confectionary | 3 | 3 | 2 | 60 | 15 | 75 |
| 6 | Core BHC 4B06 (P) | Bakery and Confectionary-Practical | 3 | 2 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C 4CO7 | Hotel Laws | 3 | 4 | 2 | 60 | 15 | 75 |
| 8 | Complimentary BSH/C 4CO8 | Human Resource Management | 3 | 3 | 2 | 60 | 15 | 75 |
| Total for semester IV | | | 26 | 25 | | 520 | 130 | 650 |

Semester V

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Core BHC5B07 | Industrial Exposure Training and Report | 3 | 18 | Viva Voce | 60 | 15 | 75 |
| 2 | Core BHC5B08 | Comprehensive self Study | 2 | 5 | 2 | 80 | 20 | 100 |
| 8 | Open Course | Tourism and Hospitality Management | 3 | 2 | 2.5 | 60 | 15 | 75 |
| Total for semester V | | | 8 | 25 | | 220 | 30 | 250 |

Semester VI

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------|---------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Core BHC6B09 | Advanced Garde manger | 3 | 4 | 2 | 60 | 15 | 75 |
| 2 | Core BHC6B09 (P) | Advanced Garde manger-Practical | 3 | 3 | 2 | 60 | 15 | 75 |
| 3 | Core BHC6B10 | Kitchen Management | 3 | 4 | 2 | 60 | 15 | 75 |
| 4 | Core BHC6B11 | Banquets and Buffets | 3 | 4 | 2 | 60 | 15 | 75 |
| 5 | Core BSH/C 6B12 | Food and Beverage Management | 3 | 5 | 2 | 60 | 15 | 75 |
| 6 | Core BHC 6B13 | Project Report and Viva | 2 | 5 | Viva Voce | 40 | 10 | 50 |
| Total for semester VI | | | 17 | 25 | | 340 | 85 | 425 |

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE. (2017 Admission)

Duration of the Programme : Three academic years with six semesters.
 Courses of study : Total number of courses for the whole BSc HM & CS Programme is 38 which are spread through 120 credits. (Common courses, Core courses, Complementary courses and Open courses)

The course of study leading to the award of BSc HM & CS shall comprise the following:

Semester I

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Common A01 | Transactions : Essential English Language Skill | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | CommonA02 | Ways with words: Literature in English | 3 | 4 | 3 | 80 | 20 | 100 |
| 3 | Common FRE 1A 07 (3) | Communicative Skills in French | 4 | 4 | 3 | 80 | 20 | 100 |
| 4 | Core BSH/C 1B01 | Introduction to Hospitality Industry | 4 | 5 | 3 | 80 | 20 | 100 |
| 5 | Complimentary BSH/C 1C01 | Sales and Marketing | 3 | 4 | 3 | 80 | 20 | 100 |
| 6 | Complimentary BSH/C 1C02 | Travel and Tourism | 3 | 4 | 3 | 80 | 20 | 100 |
| Total for semester I | | | 21 | 25 | | 480 | 120 | 600 |

Semester II

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|--|--------|-------------|------------|----------|----------|-------|
| 1 | Common A03 | Writing for Academics and Professional Success | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | Common A04 | Zeitgeist : Reading on Contemporary Culture | 3 | 4 | 3 | 80 | 20 | 100 |
| 3 | Common FRE 2A 08 (3) | Translation and Communication in French | 4 | 4 | 3 | 80 | 20 | 100 |
| 4 | Core BSH 2B02 | Accommodation Operation | 4 | 4 | 3 | 80 | 20 | 100 |
| 5 | Core BSH 2B02 (P) | Accommodation Operation- (Practical) | 2 | 2 | 2 | 40 | 10 | 50 |
| 6 | Complimentary BSH/C 2C03 | Event Management | 3 | 3 | 3 | 80 | 20 | 100 |
| 7 | Complimentary BSH/C 2C04 | Management Principles and Practices | 3 | 4 | 3 | 80 | 20 | 100 |
| Total for semester II | | | 23 | 25 | | 520 | 130 | 650 |

Semester III

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Common A11 | Basic Numerical Skills | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | Common A12 | General Informatics | 4 | 4 | 3 | 80 | 20 | 100 |
| 3 | Core BSH3B03 | Food and Beverage Production –I | 3 | 3 | 3 | 80 | 20 | 100 |
| 4 | Core BSH3B03 (P) | Food and Beverage Production –I (Practical) | 3 | 3 | 3 | 80 | 20 | 100 |
| 5 | Core BSH3B04 | Food and Beverage Service-I | 3 | 3 | 3 | 80 | 20 | 100 |

| | | | | | | | | |
|------------------------|--------------------------|---|----|----|---|-----|-----|-----|
| 6 | Core BSH3B04 (P) | Food and Beverage Service-I (Practical) | 3 | 2 | 3 | 80 | 20 | 100 |
| 7 | Complimentary BSH/C 3CO5 | Nutrition Hygiene and Sanitation | 3 | 3 | 3 | 80 | 20 | 100 |
| 8 | Complimentary BSH/C 3CO6 | Facility Planning | 3 | 3 | 3 | 80 | 20 | 100 |
| Total for semester III | | | 26 | 25 | | 640 | 160 | 800 |

Semester IV

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Common A13 | Entrepreneurship Development | 4 | 4 | 3 | 80 | 20 | 100 |
| 2 | CommonA14 | Banking and Insurance | 4 | 4 | 3 | 80 | 20 | 100 |
| 3 | Core BSH4B05 | Food and Beverage Service-II | 3 | 3 | 3 | 80 | 20 | 100 |
| 4 | Core BSH4B05 (P) | Food and Beverage Service-II (Practical) | 3 | 2 | 3 | 80 | 20 | 100 |
| 5 | Core BSH4B06 | Food and Beverage Production-II | 3 | 3 | 3 | 80 | 20 | 100 |
| 6 | Core BSH4B06 (P) | Food and beverage Production-II (Practical) | 3 | 3 | 3 | 80 | 20 | 100 |
| 7 | Complimentary BSH/C 4CO7 | Hotel Laws | 3 | 3 | 3 | 80 | 20 | 100 |
| 8 | Complimentary BSH/C 4CO8 | Human Resource Management | 3 | 3 | 3 | 80 | 20 | 100 |
| Total for semester IV | | | 26 | 25 | | 640 | 160 | 800 |

Semester V

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Core BSH5B07 | Industrial Exposure Training And Report | 3 | 18 | Viva Voce | 80 | 20 | 100 |
| 2 | Core BSH5B08 | Comprehensive self-Study | 2 | 5 | 2 | 100 | | 100 |
| 8 | Open Course | Basics in Culinary | 2 | 2 | 3 | 40 | 10 | 50 |
| Total for semester V | | | 7 | 25 | | 220 | 30 | 250 |

Semester VI

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------|-----------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Core BSH6B09 | Front Office Operation | 4 | 5 | 3 | 80 | 20 | 100 |
| 2 | Core BSH6B09 (P) | Front Office Operation- Practical | 2 | 2 | 2 | 40 | 10 | 50 |
| 3 | Core BSH6B10 | Accommodation Management | 3 | 4 | 3 | 80 | 20 | 100 |
| 4 | Core BSH6B11 | Rooms Division Management | 3 | 4 | 3 | 80 | 20 | 100 |
| 5 | Core BSH/C 6B12 | Food and Beverage Management | 3 | 5 | 2 | 80 | 20 | 100 |
| 6 | Core BSH6B13 | Project Report and Viva | 2 | 5 | Viva Voce | 40 | 10 | 50 |
| Total for semester VI | | | 17 | 25 | | 400 | 100 | 500 |

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE. (2019 Admission)

Duration of the Programme : Three academic years with six semesters.

Courses of Study : Total number of courses for the whole BSc HM & CS Programme is 38 which are spread through 120 credits. (Common courses, Core courses, Complementary courses and Open courses)

The course of study leading to the award of BSc HM&CS shall comprise the following:

Semester I

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------------|--|--------|-------------|------------|----------|----------|-------|
| 1 | CommonA01 | English | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | CommonA02 | English | 3 | 4 | 2 | 60 | 15 | 75 |
| 3 | Common FRE 1A 07 (3) | Second Language (Communicative Skills in French) | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 4 | Core BSH/C 1B01 | Introduction to Hospitality Industry | 4 | 5 | 2.5 | 80 | 20 | 100 |
| 5 | Complimentary BSH/C 1C01 | Sales and Marketing | 3 | 4 | 2 | 60 | 15 | 75 |
| 6 | Complimentary BSH/C 1C02 | Travel and Tourism | 3 | 4 | 2 | 60 | 15 | 75 |
| Total for semester I | | | 21 | 25 | | 420 | 105 | 525 |

Semester II

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | CommonA03 | English | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | CommonA04 | English | 3 | 4 | 2 | 60 | 15 | 75 |
| 3 | Common FRE 2A 08 (3) | Second Language (Translation and Communication in French) | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 4 | Core BSH 2B02 | Accommodation Operation | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 5 | Core BSH 2B02 (P) | Accommodation Operation-(Practical) | 2 | 2 | 2 | 40 | 10 | 50 |
| 6 | Complimentary BSH/C 2C03 | Event Management | 3 | 3 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C 2C04 | Management Principles and Practices | 3 | 4 | 2 | 60 | 15 | 75 |
| Total for semester II | | | 23 | 25 | | 520 | 115 | 575 |

Semester III

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|------------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | CommonA11 | Basic Numerical Skills | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | CommonA12 | General Informatics | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 3 | Core BSH3B03 | Food and Beverage Production –I | 3 | 3 | 2 | 60 | 15 | 75 |
| 4 | Core BSH3B03 (P) | Food and Beverage Production –I (Practical) | 3 | 3 | 2 | 60 | 15 | 75 |
| 5 | Core BSH3B04 | Food and Beverage Service-I | 3 | 3 | 2 | 60 | 15 | 75 |
| 6 | Core BSH3B04 (P) | Food and Beverage Service-I (Practical) | 3 | 2 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C 3C05 | Nutrition Hygiene and Sanitation | 3 | 3 | 2 | 60 | 15 | 75 |
| 8 | Complimentary BSH/C 3C06 | Facility Planning | 3 | 3 | 2 | 60 | 15 | 75 |
| Total for semester III | | | 26 | 25 | | 520 | 130 | 650 |

Semester IV

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | CommonA13 | Entrepreneurship Development | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 2 | CommonA14 | Banking and Insurance | 4 | 4 | 2.5 | 80 | 20 | 100 |
| 3 | Core BSH4B05 | Food and Beverage Service-II | 3 | 3 | 2 | 60 | 15 | 75 |
| 4 | Core BSH4B05 (P) | Food and Beverage Service-II (Practical) | 3 | 2 | 2 | 60 | 15 | 75 |
| 5 | Core BSH4B06 | Food and Beverage Production-II | 3 | 3 | 2 | 60 | 15 | 75 |
| 6 | Core BSH4B06 (P) | Food and beverage Production-II (Practical) | 3 | 3 | 2 | 60 | 15 | 75 |
| 7 | Complimentary BSH/C 4CO7 | Hotel Laws | 3 | 3 | 2 | 60 | 15 | 75 |
| 8 | Complimentary BSH/C 4CO8 | Human Resource Management | 3 | 3 | 2 | 60 | 15 | 75 |
| Total for semester IV | | | 26 | 25 | | 520 | 130 | 650 |

Semester V

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|----------------------|--------------------|---|--------|-------------|------------|----------|----------|-------|
| 1 | Core BSH5B07 | Industrial Exposure Training And Report | 3 | 18 | Viva Voce | 60 | 15 | 75 |
| 2 | Core BSH5B08 | Comprehensive self-Study | 2 | 5 | 2 | 100 | | 100 |
| 8 | Open Course | Basics in Culinary. | 3 | 2 | 3 | 60 | 15 | 75 |
| Total for semester V | | | 8 | 25 | | 220 | 30 | 250 |

Semester VI

| Sl No | Course Type & Code | Subject | Credit | Hours /Week | Exam Hours | External | Internal | Total |
|-----------------------|--------------------|-----------------------------------|--------|-------------|------------|----------|----------|-------|
| 1 | Core BSH6B09 | Front Office Operation | 3 | 5 | 2 | 60 | 15 | 75 |
| 2 | Core BSH6B09 (P) | Front Office Operation- Practical | 2 | 2 | 2 | 40 | 10 | 50 |
| 3 | Core BSH6B10 | Accommodation Management | 3 | 4 | 2 | 60 | 15 | 75 |
| 4 | Core BSH6B11 | Rooms Division Management | 3 | 4 | 2 | 60 | 15 | 75 |
| 5 | Core BSH/C 6B12 | Food and Beverage Management | 3 | 5 | 2 | 60 | 15 | 75 |
| 6 | Core BSH6B13 | Project Report and Viva | 2 | 5 | Viva Voce | 40 | 10 | 50 |
| Total for semester VI | | | 16 | 25 | | 320 | 80 | 400 |

1. Industrial Exposure Training

Each student has to undergo Industrial Exposure Training of 20 weeks duration in Hotel of national or global repute. Training may start from 1st June of the academic year soon after the 4th Semester Examinations. Students shall be reporting to the college by first week of November for regular classes for the VI th Semester. The VI th Semester Examinations would commence from June second week.

Hotel Report

After the completion of training the students shall immediately be submitting an industrial exposure training report including the training certificate of 20 weeks issued by the hotels within two weeks' time. This Report shall also carry two hundred and fifty marks.

The marks shall be awarded by the concerned training coordinator of the college, based on the viva and the report submitted by the student. Each student has to have a certificate of successful completion of training.

Once the student has been selected / deputed for industrial Training by the Institute, he/she shall not be permitted to undergo it elsewhere. In case students make direct arrangements with the hotel for industrial Training, these will necessarily have to be approved by the institute. Students selected through campus interviews will not seek industrial training on their own.

2. Project report

Each student has to make a project report on relevant topic related to hospitality industry. This Report shall also carry two hundred marks. The marks shall be awarded by the concerned Project coordinator of the college, based on the viva and the report submitted by the student.

The Student should also carry the following during Viva Voce by the External Examiner:

- Duly signed personal copy of the project
- Examination Hall ticket
- College Identity card
- Dress code should be formal

3. MOUs and Linkages

- Academic partnership with Hotel Holiday Inn, Cochin
- MOU with International Institute of Carving
- MOU with Food safety, FHEMS
- MOU with Flair Wizard
- Linkage with Annai Fathima College of Arts and Science, Thirumangalam, Madurai, Tamil Nadu
- Linkage with AMAL COLLEGE OF ADVANCED STUDIES, Santhigramam, Myladi, Eranhimangad (PO), Nilambur, Malappuram

4. Add on Programmes

Food Safety Certification by FOOD, HEALTH AND ENVIRONMENT MANAGEMENT SOLUTIONS (FHEMS)

All programs conducted by FHEMS are certified by HABC (UK) / CIEH (UK) and this is approved and recognized in all the GCC countries and Europe. So the students with this certification can get high preference in the selection interview of these countries

5. Student Support programmes

- Weekend training in core courses in 5-star hotels
- Participation in external competitions
- In-house training programmes
- Remedial Coaching
- Tutorial Class

6. Student Experiential Learning

- Theme Dinner
- Class Events
- Industrial Visits

7. Teaching methods adopted to improve student learning

- Lecture method
- PowerPoint Presentation
- Group discussion
- Assignments
- Brainstorming
- Role play
- Seminar
- Case study
- Seminars, Workshop and Conferences
- ICT

8. Workshops and Seminars

Workshop on -

- Veg and fruit carvings
- Wine tasting and presentation
- Housekeeping equipment
- Fish cuts and fillet

Seminars on -

- IPR
- Tourism
- Latest trends in the Hotel Industry

9. Extension and Outreach activity

- Bakery workshop
- Visits to hospitals, orphanages, old age homes
- Blood donation camp

10. Student Capability Enhancement

- Communications skills (Dept. of languages)
- Soft skills (Dept. of Training and Development)
- Clubs
 - Cocineros (Culinary Club)
 - Vino de Vino (wine Club)
 - Tourism Club

INFRASTRUCTURAL FACILITIES

- Basic training kitchen
- Advanced training kitchen
- Quantity training kitchen
- Basic training restaurant
- Advanced training restaurant
- Specialty training restaurant
- Front office lab
- Classrooms with LCD
- Lab for Accommodation Operation
- Guest rooms
- Faculty and Students locker room facilities
- II. Laundry facilities
- Pantry
- Stewarding Area
- Audio-visual Classrooms for conferences
- Department lobby
- Air-conditioned computer lab
- Air-conditioned Language lab

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2020-21

| Month | Date | Day | Events | Remarks |
|-------|------|----------|--|---------|
| June | 1 | Monday | Internship- Final year-1 st June to Oct31 st 2020 | |
| Aug | 3 | Monday | Faculty Training | |
| | 8 | Saturday | Onam - An exposure to Quantity cooking- Culinary Club | |
| | 24 | Monday | Certificate Programme in Communication- 30 hrs. - First years- 24.8.2020 to28.8.2020 | |
| Sept | 7 | Monday | Add-on programme- 30 hrs.- Second years- Sept – Oct- 2020 | |
| | 7 | Monday | Workshop on Veg and Fruit Carving- Culinary Club | |
| | 25 | Friday | Seminar on Tourism (Tourism Day)- Final year | |
| Oct | 9 | Friday | Class Fest –based on Practical- IInd HMCS- A | |
| | 16 | Friday | Seminar on Bakery and Confectionery (WFD)- Culinary Club | |
| | 20 | Tuesday | Interdepartmental Competitions | |

| | | | | |
|-----|----|-----------|--|--|
| | 20 | Tuesday | Seminar on Importance of Healthy Eating (WCD)- Culinary Club | |
| | 31 | Saturday | Identify courses relating to gender, human values, professional ethics and environment sustainability- Course teachers- Odd Semester | |
| Nov | 2 | Monday | Outreach Programmes (CUSSP) | |
| | 11 | Wednesday | Extension Programme- Baker's Delight- Department | |
| | 20 | Friday | Class Fest-based on Practical- IInd HMCS- B | |
| | 27 | Friday | Faculty Exchange Programme | |
| Dec | 11 | Friday | Workshop on Wine- Sula Wines | |
| | 11 | Friday | Class Fest-based on Practical- IInd HMCA | |
| Jan | | | Industrial Visits- First year, Second year and Third year- January - Feb 2021 | |
| | 5 | Tuesday | National and International Conferences- Department | |
| | 9 | Saturday | Theme Dinner- Final Years- Workshop on fish Fillet. | |
| | 11 | Monday | One journal from the Dept | |
| | 15 | Friday | Class Fest-based on Practical- Ist HMCA | |
| | 30 | Saturday | Workshop on Cocktail and Mock tail- Vino d Vino Club- 30.1.2021 | |
| Feb | 8 | Monday | Paper publication- First year, Second year and Third year. | |
| | 11 | Thursday | Study Tour- IV semester HMCA | |
| | 13 | Saturday | National Seminar – IPR- Final year students- | |
| | 13 | Saturday | Phoenix - Management Fest- Second years | |
| | 18 | Thursday | Study Tour- IV semester HMCS-A | |
| | 25 | Thursday | Study Tour- IV semester HMCS-B | |
| Mar | 9 | Tuesday | Student Exchange Programme | |
| | 29 | Monday | One book to be published by the dept.- Department- | |

DEPARTMENT OF LANGUAGES

The Department of Languages offers a UG Course under Calicut University CBCSS viz,

- **BA English Language and Literature**

The Department also offers an interdisciplinary course, Applied Language Skills, in the fifth semester of UG programme as an open course.

The Department strives to mould individuals into successful and vibrant professionals facilitating their comprehensive and rounded formation, to function as effective and empathetic human beings, grounded with courage of conviction, personal integrity, professional ingenuity and social commitment. The activities of the department cater to these goals so that our students imbibe these value systems. Slow and advanced learners are identified at the start of the academic year after a Diagnostic Test. Remedial classes and if needed, counselling, are given to slow learners while advanced learners are groomed to scale new heights. Teaching- learning activities are regularly monitored. The students are encouraged to think critically, creatively, factually and practically through their textbooks and class room learning. The employability of the students is improved through various programmes.

The academic and non-academic programmes organised regularly by the Department focuses on key areas such as shoring up the emotional quotient, nurturing relational intelligence and imparting humanistic values through real-life exchanges so as to enhance and supplement the students' routine classroom interface.

To sum up, if holistic formation is the essence of education, the wards under the department's care are in safe hands. For, the Team English - Languages never dithers in its firm resolve to mentor with loving care.

Language Lab

The Language lab is equipped with 21 student consoles and a teacher console. It provides an interactive platform that assists in improving skills such as Listening, Speaking and Reading, Vocabulary and Usage. The language lab also has a collection of 60 DVDs for learning.

| | | |
|-------------------------------|---|--|
| Title of the Programme | : | B.A. ENGLISH |
| Duration of the Programme | : | Three academic years with six semesters. |
| Courses of study | : | Total number of courses for the B.A Programme is 31.(Common courses, Core courses, Complementary courses and Open courses) |

The course of study leading to the award of B.A2019-22 B.A. ENGLISH is as follows:

Semester I

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG1A01 English- Transactions (Paper -I) | 4 | 3 | 15 | 60 | 75 |
| Common | ENG1A02 English- Ways With Words (Paper-II) | 5 | 3 | 15 | 60 | 75 |
| Common | HIN/MAL1A07 | 5 | 4 | 20 | 80 | 100 |
| Core | ENG1B01 Introducing Literature | 6 | 5 | 20 | 80 | 100 |
| Compl. | JOU1(2)CO1 Introduction to Communication and Journalism | 6 | 4 | 20 | 80 | 100 |
| Total | | 26 | 19 | 90 | 360 | 450 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG2A03 English- Writing for Academic and Professional Success (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | ENG2A04 English- Zeitgeist (Paper-II) | 5 | 4 | 20 | 80 | 100 |
| Common | HIN/ MAL2A08 | 5 | 4 | 20 | 80 | 100 |
| Core | ENG2B02 Appreciating Poetry | 6 | 5 | 20 | 80 | 100 |
| Compl. | ICP1(2)CO1 Indian Constitution and Politics: Basic Features and Governmental structures | 6 | 4 | 20 | 80 | 100 |
| Total | | 26 | 21 | 100 | 400 | 500 |

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG3A05 Signatures- Expressing the Self | 5 | 4 | 20 | 80 | 100 |
| Common | HIN/ MAL3A09 | 5 | 4 | 20 | 80 | 100 |
| Core | ENG3B03 Appreciating Prose | 4 | 4 | 20 | 80 | 100 |
| Core | ENG3B04 English Grammar and Usage | 5 | 4 | 20 | 80 | 100 |
| Compl. | ICP4(3)CO3: Indian Constitution and Politics: Federalism, Decentralisation and Political Dynamics | 6 | 4 | 20 | 80 | 100 |
| Total | | 25 | 20 | 100 | 400 | 500 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Core | ENG4B05 Appreciating Fiction | 5 | 4 | 20 | 80 | 100 |
| Common | ENG4A06 Spectrum- Literature and Contemporary Issues | 5 | 4 | 20 | 80 | 100 |
| Common | HIN/MAL4A10 | 5 | 4 | 20 | 80 | 100 |
| Core | ENG4B06 Literary Criticism | 4 | 4 | 20 | 80 | 100 |
| Compl. | JOU4(3)CO1 Journalistic Practices | 6 | 4 | 20 | 80 | 100 |
| Total | | 20 | 20 | 100 | 400 | 500 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total marks |
|---------|--|-------|---------|----------|----------|-------------|
| Core | ENG5B07 Appreciating Drama and Theatre | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B08 Literary Theory | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B09 Language and Linguistics | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B10 Indian Writing in English | 5 | 4 | 20 | 80 | 100 |
| Open | Courses from other dept. | 3 | 3 | 10 | 40 | 50 |
| Project | Project/ Research Methodology | 2 | 2 | 10 | 40 | 50 |
| Total | | 25 | 21 | 100 | 400 | 500 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total marks |
|----------|--------------------------------------|-------|---------|----------|----------|-------------|
| Core | ENG6B11 Voices of Women | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B12 Classics of World Literature | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B13 Film Studies | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B14 New Literatures in English | 5 | 4 | 20 | 80 | 100 |
| Elective | ENG6B17 Writing for the Media | 3 | 2 | 20 | 80 | 100 |
| Project | Project/ Research Methodology | 2 | 2 | 10 | 40 | 50 |
| Total | | 25 | 20 | 110 | 440 | 550 |

2018-21 BATCH- B.A. ENGLISH

Semester I

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG1A01 English (Paper -I) | 4 | 3 | 20 | 80 | 100 |
| Common | ENG1A02 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | ENG1A07 Other Language(Hindi/Malayalam) | 5 | 4 | 20 | 80 | 100 |
| Core | ENG1B01 Introducing Literature | 6 | 5 | 20 | 80 | 100 |
| Compl. | JOU1CO1 Introduction to communication and journalism | 3 | 2 | 20 | 80 | 100 |
| Compl. | ICP1CO1 Indian Constitution and politics basic features | 3 | 3 | 20 | 80 | 100 |
| Total | | 26 | 20 | 120 | 480 | 600 |

Semester II

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|--|-------|---------|----------|----------|-------------|
| Common | ENG2A03 English (Paper -I) | 4 | 4 | 20 | 80 | 100 |
| Common | ENG2A04 English (Paper-II) | 5 | 3 | 20 | 80 | 100 |
| Common | ENG2A08 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | ENG2B02 Appreciating Poetry | 6 | 5 | 20 | 80 | 100 |
| Compl. | JOU2CO1 News Reporting and Editing | 5 | 4 | 20 | 80 | 100 |
| Compl. | ICP1CO1 Indian Constitution and politics and Governmental structures | 3 | 3 | 20 | 80 | 100 |

| | | | | | | |
|-------|--|----|----|-----|-----|-----|
| Total | | 28 | 23 | 100 | 480 | 600 |
|-------|--|----|----|-----|-----|-----|

Semester III

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG3AO5 Native media and English | 5 | 4 | 20 | 80 | 100 |
| Common | ENG3AO9 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | ENG3BO1 Reading Drama | 4 | 4 | 20 | 80 | 100 |
| Core | ENG3BO2 Reading Fiction | 5 | 4 | 20 | 80 | 100 |
| Compl. | JOU3CO1 History of Mass media | 6 | 4 | 20 | 80 | 100 |
| Compl. | ICP 3 CO3: INDIAN CONSTITUTION AND POLITICS: Political Dynamics | 3 | 3 | 20 | 80 | 100 |
| Total | | 28 | 23 | 120 | 480 | 600 |

Semester IV

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Common | ENG4A06 Reading fiction and non fiction | 5 | 4 | 20 | 80 | 100 |
| Common | ENG4A10 Other Language | 5 | 4 | 20 | 80 | 100 |
| Core | ENG4B01 Modern English Literature | 5 | 4 | 20 | 80 | 100 |
| Core | ENG4B02 Methodology of Humanities | 4 | 4 | 20 | 80 | 100 |
| Compl. | JOU4CO1 Corporate communication in advertising | 4 | 4 | 20 | 80 | 100 |
| Compl. | ICP4 CO4: INDIAN CONSTITUTION AND POLITICS: Federal Dynamics and Decentralisation | 3 | 3 | 20 | 80 | 100 |
| Total | | 26 | 23 | 120 | 400 | 600 |

Semester V

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|-----------------------------------|-------|---------|----------|----------|-------------|
| Core | ENG5B01 Indian writing in English | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B02 Language and Linguistics | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B03 Methodology of Literature | 5 | 4 | 20 | 80 | 100 |
| Core | ENG5B04 Informatics | 5 | 4 | 20 | 80 | 100 |
| Open | BC5D01 Course from other Dept. | 2 | 2 | 10 | 40 | 50 |
| Total | | 22 | 18 | 90 | 360 | 450 |

Semester VI

| Course | Title | Hours | Credits | Internal | External | Total Marks |
|--------|---|-------|---------|----------|----------|-------------|
| Core | ENG6B01 Literary criticism and theory | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B02 Literatures in English : American and Post Colonial | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B03 Women's writing | 5 | 4 | 20 | 80 | 100 |
| Core | ENG6B04 Writing for the Media | 5 | 4 | 20 | 80 | 100 |

| | | | | | | |
|-----------|--|----|----|-----|-----|-----|
| Electives | ENG6B5E2 Regional Literatures in Translation | 3 | 2 | 20 | 80 | 100 |
| Core | ENG6B06 Project | 2 | 2 | 10 | 40 | 50 |
| Total | | 25 | 20 | 110 | 440 | 550 |

ABILITY ENHANCEMENT COURSES/ AUDIT COURSES

These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The list of courses in each semester with credits are given below.

| COURSES | SEMESTER | CREDIT |
|---|----------|--------|
| Environment Studies | 1 | 4 |
| Disaster Management | 2 | 4 |
| *Human Rights/Intellectual Property Rights/ Consumer Protection | 3 | 4 |
| *Gender Studies/Gerontology | 4 | 4 |

* Colleges can opt any one of the courses

* Refer to CBCSSUG 2019 Regulations

EXTRA CREDIT ACTIVITIES

Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

INTERNAL ASSESSMENT FRAMEWORK

| Item | Marks /20 | Marks /15 |
|---|-----------|-----------|
| Assignments | 4 | 3 |
| Test Paper(s)/ Viva voce | 8 | 6 |
| Seminar/Presentation | 4 | 3 |
| Classroom participation based on attendance | 4 | 3 |

| | | |
|--------------|-----------|-----------|
| Total | 20 | 15 |
|--------------|-----------|-----------|

*Assignments and Seminars may be given from the FURTHER READING section attached to the syllabus of each course.

SPLIT UP OF MARKS FOR TEST PAPERS/VIVA VOCE

| Range of Marks in test paper | Out of 8 (Maximum internal marks is 20) | Out of 6 (Maximum internal marks is 15) |
|------------------------------|---|---|
| Less than 35% | 1 | 1 |
| 35% - 45% | 2 | 2 |
| 45% - 55% | 3 | 3 |
| 55% - 65% | 4 | 4 |
| 65% - 85% | 6 | 5 |
| 85% - 100% | 8 | 6 |

SPLIT UP OF MARKS FOR CLASSROOM PARTICIPATION

| Range of Marks in test paper | Range of CRP Out of 4 (Maximum internal marks is 20) | Out of 3 (Maximum internal marks is 15) |
|------------------------------|--|---|
| 50% ≤ CRP < 75% | 1 | 1 |
| 75% ≤ CRP < 85% | 2 | 2 |
| 85 % and above | 4 | 3 |

EXTERNAL ASSESSMENT FRAMEWORK

END SEMESTER TEST DESIGN OF COURSES WITH 80 MARKS

| Sl No Question type | No. of Questions | Marks/ Question | Total Marks |
|-------------------------------|------------------|--------------------|----------------|
| Short answers (2/3 sentences) | 15 | 2 | Ceiling 25 |
| Paragraph/problem type | 8 | 5 | Ceiling 35 |
| Essay Type | 2 out of 4 | 10 | 20 |
| Total | | | 80 |
| Time | | | 2.5 hrs |

END SEMESTER TEST DESIGN OF COURSES WITH 60 MARKS

| Question type | No. of Questions | Marks/ Question | Total Marks |
|-------------------------------|------------------|--------------------|-------------|
| Short answers (2-4 sentences) | 12 | 2 | Ceiling 20 |

| | | | |
|------------------------------------|--------------|----|------------|
| Paragraph/problem/application type | 7 | 5 | Ceiling 30 |
| Essay Type | 1 out of 2 | 10 | 10 |
| Total | 60 | | |
| Time | 2 hrs | | |

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2020-21

| Criteria Number | Activity | Specific details of activity | Date of Conduct/ | Faculty coordinator |
|-----------------|--|--|-----------------------------------|--|
| I | 1. Internship | Third | January 15 2021 | Ms. Gigy Johnson |
| | 2. Language Lab | First years | August 1 2020 to 28 February 2021 | Mr. Anu Rahim |
| | 3. Add-on Programme | First Year | September 24 2020 | Ms. Grace K Benny |
| | 4. On-line Seminars and Assignments through Linways | First year, Second year and Third year | 15 August to 15 December 2020 | Class Teachers |
| | 5. Book Publication | Department | 15 January 2021 | Mr. Philip P J |
| | 6. Research Forum | First year, Second year and Third year | 15 November 2020 | Mr. Philip P J |
| | 7. Identify courses relating to gender, human values, professional ethics and environment sustainability | Course teachers | 15 September 2020 | HOD |
| | 8. Basic Communication Skills | First Year | 16 August 2020 | Ms. Grace K Benny |
| II | 1. WWS | Department | After internal exams | Rev. Fr. Antony Kallokaran |
| | 2. SSP | Department | | Dr. Ambily Ms. Annu Mary Cyriac Ms. Simitha Lenish |
| | 3. Cultural Visit | Second Years | 15 January 2021 | Ms. Gigy Johnson |
| | 4. Study Tour | Third Years | 14 December 2020 | Ms. Ebin Joy |
| | 5. College Magazine | Department | 15 April 2021 | Mr. Anu Rahim |
| | 6. Workshops | To be hosted by the students | November 18 2020 | Ms. Grace K. Benny |
| | 7. Interdepartmental Competitions | Department | October 16 2020 | Rev. Fr. Antony Kallokaran |
| | 8. Convocation Ceremony | Department | To be decided by Academic Council | Ms. Greena Joseph |

| | | | | |
|--|-----------------------------------|--------------|--|---------------------------|
| | 9. Intradepartmental Competitions | Department | Both Semesters- Monthly on a specific date decided by the class teachers | Respective Class Teachers |
| | 10. Peer Teaching | Second Years | III and IV Semester | Class Teachers |

| | | | | |
|----------|---|------------------------|--|---|
| | 11. Literary Fest | Department | Aligned to the dates of other department fests | Ms. Gigy Johnson |
| III & IV | 1. International Seminar | Department | 25 November 2020 | Ms. Ebin Joy |
| | 2. Extension Programme - Moving Library Devamatha Hospital St. Mary's LP School | | I and III Semester Visit once a month | Dr. Ambily M H |
| | 3. Outreach Programmes (CUSSP) Institutional Visits | First and Second Years | October to March, Decided by Mr. Gladson | Respective class teachers |
| | 4. Faculty Exchange Programme | Department | I and IV Semester | Mr. Anu Rahim |
| | 5. Faculty Development Programme | Department | 15 January 2021 | Ms. Grace K Benny |
| | 6. Journal | Department | 31 March 2021 | Mr. Philip P. J. Mr. Anu Rahim Dr. Ambily M. H. |
| | Chronicle | Department | 31 March 2021 | Mr. Anu Rahim Mr. J. Sebastian Ponoolly |
| | Elixir | Department | March 31 2021 | Ms. Greena Joseph Ms. Emil George |

DEPARTMENT OF IT

The efficient mode of operation and enhanced performance of the institution is augmented by the robust IT department. The 6-member IT department is responsible for providing the infrastructure for automation. It implements the governance for the use of network and operating systems, and it assists various departments by providing them the functionality they need. The IT department implements and facilitates the flow of information.

The IT department oversees the installation and maintenance of computer network systems. The department is also into the development of application software for the institution's use and is looking forward to creating software for other organizations. The department is responsible for creating and maintaining the institution's website and depending on the need of other institutions will create and maintain websites for them. The IT department provides technical support for all the users who need access to the institution's computer system. This includes installing new software or hardware, repairing hardware that has become faulty, training employees in the use of new software, and troubleshooting problems with the system. The conduct of online classes using various platforms, live streaming various seminars and classes through institution's YouTube channel, maintenance of the institution's social media accounts (Facebook, Instagram, Twitter), and helping teachers to conduct ICT enabled classes are other initiatives of the department. The team members are resourceful enough to train management and staff of other institutions in conducting online classes through different platforms and in the use of G-suite tools.

RULES AND REGULATIONS

1. Students are prohibited to enter the lab unless authorized by the faculty or lab -in -charge.
2. Removable storage devices are strictly prohibited
3. Report all problems related to the system to the faculty or lab in charge.
4. Do not attempt to repair or tamper with lab equipment.
5. Be responsible when using equipment, software and facilities in the lab.
6. Do not move any equipment from its original position.
7. Do not remove or load any software into the computer.
8. Do not change the settings in the computer.
9. Save all documents with the help of the faculty-in- charge or lab in-charge
10. Do not bring in bags, food and drinks to the lab.
11. Turn off the computer after use.
12. Switch off all power supplies (computer) before leaving the lab.
13. Internet facility is strictly for educational purposes.
14. Internet users should record the use of computers in the computer logbook.
15. The Lab should be kept clean at all times.
16. Arrange all the chairs before leaving the lab.
17. Students can access the lab from 8.45 am to 5 pm on all working days.

LIBRARY

The College library has a good collection of books, constantly updated according to the requirements of the students. Exhaustive study materials are available for reference. Magazines and journals are provided to the students. The users would also have access to e-resources and online library facilities through DEL NET and J-Gate. The library is housed in a spacious building sufficient to accommodate the users. It functions from 8.30 a.m. to 4.30 p.m.

Issue of Books

1. Reference Books

Reference books shall not be taken out of the library. Students who want to refer books should strictly enter the names, batch and course details in the reference register. The details of the book will be available online. The books should be returned, before leaving the library. The Librarian shall check all the books before placing it back to the respective shelves.

2. General Books

Books are issued on all working days before 4:30 pm. All library activities are automated and books are issued in lieu of identity cards. Due date stamp is impressed on the slip at the back of the book. Only two books can be issued at a time. PG students can take 3 books at a time.

The **Faculty** can take up to 8 books at a time and keep the same for a month. In addition, a book per subject can be issued to the faculty for the entire period of the course. The librarian should check the same with the Principal/ Vice- Principal to confirm the subjects of the faculty. If the same book is needed again, they can renew it and keep it for another term.

FINE

Fine for late return

A fine of Rs.5/- is imposed, on failure to return the book on the prescribed date. In the case of the book being lost or found missing, he/ she would be asked to pay a fine which is equivalent to thrice the actual price of the book and replace the book with the permission of the Principal. This is applicable to staff members also.

For damages

If books are found damaged, the one who used the book last is liable to pay an amount equivalent to the damages caused to the book. This is applicable to members of staff also..

DIGITAL LIBRARY FACILITY:

Students can access e-resources through our NIMIT LIBRARY WEB OPAC (www.koha.naipunnya.ac.in)

Databases : DELNET: username- krnimit, password- nim7018

Jgate: username - nimituser, password- nimituser1932946529

DIGITAL REPOSITORY DSPACE- access to question papers.

The library provides computer based Online Public Access Catalogue (OPAC) for searching documents using the link (www.koha.naipunnya.ac.in)

Readers can consult with this computerized catalogue (OPAC) for knowing the availability of books. Best reader award given every year.

DEPARTMENT OF PHYSICAL EDUCATION

Physical education is an educational process aimed at the improvement of human performance and the enhancement of human physical capacities. The vision of the Physical Education Department is to establish a sporting culture in the campus and ensure maximum participation of students in various sports, games and recreational activities. It aims to empower all the students to sustain regular, lifelong physical activity as a foundation for a healthy, productive and fulfilling life.

a. BENEFITS OFFERED BY THE COLLEGE TO SPORTS STUDENTS

- Free accommodation, food and education,
- Sports kit for Volleyball men and women players
- Sports kit for Basketball men and women players
- Sports kit for Shuttle-badminton men and women players
- Sports kit for Handball players (men)
- Sports kit for Kabaddi players (men)

b. SPORTS INFRASTRUCTURE

Multipurpose Ground

1. Athletic Track
2. Cricket Ground
3. Football field
4. Netball Court
5. Tug of War Area

Multipurpose Indoor Stadium

1. Basketball Court
2. Badminton Court – 4 Nos.
3. Netball Court
4. Table Tennis Area - 4 Tables

Multipurpose Auditorium

1. Badminton Court
2. Yoga Center
3. Chess Club
4. Caroms Club

Other Facilities

1. Basketball Court
2. Cricket Practice Net
3. Health Club
4. Table Tennis Table
5. Volleyball Court (Men)
6. Volleyball Court (Women)

OPEN COURSE OFFERED

Physical Activity Health and Wellness

PLACEMENT DEPARTMENT

The Placement department of Naipunnya works to ensure a professional career for all its students by shaping their vocational goals and providing employment opportunities. It fosters a professional climate in the campus by organizing career counselling, aptitude tests and workshops thereby moulding students to meet industry expectations. The Placement department of Naipunnya has a Placement Committee comprising of one faculty member and one student from each program selected by the Heads of the Department, in consultation with the Principal. It caters an easily accessible platform for all the final year students to fulfill their dream of getting placed in a reputed firm.

Naipunnya has a well furnished Placement Policy for all the final year batches of B.Sc. Hotel Management and Catering Science, B.Sc. Hotel Management and Culinary Arts, B.Sc. Computer Science, BCA, M.Sc. Computer Science, BA English, B.Com, B.B.A. and M.Com. The department facilitates the placement for all eligible students who are validly enrolled in their respective programmes . The eligibility criterion is clearly stated in the Placement Policy.

The major recruiters /Companies in association with Naipunnya are:

Wipro, Reliance, TCS, iGate, Sutherland ,Tally, KPMG, HCL, HDFC, Tech Mahindra, Holiday Inn, Crowne Plaza, Taj Hotel Group, Oberoi Hotel Group, Le Meridien, Marriott, Ramada, Radisson Blu, Sheraton ,Hyatt, Hilton, Den , Intercontinental, KFC, Carnival Cruise Line, P&O Cruise, Sea Princess and many more. The Placement department of Naipunnya assures a bright future for all eligible students.

Placement Manager (For the Department of Hotel management) : Mr. Wilson P.P

Placement Manager (For the Department of Commerce,
Computer Science, Languages) : Ms. Sarithadevi S.

Placement Support team : Ms. Kavitha Vincent, Ms. Siji Jose, Ms. Emil George

DEPARTMENT OF TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT PROGRAMS

The Department of Training and Development has been established at NIMIT to support its mantra of reaching the unreachable. The Department works closely with the students and faculty members, identifying their soft skill needs, building them up and helping them discover their true potential. The 17 member in-house training team includes professional trainers and faculty members who are trained in their respective areas of interest.

The team assesses the areas where training is most needed, conducts the training, and evaluate its effectiveness. Trainings are well planned to meet individual, departmental, and institutional needs and objectives. Our perfectly designed training modules are interactive, theme oriented and activity based providing a new level of exposure and learning experience for the young ones.

Various programs initiated by the department are as follows:-

- Faculty Rejuvenation Program (FRP): To revitalize the faculty members to meet the quality challenge for providing education.
- Train the Trainer Program: To empower the training team with the necessary skills and knowledge to deliver effective classroom training.
- Faculty Enhancement Program (FEP): To enhance the skills of faculty members by providing a platform for presentation of research papers conduct guidance sessions and interdepartmental quiz competitions.
- Skill Enrichment Program (SEP): Perfectly designed 40 hours of training to equip students, to get gainfully employed and excel in their field of endeavor.
- Leading Hands Program (LHP): To mold students into transformational and authentic leaders.
- Seated Assembly (*Meraki*): well-designed class forum brings a holistic development in a student and also ensures team-building in a class.
- Morning Assembly: The well planned assembly conducted class wise clarifies college activities and programmes, focusing on important days.
- Career Development Programmes: Trainings are provided by career experts to help students to select the right kind of career which suits their skill sets and equip them to excel in their profile.
- Behavior Enhancement Hub (BE-Hub): An initiative to mold each student with integrity of virtues and maturity of values, through the concept of associative learning.

COMMON FACILITIES

AUDITORIUM

The college has two spacious Auditoriums with a seating capacity of 2000 for conducting various functions of the college. The College assembly is conducted here on all Mondays/ Tuesdays, the attendance for which is compulsory.

CONFERENCE HALLS

The conference halls are situated in the Main Block and the MBA Block. Special training programmes and meetings are organised in this hall.

SEMINAR HALLS

The college comprises of well-furnished Seminar Halls which could accommodate 100 students at a time.

HOSTEL

There are separate hostel facilities for boys and girls. The boys are accommodated in the hostel, in the college campus. Hostel facilities are provided for girls under the supervision of Rev. Sisters.

CHAPEL

Holy Mass is celebrated in the chapel on the first Friday of every month. Attendance is compulsory for Catholic Students. Other Christian students are also encouraged to attend the Mass. The chapel is open on all days.

CAFETERIA / KIOSK

Light refreshments and meals are provided in the cafeteria for the staff and students. Students should obtain coupon for the lunch from the Kiosk between 8:30 am and 9:15am (on regular working days in the campus). Students can also buy necessary stationary items from the Kiosk.

DIVYANGJAN CELL

This cell has been established to provide special care for differently abled students.

PHOTOSTAT

Photocopy facilities are available in the library for the staff and students at a nominal price.

COLLEGE STORE / KIOSK

Students can buy the necessary stationary items from the store / kiosk during recess time. Students cannot avail this facility during class hours.

CELLS

Disciplinary Cell:

Assists the Principal in maintaining discipline in the campus. It formulates strategies for improving discipline and meets when required and conducts enquiries and prepares report regarding the action to be taken. It also coordinates activities linked to discipline during the major events on the campus.

Coordinators: Dr. Joy Joseph , All HoDs

Anti- Ragging Cell:

The College has a vigilant cell against instances of ragging. The Committee takes measures to repeatedly remind students of the consequences of ragging, and ensures that parents and new students are made aware of their rights. It foresees the possibilities of ragging and organizes awareness programmes to create a friendly campus. It also documents activities done to prevent ragging and sends report to concerned centers as required.

Coordinators: Mr. John Kizhakudan, Ms. Shajitha T. B, Dr. Antony George, Mr. Sebastian Poonoly

Anti-Drug Cell:

The Anti-Drug Cell was initiated to prevent substance abuse - addictive behaviours in the campus. The college anti-drug cell has been constituted to ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels. Educating the students about the ill-effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the student's affairs committee are also the duties of the anti-drugs cell.

Coordinators: Mr. Livin P. Wilson, Mr. Joseph James

Women's Cell:

Naipunnya makes sure that all its women members are empowered through the women cell which regularly discusses relevant feminist issues and topics on society at large. The Women's Cell 'ANANYA' takes care of the gender sensitive aspects and empowers women. It creates awareness of rights and duties of women to attain mental, physical and emotional wellbeing and promotes entrepreneurial skills. Self-defence classes and yoga training are provided exclusively for girl students. It promotes gender equality by focusing on Women's Development . It envisages periodic training and exposure programmes for women's empowerment and gender justice

Coordinators: Ms. Benu Teresa Baby (Coordinator), Ms. Vandana C.H.

ST/SC Cell:

Monitors the schemes for the SC & ST students, implements such schemes at the college, evaluates the progress of the students and get feedback from them.

Coordinator: Ms. Angel Baby

OBC Cell:

The cell aims at assisting the OBC students to meet their needs to improve their performance in curricular and co-curricular activities. It is vigilant in maintaining the reservation policy and take follow up measures for achieving the objectives and targets laid down by the Government of India and the UGC.

Coordinator: Ms. Angel Baby

Minority Cell:

The Minority Cell of the college is formed with the purpose of empowering the minority communities in the college. The cell is formed with the objectives of encouraging minority students to enroll for career orientation programs which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities from government agencies and other sources.

Coordinator: Ms. Angel Baby

Grievance Redressal Cell for students:

A mechanism for the redressal of the students grievances is functioning in the college. Grievances related to union activities and other allied nonacademic matters will be sorted out at the primary level. The mechanism takes care of the complaints and difficulties of the student community. Students are free to handover the grievances to any of the committee members or else can drop their written grievances in the complaint box placed in front of the library. They may also register their complaints in the online Grievance Redressal Portal available .

Coordinators: Ms. Reni V, Mr. Gladson George

Grievance Redressal Cell for faculty:

The grievances of the members of the staff will be resolved at the primary level. The unresolved issues if any, will be further looked into by a committee consisting of Principal and the Manager.

Coordinator : Ms. Bindu G

Exam Grievance Cell:

There is complete transparency in the internal assessment. Academic calendar for internal examination is prepared by College Examination Committee. College Examination Officer(CEO) monitors internal evaluation process. The student's grievances related to internal examination are solved by College examination committee. The Examination Department also deals with mistakes/errors related to internal assessment of the students promptly.

Coordinator: Ms. Shajitha T. B

CLUBS

Bhoomitrasena club:

The Bhoomitrasena club promotes protection of nature and environment. Various activities are conducted to address environmental issues. The aim of Bhoomitrasena club is to take up environmental protection activities and awareness extension activities in the vicinity of the college. It also aims at encouraging college students to appreciate the environment and to react positively to environmental issues. The club organizes various activities like seminars, lectures, field visits, vegetable cultivation and talks on environmental issues. Other activities include cleaning and maintaining the polluted or environmentally degraded sites, planting and maintaining trees in the campus.

Coordinators: Mr. Wilson P. P, Ms. Siji Jose

Dance club:

Dance club ensures that all those members in the club will get one or more chances to participate in college events.

Coordinators: Mr. Fredy Varghese, Ms. Anjali Thomas

Arts club:

The Arts club in the college is primarily concerned with preparing and promoting students who have taste and potential for various art –cultural performances. The college provides ample opportunities to develop talents in different forms of art like music, singing, dance, drama etc. In addition, the students are encouraged to take part in competitions held outside the campus.

Coordinators: Ms. Lakshmipriya M. R.(Coordinator), Ms. Nusreen, Ms. Benu Teresa

Sports club:

The Sports club is committed to provide a healthy sporting habit among the students. It helps to learn teamwork at work, coordination among diverse cultural & ethnic groups and mainly infuses discipline & instills the value system in one individual.

Coordinators: Mr. Deepak K. V, Mr. Tony V .M

Quiz club

Quizzing is a quest for wisdom and proficiency. A quiz enthusiast is a curious wanderer who creates a seam where knowledge meets vehemence. Interesting facts and GK. To cheer up the monotonous campus life, the club organizes several topic- specific open quizzes at regular intervals.

Coordinator : Ms. Noble Devassy

Entrepreneurship Development Club

To inculcate entrepreneurial culture among the youth and equip them with skills, techniques and confidence to act as a torch - bearers of enterprise for the new generation.

Coordinators: Dr. Mathew Jose K, Ms. Jeena Antony

Music club:

The Music Club aims to nurture the talent in every student and provide a conducive environment for mutual learning.

Coordinators: Mr. Philip P. J., Ms. Jeena Antony

Spiritual Club:

The purpose of Spiritual Club is to support and advance the exploration and expression of spiritually, religious life, faith-traditions, values and philosophies of life .

Coordinators: Ms. Rajani Stanley (Coordinator), Ms. Roseland Peter, Ms. Rehna John, Ms.Laiby Thomas

Ananya:

The Women's Cell 'ANANYA' takes care of the gender sensitive aspects and empowers women. It creates awareness of rights and duties of women to attain mental, physical and emotional wellbeing and promotes entrepreneurial skills.

Coordinator: Ms. Vandana C .H.

SWAS

SWAS is an initiative of the college which coordinates all social service activities and aims to sensitise students about social responsibilities. Activities include visiting orphanages, centres for differently abled persons, coordinating seminars on various socially relevant issues, blood donation camps, hair donation etc.

Coordinator: Ms. Reni V. Kalayil

THE COLLEGE UNION

The college union is intended to promote the social and cultural life of the students, to train them in rights and duties of citizenship and to provide them opportunities to develop their personalities and their skills. The election to the college union is held in Parliamentary System.

GENERAL RULES AND REGULATIONS

The students must, both within and outside the campus, conduct themselves in a manner that will uphold and enhance the values and culture of the college. Courtesy is an essential quality of professionals. It is therefore imperative that the students possess a pleasant disposition and should be courteous with staff, guests and friends.

1. The medium of instruction, examination and communication will be English. Students must speak English in the campus.
2. Students are required to conform to the grooming standards of the college with respect to uniforms, personal grooming and hygiene. The uniform should be worn on all working days.
3. In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct. Misconduct shall include:
 - a) Staying away from classes without sufficient reason.
 - b) Disrespectful behavior towards the staff, non-compliance with college rules.
 - c) Provoking students to strike and participating in strike, dharna etc. in the college.
 - d) Loitering in the verandas during free hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of the library)
 - e) Disorderly behavior in the class, unruly behavior, loud and aggressive talk
 - f) Organizing tours without the permission of the Principal.
 - g) Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
 - h) Involvement in violence, manhandling or harassing fellow students.
 - i) Disturbing the functions in the auditorium by shouting, howling or dancing.
 - j) Resorting to any kind of malpractice in the examinations.
 - k) Collecting money from staff or students without the permission of the Principal.
 - l) Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
 - m) Scribbling offensive, abusive or obscene words or figures on blackboards or any kind of writing on the walls or other places in the college or the college campus.
 - n) Lack of attention and indifference towards any subject, lack of courtesy towards any staff member or outsider which affects the discipline of the college will be viewed seriously.
4. Students must always wear their identity cards on their neck whenever they are in the campus. Students found without Identity card may not be allowed to enter the campus. They are essential for a variety of purposes. Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs. 250/-. Identity card must be surrendered when the T.C. is issued. The identity card must be worn by the student on all days and should be submitted for inspection by any staff member/security. If the Identity Card is lost, the student should re-apply for an ID card at the College Reception and collect it from the IT department.
5. The conduct of the student within the classroom and on the premises must be satisfactory. Indulgence in any act of violence will be considered a breach of discipline that warrants immediate expulsion from the institution along with forfeiture of fees.
6. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) Ragging of any sort is banned in Naipunnya College and any violation of this results in appropriate punishment. If any incident of ragging comes to the notice of the authority, the concerned student shall be given the liberty to explain and if his /her explanation is not found satisfactory, the authority would expel the student from the institution and the incident will be reported to the local police authorities.
7. Students should take care of the properties of the college and help to keep the campus clean. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine. The college campus and classrooms should always be kept neat and clean. Students should

see that no damage is done to college property including plants and trees in the campus. Scribbling on wall and furniture is strictly prohibited. Any property damaged due to the negligence of the students will be repaired/replaced at the expense of the student concerned.

8. A dignified atmosphere should be maintained in the cafeteria.
9. Students have to occupy their seats by the second bell at the commencement of morning and afternoon sessions. Observance of silence during Morning Prayer is compulsory.
10. Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class. In any case, late comers will not be given attendance. If the teacher is absent, the class leader should inform the Head of the Department / Dean/Principal for alternative arrangements
11. A call to the auditorium or seminar halls for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.
12. The students should neither indulge in Smoking nor consumption of Tobacco/ narcotic drugs in any form inside or outside of the college campus.
13. No society/ club/association will be formed in the college without the Principal's permission.
14. Students should not engage in any kind of unauthorized outdoor celebrations or similar activities inside or outside the college without the written permission of the Principal. Programmes by external agencies / professional groups/ paid programmes such as DJ, musical events are not permitted in the campus. Bike race/motor car race/processions or similar activities shall not be permitted.
15. Outsiders are not to be invited to address the students of the college without prior permission from the Principal.
16. The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter the classrooms.
17. Students shall not invite Police or Media Persons to the campus on their own.
18. The students will not be permitted within the college building after office hours without permission, except in the library, if the librarian is available.
19. Lockers will be issued to the students who stay away from the college, on the basis of availability and stipulated conditions.
20. A suggestion box is placed in the college lobby. All suggestions and comments may be addressed to the Principal.
21. The Principal reserves the right to suspend / dismiss any student if the Principal feels that the continuance of the student in the college is detrimental to the proper functioning / interest of the college.
22. Noncompliance with the college rules is a serious offence and will be dealt with appropriate disciplinary action.
23. Students willing to avail bus concessions (KSRTC) and railway concessions, should contact the office.
24. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phones, cameras and personal gadgets of any kind in the campus. If students are found with such gadgets they will be fined Rs.1000 and the gadget will not be returned back. However, the student shall be allowed to deposit the gadgets at the reception for special purposes, with the permission of the Principal.
25. The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he/she feels that the admission of that person is detrimental to the interest and discipline of the college.
26. The vehicles of students will be permitted in the campus only with the vehicle pass issued by the college and have to be parked at the designated parking areas. (Two-wheelers and Four-wheelers).

Vehicle passes which costs Rs.30/- (to be paid in the Accounts office) will be issued to students who present a request duly signed by the parents.

The student shall comply to the rule of wearing a helmet. A change of the two wheeler will require a fresh vehicle pass. The Vehicle Pass may be carried always and produced for inspection. All parking should be done at owner's risk. Vehicles should not be parked in front of the college campus. Stunting and racing of vehicles within and outside the campus are strictly banned.

Four Wheelers: - The student should also get a written permission from the Principal in order to park four

wheelers (if necessary).

27. Photography / video / audio recording and playing in the campus is strictly prohibited. Programmes in the college shall be covered only by the persons officially authorized by the Principal.
28. The Security Personnel / designated college staff are authorized to inspect therecordsofthevehiclesenteringthecampusandregisterthedetailsinthe gate register.
29. No student shall leave the campus during the working hours without permission from the Principal. He/she shall not be sent home without the written request by the parent/guardian.
30. Prior permission from the Principal is essential to take part in inter-collegiate competitions or in live photographic modeling, fashion shows or Radio / T.V. programmes.
31. It is the responsibility of the student to earn a conduct certificate. It is not issued as a matter of right. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.
32. The Principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the students or the guardian at any time during the course of his / her study in the college without assigning any specific reason.
33. For acts of misbehavior the Principal may impose punishments such as fines, for feature of educational concession and scholarship, suspension and expulsion.
34. ThePrincipalorotherdulyconstitutedcollegeorhostelauthoritiesmayframe and issue disciplinary rules of permanent or temporary character from time to time regulating the conduct of students within and outside the college and the hostel premises with a view to maintain the discipline and peaceful atmosphere of the hostel.
35. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and doorways. Students shall desist from disfiguring the class rooms, the furniture, compound walls and buildings or any part of the college campus by pasting poster's fixing nails or writing on them.
36. Legal action will be initiated against those who destructor cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property Act1984.Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
37. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
38. Students from other institutions and outsiders disrupting any academic activity or functioning of the college office or any unit thereof, shall be treated as infringing on the rights of college authorities to run the institution in a good manner or the public interest. All such deeds will be treated as infringement of the rights of students especially those belonging to orphan, SC/ST's and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.
39. Outsiders including police and media shall not enter the campus without the permission of the Principal.
40. Grievance of students will be looked into when they are presented through the proper channel. Collective petitions, however will not be allowed. Students and staff members can make use of the grievance redressal mechanisms available in the college.
41. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
42. It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
43. The Principal / Staff Council is the final authority to interpret the rules and regulations in the best interest of the institution.

***The Principal will take decisions for matters not covered by these regulations and the decisions will be final.**

GOOD MANNERS AND CODE OF CONDUCT

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and show themselves as lovers of good order and decorum.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and notebooks required for classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
6. Students are expected to keep decency and decorum in their behavior, dress, hairstyle etc.
7. No student shall enter another classroom without prior permission.
8. No student is allowed to remain in the campus after 5.30p.m.unless authorized.

ATTENDANCE AND LEAVE OF ABSENCE

(*subject to change as per the university orders issued for online classes as well as offline)

1. The College works from 8.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either from the forenoon or the afternoon session will be considered half a day of absence unless otherwise recommended by the class in charge. (Cfr.Handbook, Directorate of Collegiate Education 2014). A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.
2. Leave for one hour may be obtained from the tutor. Application for longer periods of absence must be made to the Principal. Application for sick leave for more than three days should be supported by a medical certificate. The certificate should be submitted immediately after the treatment. Certificates delayed and dubious will be summarily rejected.
3. No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. Absence for ten consecutive working days will result in the removal of the name from the rolls. The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.
4. Duty leave for participating in Arts/Fests/Sports events will be granted only to students representing the College or the University in various competitions. In such cases, leave applications should be submitted to the Principal in advance and it should be recommended by the teacher in charge.

RESIDENCE / HOSTEL

1. Students not residing with parents may reside in approved hostels. They may also reside with local guardians subject to the approval of the Principal. Students are forbidden to reside in unapproved private lodgings. Approved lodges will be subjected to inspection by the staff member appointed for the purpose.
2. They should submit full information regarding their residence to the college office at the time of admission. Any subsequent change in residence may be made only after informing the Principal.
3. Hostel accommodation is available for boys in the campus and girls in the adjoining campus run by Rev.Sisters.Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office/ hostel warden. Admission is confirmed only after remitting the prescribed fee. Hostel fee has to be paid on an early basis and the mess fees has to be paid before 5th of every month. Clearance of hostel dues is essential for issuing Hall ticket, T.C and other certificates.
4. Admission is only for one academic year. The warden reserves the right to grant or deny admission/re-admission, without assigning any reason.
5. Parent/Guardian should be present at the time of admission/re-admission.
6. Hostellers are bound to comply with all the rules of the hostel set down by the warden.
7. Hostellers should strictly observe the study time prescribed by the warden.
8. Hostellers are not permitted to receive or entertain guests including their class/college mates in the hostel.
9. Hostellers should return to the hostel by 5.30p.m. after their classes.
10. Use of mobile phone is strictly controlled in the hostel. Hostellers are directed not to use mobile phone during the stipulated hours.
11. Hostellers will not have the choice to select their room and roommates. The room and roommates will be changed and shuffled after each semester.
12. It is the responsibility of the hostellers to ensure that the rooms allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. They will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.
13. The attitude and relationship of the hostellers with the employees of the hostel should be cordial and positive.
14. Hostellers shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
15. Hostellers who wish to stay in the hostel during vacation should get prior permission from the warden.
16. Re-admission will strictly be on the basis of performance in the University/ College level examinations, percentage of attendance for the previous semester and their character and behaviour in the hostel and the college.
17. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
18. Grievances, complaints and suggestions by the hostellers can be brought to notice of the warden.
19. Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.
20. Decision of the warden pertaining to all matters of the hostel will be final.

OFFICE RULES /ISSUE OF CERTIFICATES

All students are directed to follow the under mentioned instructions very strictly.

1. The students are not allowed to enter the office in groups. Coming to the office during class hours is not entertained. They should approach the receptionist/ Superintendent during their break time or after college hours.
2. Transfer certificate, original, etc. will be issued only after the payment of all dues to the College and the College hostel at the end of the course.

CRITERIA TO APPEAR IN THE FINAL EXAMINATION/PROMOTION

1. Not less than 75% attendance aggregate.
2. Satisfactory performance in the Internal Assessment.
3. Complete and satisfactory performance in the Industrial Training(In the case of Hotel Management students)
4. Satisfactory completion and certification of all assessments, journals and files.
5. The hall ticket has to be collected on the previous day of the examinations after obtaining the no-dues certificate.
6. The following points will receive special consideration in deciding promotion and selection of candidates for University Examinations:-
 - (a) The progress as testified by marks throughout the course
 - (b) Regularity of attendance(minimum 75%) and
 - (c) Conduct and behaviour.

STUDY TOURS/EXCURSIONS/PICNICS/ CERTIFICATE DIPLOMA PROGRAMS/FDP

Study tours conducted by the College are part of the academic programme. The following instructions should be strictly followed by the students with regard to study tours:

1. Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
2. Study tours will be organized by the respective Departments.
3. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
4. A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
5. No student from another class will be permitted to join a class going on excursion.

6. For a batch of students having a strength of more than 20, two regular teachers shall accompany the team.
7. A lady escort (regular teaching faculty) is compulsory in case of any girl student in the tour team.
8. As far as possible, study tours shall be conducted during the months of November and December.
9. Final year students are allowed to organize study tours for a maximum period of 48 hours.
10. No tour be organized without the prior permission of the tutor, Head of the Department and the Principal.
11. Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the teacher's in charge. Those who are blacklisted by the college should not be contacted for such services mentioned above.
12. The students shall obey all the directions given by class teacher / teachers accompanying them.
13. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
14. The use of alcohol, drugs and tobacco is strictly prohibited while on tour. Tours should be fully avoided before 6 a.m. and after 9 p.m. (Govt Order. No.735/2014/H.edn dtd05/04/2014)

1. Prohibition on Political Activity inside the campus

- (a) No student of a college shall get involved in any political activity by himself or a bet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is banned inside the campus.

Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

- (b) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- (c) No student shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus / college gate, and such activities shall be treated as misconduct.
- (5) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

2. Procedure for imposition of punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- (b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 1 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/ students from the college.
- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/ teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

1. Imposition of fine

2. Issuance of compulsory transfer certificate
3. Dismissal from the college.
- (d) In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

GOVERNMENT OF KERALA

HIGHER EDUCATION (G) DEPARTMENT

Higher Education - Rules and Regulations for the Smooth Functioning of the Campus (extracts)

No. 26433/GI/15/H.Edn. Dated, Thiruvananthapuram, 12.10.2015.

- All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. Guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
- Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HoDs and Discipline Committee members.
- All students have to wear identity tag in the college.
- No type of vehicles should be used during celebrations inside the college campus/ hostels.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
- CCTV Cameras will be installed in selected common places such as Entrance/ Exit gate of the College and Hostel.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
- Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus/hostels.
- In the interest of security of students, police may be informed in advance about all festival celebrations.
- For all students' programmes in the campus, presence of teachers is mandatory.

GROOMING STANDARDS

GENERAL INSTRUCTIONS

- ❖ Black sandals with back strap may be worn during the rainy season, except for the department of Hotel Management.
- ❖ Unauthorised alteration of the uniform into baggies / tights/parallels / low waist is prohibited.
- ❖ The prescribed uniform has to be worn on all college working days.
- ❖ The uniform should be properly washed and ironed.
- ❖ The shoes must be neatly polished.
- ❖ Black cotton socks should be worn along with shoes
- ❖ Identity cards should be worn always in the campus.

College Uniform PG/UG Students

- ❖ Uniform as prescribed by the respective departments.
- ❖ Practical Uniform(Dept.of Hotel Management)
- ❖ Students of this department should wear their practical uniform as instructed.

A) Food Production (Boys & Girls) White Drill

Chef Coat
Black and White check terry cotton trousers White Drill
Aprons
Checked Scarf Checked Dusters
Black Cotton Socks Black Leather
Shoes Production Tool Kit

B) F & B Service

Boys

Black terry cotton trousers
White full sleeved shirt (a single pocket on the left without a flap) Black bow tie
Black Cotton Socks
Black Leather Shoes with laces Black belt

Girls

Black terry cotton trousers
White full sleeved shirt (frilled in front) Black
waist coat
Black ribbon bow tie
Black Leather Shoes (closed)

Boys & Girls

Ivory colour damask napkins White casement waiters cloth Service toolkit

C) Accommodation Operations

Boys

Black terry cotton trousers White full
sleeved shirt

Girls

Prescribed uniform

Boys & Girls

Checked Apron Checked
Duster Gloves

D) Front Office

Boys

Black terry cotton trousers White full
sleeved shirt Black tie
Black Cotton Socks Black
Leather Shoes

Girls

Prescribed uniform

HYGIENE (NON HOTEL MANAGEMENT STUDENTS)

- ❖ Daily shower and periodical shampooing are compulsory
- ❖ Hair should be neatly cut and combed(no fancy cuts/no skin tight cuts/head should not be shaved)
- ❖ Boys should have their moustaches neatly trimmed and side burns properly cut.
- ❖ Daily shave is a must for boys
- ❖ Spitting in public areas is not allowed
- ❖ Littering is not permitted. Drop waste materials in the waste bins.
- ❖ No religious signs are allowed.
- ❖ Girls should tie their hair properly.
- ❖ Light make up for girls is not objected to.
- ❖ Wearing ornaments should be restricted to the minimum and earrings should be limited to studs.
- ❖ The uniform should be washed and ironed properly.
- ❖ Boys are not allowed to wear any fashion accessories.
- ❖ Dropping any kind of waste materials should be done in the appropriate waste bins

HYGIENE (HOTEL MANAGEMENT STUDENTS)

- ❖ Daily shower and periodical shampooing are compulsory
- ❖ Hair should be neatly cut and combed (no fancy cuts/no skin tight cuts/head should not be shaved)
- ❖ Moustaches are not allowed.
- ❖ Side burns should be cut properly
- ❖ Fingernails should be cut
- ❖ There should not be any bad odour from mouth or body
- ❖ Wounds, if any, should be dressed properly
- ❖ Hands should be washed properly and especially after visiting toilets.
- ❖ Daily shave is a must
- ❖ A light cologne should be used
- ❖ Uniform should be washed properly and ironed
- ❖ Spitting in public area is not allowed
- ❖ Dropping any kind of waste materials should be done in the appropriate waste bins
- ❖ Girls should tie their hair properly and it should be covered with a net always
- ❖ Light make up for girls is not objected to.
- ❖ Wearing ornaments (rings / bracelets) and excess make up (nail polish) etc. are not allowed.
- ❖ Boys are not allowed to wear any fashion accessories.
- ❖ No religious signs are allowed.

PAYMENT OF FEES

1. Fees will be collected in 2 installments every year.
2. The fee will be collected from the students through the various branches of FEDERAL BANK by way of cash in the various semesters.
3. The students can pay fees on or before the notified dates. Generally it is on the 10th of June and on the 10th of January every year. After the due dates, fees will be accepted for a period of 10 days with a fine of Rs.100/.All the 1stSem/ 1st year students should remit the 1st installment at the time of admission.
4. **If the student fails to remit the fees on the due date his/ her name will be removed from the rolls and their attendance shall not be marked until they clear the dues.**
5. The fee defaulters are re-admitted once the following conditions are satisfied.
 - a) Written application for re-admission from the parent with valid reasons.
 - b) Payment of fee dues with a fine of Rs. 1000/- from the due date.
6. On receipt of the request for reinstatement, the Principal in consultation with the Director reviews the application and takes a suitable decision.
7. Students who wish to discontinue the course, after the closing date for admission are liable to pay the whole fees due to the college for the respective course of study in lump sum before applying for the Transfer Certificate.

REFUNDS

The refund of the fees is governed as per stipulations given below:

- | | | |
|--------------------------------------|---|----------------|
| 1. Application fee and admission fee | - | Non-refundable |
| 2. Tuition fees | - | Non-refundable |
| 3. Caution Deposit | - | Refundable |
- (within 6 months after completion of course)

NIMIT SCHOLARSHIPS

The PTWA has instituted Proficiency awards for the outstanding performances in the examinations conducted by the university for

- B.Sc. Hotel Management and Catering Science/ Culinary Arts
- B.Sc. Computer Science/ BCA
- B.Com. Finance/ Computer Application/ Co-operation
- BBA
- B.A. English
- M.Com/ M. Sc.

The following endowments are instituted taking into consideration the academic excellence and the internal examination performance.

1. **Environment Protection Award for the best Higher Secondary school** instituted by NIMIT.
2. **Academic Excellence Award for the best Higher Secondary school** instituted by NIMIT .
3. **Social Welfare Award for the best Higher Secondary school** instituted by NIMIT
4. **Panjikaran Varghese Memorial Endowment** for the best outgoing student
5. **Rev. Fr. Sebastian Kalapurackal Endowment** for the best outgoing student from the Department of Commerce
6. **Rev. Fr. Varghese Kattuparambil Memorial Endowment** for the best outgoing student from the Department of Computer Science
7. **Rev. Fr. Jose Edassery Endowment** for the best outgoing student of the Department of Hotel Management
8. Endowment instituted by NIMIT for the best outgoing student of the department of BA English Literature
9. Endowment instituted by PTWA for academic excellence in B.Sc. HM CA (Graduated Batch)
10. Endowment instituted by PTWA for academic excellence in B.Sc. HM CS (Graduated Batch)
11. Endowment instituted by PTWA for academic excellence in B.Com F (Graduated Batch)
12. Endowment instituted by PTWA for academic excellence in B.Com CA (Graduated Batch)
13. Endowment instituted by PTWA for academic excellence in BBA (Graduated Batch)
11. Endowment instituted by PTWA for academic excellence in B.Sc. Computer Science (Graduated Batch)
12. Endowment instituted by PTWA for academic excellence in BCA Computer Science (Graduated Batch)

13. Endowment instituted by PTWA for academic excellence in M.Com (Graduated Batch)
14. Endowment instituted by NIMIT for academic excellence in M.Sc. Computer Science (Graduated Batch)
15. **Rev. Fr. Jose Paul Nellisery Endowment** for academic excellence in B.Com F (Third Year)
16. Endowment instituted by NIMIT for academic excellence in B.Com CA (Third Year)
17. Endowment instituted by NIMIT for academic excellence in B.Com Co (Third Year)
18. **Rev. Dr. Paul Madan Endowment** for academic excellence in B.Sc. CS (Third Year)
19. **Rev. Dr. Paul Kaithottungal Endowment** for academic excellence in BCA (Third Year)
20. **Nellisery Kochu Poulo and Kunjannamma Memorial Endowment** for academic excellence in B.Sc. HM CA (Third Year)
21. Endowment instituted by NIMIT for academic excellence in B.Sc. HM CS (Third Year)
22. **EdasseryPaily and Rosa Memorial Endowment** for academic excellence in BBA (Third Year)
23. Endowment instituted by NIMIT for academic excellence in III BA literature (Third Year)
24. Endowment instituted by NIMIT for academic excellence in M. Com (Final Year)
25. Endowment instituted by NIMIT for academic excellence in M.Sc. (Final Year)
26. Endowment instituted by NIMIT for academic excellence in B.Com F (Second Year)
27. **Elavuthingal Joseph Memorial Endowment** for academic Excellence in B. Com CA (Second Year)
28. Endowment instituted by NIMIT for academic excellence in B.Com Co (Second Year)
29. **KeekkarikkattoorPuthenpurakal Chacko Alexander Memorial Endowment** for academic Excellence in BBA (Second Year)
30. **Dr. K.C. IttiachanPattarumadom Memorial Endowment** for academic excellence in B.Sc. CS (Second Year)
31. **MannancheriMary Sebastian Memorial Endowment** for academic excellence in BCA (Second Year)
32. **Pynadath John and Aleyakutty Memorial Endowment** for academic excellence in B.Sc. HM CA (Second Year)
33. Endowment instituted by NIMIT For academic excellence in B.Sc. HM CS (Second Year)
34. Endowment instituted by NIMIT for academic excellence in BA Literature (Second Year)
35. **Prof. Thomas Varghese Endowment** for academic excellence in B.Com F (A) batch (First Year)
36. Endowment instituted by NIMIT for academic excellence in B.Com F (B) batch (First Year)

37. Endowment instituted by NIMIT for academic excellence in B.Com CA (First Year)
38. Endowment instituted by NIMIT for academic excellence in B.Com Co (First Year)
39. **Manikath Varkey and Annie Memorial Endowment** for academic excellence in B.Sc. CS (First Year)
40. **Ayrookaran Annamkutty Memorial Endowment** for academic excellence in BCA (First Year)
41. **Pallikal Esthapanos and Rosy Memorial Endowment** for academic excellence in B.Sc.HM CA (First Year)
42. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (A) Batch (First Year)
43. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (B) Batch (First Year).
44. **Kaithottungal Joseph Memorial Endowment** for academic excellence in BBA (First Year)
45. Endowment instituted by NIMIT for academic excellence in BA literature (First Year)
46. Endowment instituted by NIMIT for academic excellence in M.Com (First Year)
47. Endowment instituted by NIMIT for academic excellence in M.Sc. (First Year)
48. Endowment instituted by NIMIT for securing 100 % attendance.
49. **Prof. B T Joy Endowment** for the best outgoing student in sports
50. **Mandanath Mathai Francis Memorial Endowment** for the best outgoing student in arts
51. **Vathikulam Paul J Memorial Endowment** for the best social work coordinator
52. Endowment instituted by NIMIT for the best research project and project guide in BCom(Finance)
53. Endowment instituted by NIMIT for the best research project and project guide in BCom(CO)
54. Endowment instituted by NIMIT for the best research project and project guide in BCom(CA)
55. Endowment instituted by NIMIT for the best research project and project guide in BBA
56. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CS
57. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CA
58. Endowment instituted by NIMIT for the best research project and project guide in B,Sc CS
59. Endowment instituted by NIMIT for the best research project and project guide inBCA
60. Endowment instituted by NIMIT for the best research project and project guide inBA.English Literature
61. Endowment instituted by NIMIT for the best book lover student
62. Endowment instituted by NIMIT for the best book lover (Faculty)

ACADEMIC CALENDAR 2020-21

| JUNE | | | | |
|------|-----------|---------|--|---------|
| Date | Day | Class | Activity | Remarks |
| 1 | Monday | | Inauguration of the academic year in virtual mode & Commencement of the online classes. | |
| 2 | Tuesday | | | |
| 3 | Wednesday | | | |
| 4 | Thursday | | Webinar on Time for Nature -Bhoomithra Sena Club | |
| 5 | Friday | | World Environment Day | |
| 6 | Saturday | | | |
| 7 | Sunday | Holiday | | |
| 8 | Monday | | | |
| 9 | Tuesday | | | |
| 10 | Wednesday | | | |
| 11 | Thursday | | | |
| 12 | Friday | | Webinar-Covid -19: An occasion to redefine education | |
| 13 | Saturday | | Patron's Day | |
| 14 | Sunday | Holiday | | |
| 15 | Monday | | | |
| 16 | Tuesday | | | |
| 17 | Wednesday | | Train the Trainer (online training for in-house trainers on Skills for Effective Training) | |
| 18 | Thursday | | | |
| 19 | Friday | | Sacred Heart's Day-Campus Blessing | |
| 20 | Saturday | | | |
| 21 | Sunday | Holiday | International Yoga Day Webinar - Yogic Defence against Covid-19 | |
| 22 | Monday | | | |
| 23 | Tuesday | | | |
| 24 | Wednesday | | | |
| 25 | Thursday | | | |
| 26 | Friday | | International Day against drug abuse & illicit trafficking | |
| 27 | Saturday | | | |
| 28 | Sunday | Holiday | | |
| 29 | Monday | | World Statistics Day | |
| 30 | Tuesday | | World Social Media Day | |

JULY

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|--|---------|
| 1 | Wednesday | | | |
| 2 | Thursday | | | |
| 3 | Friday | | St.Thomas Day | |
| 4 | Saturday | | | |
| 5 | Sunday | Holiday | | |
| 6 | Monday | | | |
| 7 | Tuesday | | | |
| 8 | Wednesday | | | |
| 9 | Thursday | | | |
| 10 | Friday | | | |
| 11 | Saturday | | | |
| 12 | Sunday | Holiday | Malala Day to honour women's and children's rights | |
| 13 | Monday | | Splash -Club Inauguration | |
| 14 | Tuesday | | | |
| 15 | Wednesday | | ED Club Virtual Stock Game Competition | |
| 16 | Thursday | | | |
| 17 | Friday | | | |
| 18 | Saturday | | | |
| 19 | Sunday | Holiday | | |
| 20 | Monday | | | |
| 21 | Tuesday | | | |
| 22 | Wednesday | | | |
| 23 | Thursday | | | |
| 24 | Friday | | ED Club News Letter and Friday Market in Electronic Mode (Monthly) | |
| 25 | Saturday | | Inaugural Ceremony of Women's Club | |
| 26 | Sunday | Holiday | | |
| 27 | Monday | | | |
| 28 | Tuesday | | | |
| 29 | Wednesday | | | |
| 30 | Thursday | | | |
| 31 | Friday | | | |

AUGUST

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|--------------------------------------|---------|
| 1 | Saturday | | | |
| 2 | Sunday | Holiday | | |
| 3 | Monday | | I Internal Examination - III & V Sem | |
| 4 | Tuesday | | I Internal Examination - III & V Sem | |
| 5 | Wednesday | | I Internal Examination - III & V Sem | |
| 6 | Thursday | | I Internal Examination - III & V Sem | |
| 7 | Friday | | I Internal Examination - III & V Sem | |
| 8 | Saturday | | | |
| 9 | Sunday | Holiday | | |
| 10 | Monday | | | |
| 11 | Tuesday | | | |
| 12 | Wednesday | | | |
| 13 | Thursday | | | |
| 14 | Friday | | | |
| 15 | Saturday | | Independence Day – SWARAJ 2020-21 | |
| 16 | Sunday | Holiday | | |
| 17 | Monday | | | |
| 18 | Tuesday | | | |
| 19 | Wednesday | | | |
| 20 | Thursday | | Second Edition of Ideastorme ED Club | |
| 21 | Friday | | | |
| 22 | Saturday | | Avani 2020-21 | |
| 23 | Sunday | Holiday | | |
| 24 | Monday | | | |
| 25 | Tuesday | | | |
| 26 | Wednesday | | | |
| 27 | Thursday | | | |
| 28 | Friday | | | |
| 29 | Saturday | | | |
| 30 | Sunday | Holiday | | |
| 31 | Monday | | | |

SEPTEMBER

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|---|---------|
| 1 | Tuesday | | | |
| 2 | Wednesday | | | |
| 3 | Thursday | | | |
| 4 | Friday | | | |
| 5 | Saturday | | Teacher's Day (Birth Anniversary of Dr. S. Radhakrishnan) | |
| 6 | Sunday | Holiday | | |
| 7 | Monday | | | |
| 8 | Tuesday | | | |
| 9 | Wednesday | | | |
| 10 | Thursday | | | |
| 11 | Friday | | | |
| 12 | Saturday | | | |
| 13 | Sunday | Holiday | | |
| 14 | Monday | | | |
| 15 | Tuesday | | ED Club Talk with Experts | |
| 16 | Wednesday | | | |
| 17 | Thursday | | "Bin to Beauty": Competition on Products from Scrap by Women's Club | |
| 18 | Friday | | | |
| 19 | Saturday | | | |
| 20 | Sunday | Holiday | | |
| 21 | Monday | | | |
| 22 | Tuesday | | | |
| 23 | Wednesday | | | |
| 24 | Thursday | | | |
| 25 | Friday | | | |
| 26 | Saturday | | | |
| 27 | Sunday | Holiday | | |
| 28 | Monday | | | |
| 29 | Tuesday | | | |
| 30 | Wednesday | | | |

OCTOBER

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|---|---------|
| 1 | Thursday | | International Day for the Elderly | |
| 2 | Friday | | Gandhi Jayanthi (Birth Anniversary of Mahatma Gandhi) | |
| 3 | Saturday | | | |
| 4 | Sunday | Holiday | | |
| 5 | Monday | | | |
| 6 | Tuesday | | | |
| 7 | Wednesday | | | |
| 8 | Thursday | | Hands on Training ED Club | |
| 9 | Friday | | | |
| 10 | Saturday | | | |
| 11 | Sunday | Holiday | International Day for Girls | |
| 12 | Monday | | | |
| 13 | Tuesday | | | |
| 14 | Wednesday | | Mehandi Competition: Women's Club | |
| 15 | Thursday | | World Students Day (Birth Anniversary of APJ Abdul Kalam) | |
| 16 | Friday | | World Food Day | |
| 17 | Saturday | | | |
| 18 | Sunday | Holiday | | |
| 19 | Monday | | | |
| 20 | Tuesday | | | |
| 21 | Wednesday | | II Internal Examination - III & V Sem | |
| 22 | Thursday | | II Internal Examination - III & V Sem | |
| 23 | Friday | | | |
| 24 | Saturday | | Mahanavami | |
| 25 | Sunday | Holiday | | |
| 26 | Monday | | Vijayadashami | |
| 27 | Tuesday | | II Internal Examination - III & V Sem | |
| 28 | Wednesday | | II Internal Examination - III & V Sem | |
| 29 | Thursday | | Mila-di-sherif | |
| 30 | Friday | | II Internal Examination - III & V Sem | |
| 31 | Saturday | | II Internal Examination - III & V Sem National Unity Day | |

NOVEMBER

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|---|---------|
| 1 | Sunday | Holiday | | |
| 2 | Monday | | | |
| 3 | Tuesday | | | |
| 4 | Wednesday | | | |
| 5 | Thursday | | | |
| 6 | Friday | | | |
| 7 | Saturday | | | |
| 8 | Sunday | Holiday | | |
| 9 | Monday | | | |
| 10 | Tuesday | | | |
| 11 | Wednesday | | | |
| 12 | Thursday | | | |
| 13 | Friday | | | |
| 14 | Saturday | | | |
| 15 | Sunday | Holiday | | |
| 16 | Monday | | | |
| 17 | Tuesday | | | |
| 18 | Wednesday | | | |
| 19 | Thursday | | Women Entrepreneurship Day Competitions | |
| 20 | Friday | | | |
| 21 | Saturday | | | |
| 22 | Sunday | Holiday | | |
| 23 | Monday | | | |
| 24 | Tuesday | | | |
| 25 | Wednesday | | | |
| 26 | Thursday | | | |
| 27 | Friday | | | |
| 28 | Saturday | | | |
| 29 | Sunday | Holiday | | |
| 30 | Monday | | | |

DECEMBER

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|---|---------|
| 1 | Tuesday | | | |
| 2 | Wednesday | | | |
| 3 | Thursday | | World Day of the Handicapped. | |
| 4 | Friday | | | |
| 5 | Saturday | | | |
| 6 | Sunday | Holiday | | |
| 7 | Monday | | | |
| 8 | Tuesday | | Hands on Training ED Club | |
| 9 | Wednesday | | | |
| 10 | Thursday | | Human Rights Day Study Tour - VI semester BSc CS & BCA | |
| 11 | Friday | | | |
| 12 | Saturday | | | |
| 13 | Sunday | Holiday | | |
| 14 | Monday | | National Energy Conservation Day. (Birth Anniversary of Sardar Patel) | |
| 15 | Tuesday | | | |
| 16 | Wednesday | | Music Club (Carol Competition) | |
| 17 | Thursday | | | |
| 18 | Friday | | | |
| 19 | Saturday | | Nativity-2020 | |
| 20 | Sunday | Holiday | | |
| 21 | Monday | | | |
| 22 | Tuesday | | | |
| 23 | Wednesday | | | |
| 24 | Thursday | | | |
| 25 | Friday | | Chirstmas | |
| 26 | Saturday | | | |
| 27 | Sunday | Holiday | | |
| 28 | Monday | | | |
| 29 | Tuesday | | | |
| 30 | Wednesday | | | |
| 31 | Thursday | | | |

JANUARY

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|--|---------|
| 1 | Friday | | | |
| 2 | Saturday | | | |
| 3 | Sunday | Holiday | | |
| 4 | Monday | | | |
| 5 | Tuesday | | | |
| 6 | Wednesday | | | |
| 7 | Thursday | | | |
| 8 | Friday | | VIVA- Annual Sports Day | |
| 9 | Saturday | | | |
| 10 | Sunday | Holiday | | |
| 11 | Monday | | | |
| 12 | Tuesday | | National Youth Day (Birth Anniversary of Swami Vivekananda) | |
| 13 | Wednesday | | | |
| 14 | Thursday | | | |
| 15 | Friday | | | |
| 16 | Saturday | | | |
| 17 | Sunday | Holiday | | |
| 18 | Monday | | | |
| 19 | Tuesday | | | |
| 20 | Wednesday | | "Trash to Treasure": Vegetable Carving Competition by Women's Club | |
| 21 | Thursday | | | |
| 22 | Friday | | | |
| 23 | Saturday | | | |
| 24 | Sunday | Holiday | | |
| 25 | Monday | | | |
| 26 | Tuesday | | Republic Day | |
| 27 | Wednesday | | | |
| 28 | Thursday | | | |
| 29 | Friday | | | |
| 30 | Saturday | | | |
| 31 | Sunday | Holiday | | |

FEBRUARY

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|--|---------|
| 1 | Monday | | | |
| 2 | Tuesday | | | |
| 3 | Wednesday | | | |
| 4 | Thursday | | | |
| 5 | Friday | | | |
| 6 | Saturday | | | |
| 7 | Sunday | Holiday | | |
| 8 | Monday | | | |
| 9 | Tuesday | | | |
| 10 | Wednesday | | | |
| 11 | Thursday | | | |
| 12 | Friday | | | |
| 13 | Saturday | | Snehasangamam 2020-21(A day for the differently abled) National Women's Day (Birth Anniversary of Sarojini Naidu) | |
| 14 | Sunday | Holiday | Activity | |
| 15 | Monday | | D'zone | |
| 16 | Tuesday | | | |
| 17 | Wednesday | | | |
| 18 | Thursday | | | |
| 19 | Friday | | | |
| 20 | Saturday | | | |
| 21 | Sunday | Holiday | | |
| 22 | Monday | | | |
| 23 | Tuesday | | | |
| 24 | Wednesday | | | |
| 25 | Thursday | | | |
| 26 | Friday | | | |
| 27 | Saturday | | | |
| 28 | Sunday | Holiday | Activity | |

MARCH

| Date | Day | Class | Activity | Remarks |
|------|-----------|---------|---------------------------|---------|
| 1 | Monday | | | |
| 2 | Tuesday | | | |
| 3 | Wednesday | | | |
| 4 | Thursday | | | |
| 5 | Friday | | | |
| 6 | Saturday | | | |
| 7 | Sunday | Holiday | | |
| 8 | Monday | | International Women's Day | |
| 9 | Tuesday | | | |
| 10 | Wednesday | | | |
| 11 | Thursday | | | |
| 12 | Friday | | | |
| 13 | Saturday | | | |
| 14 | Sunday | Holiday | | |
| 15 | Monday | | | |
| 16 | Tuesday | | | |
| 17 | Wednesday | | | |
| 18 | Thursday | | | |
| 19 | Friday | | | |
| 20 | Saturday | | | |
| 21 | Sunday | Holiday | | |
| 22 | Monday | | | |
| 23 | Tuesday | | | |
| 24 | Wednesday | | | |
| 25 | Thursday | | | |
| 26 | Friday | | | |
| 27 | Saturday | | | |
| 28 | Sunday | Holiday | | |
| 29 | Monday | | | |
| 30 | Tuesday | | | |
| 31 | Wednesday | | | |

| APRIL | | | | |
|-------|-----------|---------|----------|---------|
| Date | Day | Class | Activity | Remarks |
| 1 | Thursday | | | |
| 2 | Friday | | | |
| 3 | Saturday | | | |
| 4 | Sunday | Holiday | | |
| 5 | Monday | | | |
| 6 | Tuesday | | | |
| 7 | Wednesday | | | |
| 8 | Thursday | | | |
| 9 | Friday | | | |
| 10 | Saturday | | | |
| 11 | Sunday | Holiday | | |
| 12 | Monday | | | |
| 13 | Tuesday | | | |
| 14 | Wednesday | | | |
| 15 | Thursday | | | |
| 16 | Friday | | | |
| 17 | Saturday | | | |
| 18 | Sunday | Holiday | | |
| 19 | Monday | | | |
| 20 | Tuesday | | | |
| 21 | Wednesday | | | |
| 22 | Thursday | | | |
| 23 | Friday | | | |
| 24 | Saturday | | | |
| 25 | Sunday | Holiday | | |
| 26 | Monday | | | |
| 27 | Tuesday | | | |
| 28 | Wednesday | | | |
| 29 | Thursday | | | |
| 30 | Friday | | | |

| MAY | | | | |
|------|-----------|---------|----------|---------|
| Date | Day | Class | Activity | Remarks |
| 1 | Saturday | | | |
| 2 | Sunday | Holiday | | |
| 3 | Monday | | | |
| 4 | Tuesday | | | |
| 5 | Wednesday | | | |
| 6 | Thursday | | | |
| 7 | Friday | | | |
| 8 | Saturday | | | |
| 9 | Sunday | Holiday | | |
| 10 | Monday | | | |
| 11 | Tuesday | | | |
| 12 | Wednesday | | | |
| 13 | Thursday | | | |
| 14 | Friday | | | |
| 15 | Saturday | | | |
| 16 | Sunday | Holiday | | |
| 17 | Monday | | | |
| 18 | Tuesday | | | |
| 19 | Wednesday | | | |
| 20 | Thursday | | | |
| 21 | Friday | | | |
| 22 | Saturday | | | |
| 23 | Sunday | Holiday | | |
| 24 | Monday | | | |
| 25 | Tuesday | | | |
| 26 | Wednesday | | | |
| 27 | Thursday | | | |
| 28 | Friday | | | |
| 29 | Saturday | | | |
| 30 | Sunday | Holiday | | |
| 31 | Monday | | | |

PRAYER SONGS

1. ജീവകോടിയിൽ നിത്യമായ് മേവും

ജീവകോടിയിൽ നിത്യമായ് മേവും
 ജീവിതാനന്ദ ധർമ്മമേ
 ജീവസാഗര കല്ലോലങ്ങൾതൻ
 ഭാവസുന്ദരഗാനമേ
 ഭാവസുന്ദരഗാനമേ

താരിലും താരമണ്ഡലത്തിലും
 കാശീരൂമ്പിലും പൂവിലും
 ആരനശ്വരജ്യോതിസ്സേകുന്ന
 ആമഹാശക്തിവന്ദനം
 ആമഹാശക്തിവന്ദനം

ബുദ്ധിയും ജ്ഞാനശക്തിയും
 ദൈവഭക്തിയും നല്ല സിദ്ധിയും
 ഒത്തിണങ്ങിയ പാതയിൽ നമ്മ-
 ളൊത്തുചേരാൻ തുണയ്ക്കണേ
 ഒത്തുചേരാൻ തുണയ്ക്കണേ

2. എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ

എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ
 എൻമനസ്സിൽ നീ ശാന്തിയാകേണമെ
 എന്റെ പാദം ഇടറാതിരിക്കുവാൻ
 എന്നുമെന്നിൽ കൃപ ചൊരിയേണമേ (എങ്ങുമെങ്ങും)

പൂവിലുറുന്ന പുഞ്ചിരി നീയല്ലോ
 പുസ്തകം തരും ജ്ഞാനവും നീയല്ലോ
 പുള്ളുമാടവും പൂമണിമേടയും
 തുല്യമായ് തൊഴും ശക്തിയും നീയല്ലോ (എങ്ങുമെങ്ങും)

നല്ല ചിന്തയായ് എന്റെ മനസ്സിലും
 നല്ല ഭാഷയായ് നാവിന്റെ തുമ്പിലും
 നല്ല ചെയ്തിയായ് എന്റെ കരത്തിലും
 നന്മയായ് നീ കടന്നിരിക്കേണമേ. (എങ്ങുമെങ്ങും)

3. ഞങ്ങൾ കരം കുപ്പി നിൽക്കുന്നു മണ്ണിന്റെ

ഞങ്ങൾ കരം കുപ്പി നിൽക്കുന്നു മണ്ണിന്റെ
 പുണ്യമെ നിൻ മുൻപിൽ ആർദ്രമോദം
 പൊന്നുഷസ്സിൻ കർമ്മസാക്ഷികൾ മുനിലായ്
 കൺമിഴിച്ചീടുന്ന പൂക്കൾ പോലെ
 (ഞങ്ങൾ കരം കുപ്പി.....)

ഞങ്ങൾ തന്നുള്ളവും തേജസ്വരൂപാ നിൻ
 പൊന്നിൻ കതിരുകൾ ഏറ്റുണർന്നു
 ആ വെളിച്ചത്തിൽ കുളിച്ചു നിന്നീ ഞങ്ങൾ
 ഈ വിധം പ്രാർത്ഥന ചെയ്തിടുന്നു
 (ഞങ്ങൾ കരം കുപ്പി.....)

വിവേകപൂർണ്ണരായ് ജീവിക്കുവാൻ
 സത്ഗുരു ഭക്തരായ് വിജയം വരിക്കുവാൻ
 ജഗത്പിതാവെ വരം തരേണമെ
 സ്നേഹസേവന നിരതരാകുവാൻ
 (ഞങ്ങൾ കരം കുപ്പി.....)

4. There shall be showers of blessing:

There shall be showers of blessing This is
the promise of love;
There shall be seasons refreshing, Sent from
the saviour above.

Showers of blessing,
Showers of blessing we need; Mercy-drops
round us are falling, But for the showers we
plead.

There shall be showers of blessing;

Send them upon us, O Lord
Grant to us now a refreshing; Come, and now
honour Thy word.

5. Thank You Lord

Thank You Lord
I come before You today
And there's just one thing that I want to say Thank
You Lord
Thank You Lord
For all You've given to me
For all the blessings I can not see Thank
You Lord
Thank You Lord

With a grateful heart
With a song of praise
With an outstretched arm
I will bless Your name
Thank You Lord
I just wanna thank You Lord
Thank You Lord
I just wanna thank You Lord
Thank You Lord

For all You've done in my life
You took my darkness and gave me Your light
Thank You Lord
Thank You Lord
You took my sin and my shame
You took my sickness and healed all my pain
Thank You Lord
Thank You Lord

With a grateful heart
With a song of praise
With an outstretched arm
I will bless Your name
Thank You Lord
I just wanna thank You Lord
Thank You Lord
Thank You Lord
I just wanna thank You Lord
Thank You Lord

6. Light of the World

Light of the world
You stepped down into darkness Opened my
eyes, let me see
Beauty that made this heart adore You Hope of a
life spent with You

Here I am to worship, here I am to bow down Here I am
to say that You're my God
You're altogether lovely, altogether worthy
Altogether wonderful to me

King of all days oh, so highly exalted Glorious
in Heaven above
Humbly You came to the earth You created All for love's sake
became poor

Here I am to worship, here I am to bow down Here I am
to say that You're my God
You're altogether lovely, altogether worthy
Altogether wonderful to me

7. More love, more power

More love, more power More
love, more power More of You in
my life
More love, more power More of You in my life

And I will worship You with all of my heart and I will
worship you with all of my mind I will worship you with
all of my strength For You are my Lord

More love, more power More of
You in my life More love, more
power More of You in my life

And I will worship You with all of my heart I
will worship You with all of my mind
I will worship you with all of my strength For
You are my Lord

More love More love,
more power More of You in my life
More love, more power
More of You in my life

8. In His time, in His time,

In His time, in His time,
He makes all things beautiful, in His time,
Lord, please show me everyday,
As You're teaching me Your way,

That You do just what You say, in Your time In
Your time, in Your time,
You make all things beautiful, in Your time.
Lord, my life to You I bring,
May each song I have to sing,
Be to You a lovely thing, in Your time.

9. What a faithful God have I

Lord, I come before Your throne of grace I
find rest in Your presence
And fullness of joy
In worship and wonder
I behold Your face

Singing, "what a faithful God have I" Chorus
What a faithful God have I What a
faithful God
What a faithful God have I Faithful in
every way

Lord of mercy, You have heard my cry Through
the storm You're the beacon My song in the
night

In the shelter of Your wings Hear my
heart's reply

Singing, "what a faithful God have I"

Lord, all sovereign
Granting peace from heaven
Let me comfort those who suffer With the
comfort You have given I will tell of Your
great love
For as long as I live
Singing, "what a faithful God have I"

10. Our Father who art in Heaven

Hear our prayer
We are Your children
And we've gathered here today, bless me
We're gathered here to pray

Hear our cry
Lord, we need Your mercy
And we need Your grace today, yes, we do
Hear us as we pray

Our Father, who art in Heaven
Hallowed be thy name
Our Father, hear us from Heaven
Forgive our sins we pray

Hear our song
As it rises to Heaven
May Your glory fill the earth
As the waters cover the seas

See our hearts
And remove anything
That is standing in the way
Of coming to You today

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