



**NAIPUNNYA INSTITUTE OF MANAGEMENT
& INFORMATION TECHNOLOGY**

**PONGAM, KORATTY-680308
THRISSUR-DIST, KERALA**

(Affiliated to the University of Calicut)
ISO 9001 - 2015 Certified

**HAND BOOK
2018 - 2019**

(To be carried to the class everyday)



CONTENTS...

No.	Title	Page No.
1.	Personal Memo	5
2.	Courses Offered	6
3.	Pledge & College Anthem	7
4.	Naipunnya Group & Patrons	8
5.	History & Scope	9
6.	Vision, Mission, Quality policy	10
7.	Management & Staff	11
8.	Activities	16
9.	Departments	18
10.	Common Facilities	25
11.	General Rules and Regulations	35
12.	Good Manners & Conduct	39
13.	Attendance and Leave of Absence	40
14.	Residence / Hostel	40
15.	Office Rules / Issue of Certificates	42
16.	Criteria to Appear in Final Examination	42
17.	Study Tours / Excursions / Picnics	43
18.	Prohibition on Political Activity inside the campus	43
19.	Procedure for imposition of punishment	44
20.	Government of Kerala - Higher education Rules and Regulations	45
21.	Grooming Standards & Hygiene	46
22.	Curriculum Computer Science	50
23.	Curriculum Commerce	58
24.	Curriculum Hotel Management	64
25.	Curriculum English Lang. & Lit.	71
26.	Payment of Fees and Refunds	73
27.	NIMIT Scholarships	74
28.	Academic Calendar	77
39.	Prayer & Hymns	90
30.	Time Table	98



PERSONAL MEMO 2018-19

Name of the student :
 Class/Course & Year :
 Admn. no. : Date of Birth :
 Email ID : Blood Group

Father

Mother

Name	:
Designation	:
Home Address	:	
Email ID	:	
Tel : (Home)	:	
Mobile	:	
Office Address	:	

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

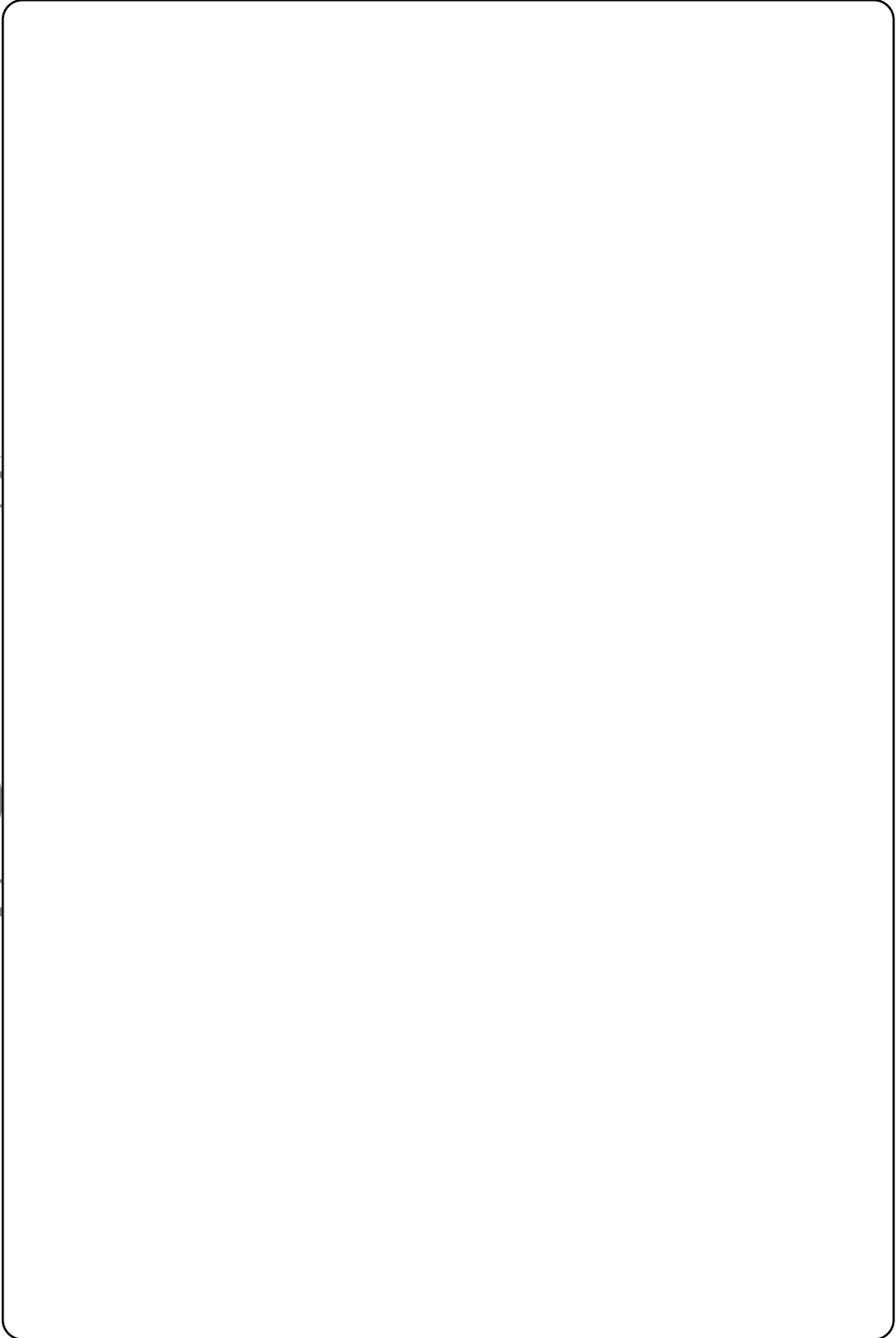
Signature of the student

Specimen Signatures

Mother : Father :

(To be handed over to the class in charge)







PERSONAL MEMO 2018-19

Name of the student :
 Class/Course & Year :
 Admn. no. : Date of Birth :
 Email ID : Blood Group

Father	Mother
---------------	---------------

Name	:
Designation	:
Home Address	:
	:
Email ID	:
Tel : (Home)	:
Mobile	:
Office Address	:
	:

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

MBA

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

Craftsmanship Course in Hotel Housekeeping





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.....)

Naipunnya..... (2)





NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS

(Managed by the Archdiocese of Ernakulam – Angamaly)

PATRONS

His Beatitude Cardinal Mar George Alencherry
His Excellency Bishop Mar Sebastian Adayanthrath
His Excellency Bishop Mar Jose Puthenveetil

- ❖ **Naipunnya Institute of Management & Information Technology (NIMIT), Pongam, Koratty**
(Affiliated to the University of Calicut; Department of Tourism, Govt. of Kerala; NIOS, New Delhi, Approved by AICTE)
- ❖ **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)

College Working Time

Monday - Friday 9.15 a.m- 3.20 p.m *

Office Working hours

Monday -Friday 9.00 a.m - 5.00 p.m Saturday 9.30 a.m - 4.30 p.m

* *Subject to change*



NAIPUNNYA

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

Naipunnya Institute of Management and Information Technology (NIMIT) managed by the Archdiocese of Ernakulam-Angamaly NIMIT 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 29th of August 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 2002, NIMIT was granted the ISO 9001 – 2008 certification for exemplary standards in education and student training. Naipunnya has branched out into different areas of education in the recent years.

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.





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.

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

MOTTO

To reach the unreachable.

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 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.



MANAGEMENT AND STAFF

Rev. Fr. Saje Peter Kannaparamban

Exe. Director/Principal

Rev. Fr. Varghese Assin Thaiparambil

Asst. Exe. Director & Hostel Warden

Rev. Fr. Thomas Valookaran

Asst. Exe. Director

Ms. Emily Ittiachan M.Sc, B.Ed

Vice Principal

Dr. Joy Joseph Puthussery M.Com, PhD, FCMA

Dean of Studies

Mr. Sabu Varghese M.Sc, MBA

Management Representative (ISO)

DEPARTMENT OF HOTEL MANAGEMENT

- | | | |
|-----|---|------------------------------|
| 1. | Mr. Robert Fernandez DHMCT, MA, BEd | HoD |
| 2. | Mr. Wilson P. P. BCom, BHM, MA Tourism | Asso. Prof/Placement Manager |
| 3. | Mr. John Kizhakuden BHM M.Sc HM PGDTM | Asso. Professor |
| 4. | Mr. Abin John M.Sc HM, MBA | Asst. Professor |
| 5. | Mr. Anoop Paul M.Com, MBA, PG Dip-Tourism | Asso. Professor |
| 6. | Mr. Prabhakaran K. G., Diploma in Cookery | Food Pr. Instructor |
| 7. | Mr. Praveen Antony DHMCT | Lab Instructor |
| 8. | Mr. Anand Thomas BHM | Asst. Professor |
| 9. | Ms. Sonia Thomas MHRM, M.Sc., MTM | Asst. Professor |
| 10. | Mr. Mathews Paul BHM | Asst. Professor |
| 11. | Ms. Feby Joseph, DHM | Asst. Professor (Part time) |
| 12. | Ms. Rosemary Joby M.Sc. in Food & Nutrition | Asst. Professor (Part Time) |
| 13. | Mr. A.V. Radhakrishnan (French) | Asst. Professor (Part Time) |

DEPARTMENT OF COMPUTER SCIENCE

- | | | |
|----|--|-----------------------------------|
| 1. | Mr. Jayakrishnan S. M.Sc MCSD.NET MCP. GNIIT | HoD |
| 2. | Ms. Shajitha T.B., M.Sc., M.Ed. | Sr. Co-ordinator, Asso. Professor |
| 3. | Ms. Binju Saju MCA | Asst. Professor |
| 4. | Ms. Sigi Jose, MCA | Asst. Professor |
| 5. | Ms. Bini Rani Jose ME | Asst. Professor |
| 6. | Ms. Nithya Paul MTech | Asst. Professor |
| 7. | Ms. Laiby Thomas MCA | Asst. Professor |
| 8. | Ms. Saritha Devi S MCA | Asst. Professor |





9. Mr. Deepak K. V. MCA Asst. Professor
10. Mr. Livin P. Wilson, MSc. Asst. Professor
11. Mr. Fredy Varghese, MCA Asst. Professor
12. Ms. Neethu Tressa, M.Sc. Asst. Professor
13. Ms. Mable Jose, MCA Asst. Professor

DEPARTMENT OF COMMERCE & MANAGEMENT

1. Dr. Mathew Jose K. M.Com, L.L.B., PhD HoD
2. Ms. Teresa Parackal M.Com Sr. Co-ordinator-UG/Asso Professor
3. Ms. Bindu G. M.Com MPhil DCA PGDTRM Co-ordinator - PG, Asso. Professor
4. Ms. Jeena Antony, M.Com MBA Co-ordinator - BCom F, Asso. Professor
5. Ms. Anitha Mary Alex M.Com B.Ed Co-ordinator - BCom CA, Asso. Professor
6. Ms. Noble Devassy M.Com MBA Co-ordinator - BCom Co-op, Asst. Professor
7. Ms. Kavitha Vincent MBA Co-ordinator - BBA, Asst. Professor
8. Ms. Sona Pappachan MSc. B Ed. Asst. Professor
9. Ms. Rosmi P R M.Com BEd Asst. Professor
10. Ms. Dhanya Sasikumar M.Com Asst. Professor
11. Ms. Merin Joy M.Com Asst. Professor
12. Mr. Anilkumar N. K. M.Com, B Ed Asst. Professor
13. Ms. Lakshmi Priya M. G. MCom, MPhil Asst. Professor
14. Ms. Anjali Thomas, MCom Asst. Professor
15. Ms. Sreelakshmi Rajeev, MCom, NET. Asst. Professor
16. Mr. Arun Krishnan, MCom Asst. Professor
17. Ms. Litty Vincent, M.Com Asst. Professor
18. Ms. Lakshmi Priya M. R. MCom Asst. Professor
19. Mr. Antony George , M.A (Eco), MBA(HR/ Marketing) Asst. Professor
20. Ms. Lakshmi Soman, MCom Asst. Professor
21. Ms. Cenna Peter, MCom Asst. Professor
22. Mr. Dhaneshkumar M, MCom Asst. Professor
23. Mr. Sona Sebastain, MCom Asst. Professor
24. Ms. Mini Joshy, M.Sc Maths Asst. Professor

DEPARTMENT OF LANGUAGES

1. Mr. Philip P. J, MA M Phil HoD
2. Ms. Grace K Benny, MA Sr. Co-ordinator
3. Dr. Savitha S MA PhD (Mal) Asso. Prof (Part time)
4. Ms. Sreekala N. S. M.A. (Hindi) Asso. Prof (Part time)



- | | | |
|-----|--|-------------------------------|
| 5. | Dr. Tessy Poullose M.A, BEd, PhD (Hindi) | Asst. Professor |
| 6. | Ms. Meera Rajeev, M.A, BEd | Asst. Professor |
| 7. | Mr. Anu Rahim M.A, B.Ed | Asst. Professor |
| 8. | Mr. J Sebastian Poonoly M.A, B.Ed. | Asst. Professor |
| 9. | Ms. Seethu Baby, M.A ,B.Ed. | Co-ordinator, Asst. Professor |
| 10. | Ms. Meera C. M., M.A | Asst. Professor |
| 11. | Ms. Rejitha K Ravi, M.A ,BEd. | Asst. Professor |
| 12. | Ms. Ebilin Joy, M.A | Asst. Professor |
| 13. | Mr. Gigy Johnson, M.A | Asst. Professor |
| 14. | Ms. Lekha Willy M., M.A. | Asst. Professor |
| 15. | Rev. Fr. Antony Kallookaran M.A. | Asst. Professor (Part Time) |

LIBRARY

- | | | |
|----|------------------------------|-----------|
| 1. | Ms. Dhanya C.N. B.Sc., MLISc | Librarian |
|----|------------------------------|-----------|

DEPARMENT OF TRAINING AND DEVELOPMENT

- | | | |
|-----|----------------------------------|------------------------|
| 1. | Mr. Sabu Varghese, M.Sc, MBA | Training Manager |
| 2. | Ms. Bini Rani Jose ME | Asst. Training Manager |
| 3. | Ms. Reni V, Kalayil | Student Advisor |
| 4. | Ms. Teresa Parackal, M.Com | |
| 5. | Mr. Abin John, M.Sc. MBA | |
| 6. | Ms. Sonia Thomas, MHRM, MSc.,MTM | |
| 7. | Ms. Seethu Baby M.A. BEd | |
| 8. | Ms. Lekha Willy M., M.A. | |
| 9. | Ms. Kavitha Vincent, MBA | |
| 10. | Ms. Merin Joy, M.Com | |
| 11. | Ms. Binju Saju, MCA | |
| 12. | Ms.Laiby Thomas MCA | |

DEPARTMENT OF IT

- | | | |
|----|-------------------------------|-------------------------|
| 1. | Mr. Shaju P. M., PGDCA, MCA | HoD |
| 2. | Mr. Joseph Sanith, IETE, DNHM | System Administrator |
| 3. | Mr. Towin Mathai MCA | Sr. Project Coordinator |
| 4. | Mr. Antony Jikku, BTEch | Project coordinator |
| 5. | Mr. Prasanth P. N., MCP, DCHN | IT Support |
| 6. | Mr. Joesteffin Sebastian, MCA | IT Support |



MBA DEPARTMENT

1. Dr. Fr. Paul Kaithottungal, MBA, PhD Director MBA
2. Dr. Jacob PM, MBA, PhD HoD
3. Mr. Sabu Varghese, MSc, MBA Training Manager/Asso. Professor
4. Mr. Nijo Varghese, MBA Assistant Professor
5. Mr. Jithin Benedict, MBA Assistant Professor
6. Mr. A Bhuvanes Kumar, B. Tech, MBA Assistant Professor
7. Dr. Ayana Johny MBA, Ph D Assistant Professor
8. Ms. Asha Antony, M.Com, MBA, M Phil Assistant Professor

DEPARTMENT OF PHYSICAL EDUCATION

1. Mr. Sreejith P.A., M.P. Ed, M.Phil.,M.Sc. (Yoga), PGDY HoD
2. Ms. Annamma C.C., NIS, Basketball Advisor
3. Mr. Afrem P.A., K.V.A. Certified Coach Volleyball (Men)
4. Mr. Abdul Majeed, K.V.A. Certified Coach Volleyball (Women)
5. Mr. Kalbeer P.S., KBSA. Certified Coach Shuttle Badminton
6. Mr. Josemon P.T. KNA Certified Coach Netball
7. Mr. Nikhil Asok, Inter University Player Coach- Basketball
8. Mr .Ajay P. Joseph, Inter University Player Coach- Table tennis
9. Mr. Ans Roy Inter University Player Coach- Table tennis
10. Mr. Gireeah A, International Kabaddi Referree Coach - Kabaddi
11. Mr Titus G. Urakkadan, M.P.Ed. Coach- Handball

NON – TEACHING STAFF

1. Mr. Alias A. V. Superintendent
2. Mr. Jimmy Joseph Finance Manager
3. Mr. P.V. Mathachan H R Manager
4. Mr. Shaju P. John PRO
5. Ms. Regi George Accountant
6. Mr. Vincent Asst. Hostel Warden
7. Ms. Lincy Sojan Cafeteria In Charge
8. Mr. Raju Joseph Pallath Maintenance Supervisor
9. Ms. Shoby Jose Store In Charge
10. Ms. Rani Pappachan Asst. Store in charge
11. Ms. Mini P. B. Office Assistant
12. Mr. Jibin George Office Assistant



13.	Ms. Ligi Froster	Office Assistant - NWS
14.	Ms. Jophy Jaison	Office Assistant - NWS
15.	Ms. Vineetha Prince	Office Assistant – NWS
16.	Ms. Leena Jose	Library in Charge - NIMIT
17.	Ms. Philomina Sebastian	Library Assistant/Examinations
18.	Ms. Beena Roy	Receptionist - NIMIT
19.	Ms. Vijit Varghese	Receptionist –NBS
20.	Ms. Mercy Abraham	Office Assistant – NBS
21.	Ms. Ancy Avarachan	Asst. Supervisor
22.	Mr. Nishanth	Electrician
23.	Ms. Daisy Johny	Canteen Staff
24.	Ms. Sulu Mani	Canteen Staff
25.	Ms. Elsy Davis	Canteen Staff
26.	Ms. Daisy Davis	Housekeeper
27.	Ms. Beena Jude	Housekeeper
28.	Ms. Cicily George	Housekeeper
29.	Ms. Lissy Johnson	Housekeeper
30.	Ms. Rosily Peter	Housekeeper
31.	Ms. Nisha Vinu	Housekeeper
32.	Mr. Liju O.V	Driver
33.	Mr. Jose James.V.	Driver
34.	Ms. Lissy Joy	Support Staff
35.	Ms. Lissy Thomas	Support Staff
36.	Ms. Shiny Ambrose	Support Staff
37.	Ms. Kochutheresia T.L	Support Staff
38.	Ms. Shobhana Gopi	Support Staff
39.	Mr. Thankaraj	Support Staff
40.	Ms. Valsa Jose	Support Staff
41.	Mr. Rajan K. Nair	Security
42.	Mr. P.K. Varghese	Security
43.	Ms. Mallika Raju	Garden Staff
44.	Mr. Vinoj V.P	Garden Staff
45.	Ms. Bichu Santhosh	Garden Staff
46.	Ms. Bindu Ajayan	Garden Staff
47.	Mr. Bijoy Kuriakose	Caretaker Pets



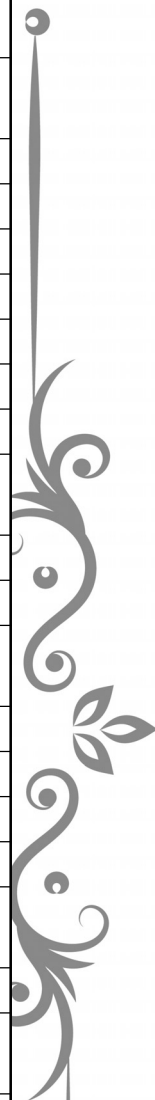


ACTIVITIES 2018-19

Sl. No	Activity	Names
1.	Exams / Time Table	Ms. Emily Ittiachan , Ms. Teresa Parackal, Ms. Neethu Tressa, Ms. Sona Pappachan
2.	General Discipline (Grooming, Language Speaking)	Ms. Emily Ittiachan, Ms. Teresa, Mr. Robert, Ms.Shajitha, Mr. Sebastian
3.	Result Monitoring Team	Ms. Anitha, Mr.Abin, Ms.Bini, Ms.Seethu
4.	Placement Support Team	Mr. Wilson, Ms.Dhanya, Ms.Saritha, Ms. Ebilin
5.	Assembly in Charge	Ms. Siji Jose, Mr.Anu Rahim
6.	Forum in Charge	Mr. John, Ms.Meera Rajeev
7.	Uniform in Charge	Mr. Sebastian, Ms.Bindu
8.	Department Fests	Mr. Sabu Varghese, Dept. Heads
9.	Anti-Ragging Team	Ms. Noble, Ms.Saritha, Mr. Mathews, Mr. Sebastian
10.	Anti-Drug Team	Mr. Abin John, Mr. Livin
11.	Spiritual Activities	Ms. Laiby
12.	Job Fair	Mr. Wilson, Mr. Jithin
13.	D Zone	Ms. Nithya, Ms. Annu, Mr. Fredy Varghese
14.	Hand book	Ms. Seethu Baby, Mr. Joesteffin
	Clubs	Dr. Joy Puthussery
15.	Bhoomithrasena Club	Mr. Wilson, Ms. Ebilin
16.	English Club	Ms. Lekha Willy
17.	Entrepreneurship Club	Mr. Antony George
18.	IT Club	Mr. Livin
19.	Dance Club	Ms. Sona Sebastian
20.	Arts Club	Ms. Kavitha
21.	Sports Club	Ms. Noble
22.	Music Club	Ms. Jeena
23.	Film Club	Mr. Shaju P M
24.	Tourism Club	Mr. Praveen
25.	Programme Monitoring Team	Mr. Sabu Varghese, Ms. Bini



26.	Nidarsana	Ms. Laiby, Ms.Lakshmipriya M G
27.	Expressions	Ms. Sonia, Ms. Anjali, Ms. Lakshmipriya M R
28.	Freshers' Day	Dept. Heads
29.	Splash	Mr. Mathews, Ms.Merin
30.	Swaraj	Mr. Arunkumar, Ms. Neethu Tressa
31.	Avani	Ms. Nithya, Ms.Rosmi
32.	Vismaya	Ms. C.M Meera, Ms. Binju
33.	Viva	Mr. Sreejith , Mr. Deepak
34.	Nativity	Ms. Litty, Ms. Cenna Peter
35.	Snehasangamam	Ms. Dhanya S, Ms. Lakshmi Soman, Mr. Antony Jikku
36.	College Day	Dr. Jacob P.M.
37.	Farewell	All second year Class in charges
38.	Chronicler/College Magazine	Mr. Anu Rahim, Dr. Savitha, Ms. Rejitha
39.	Elixir	Ms. Grace, Ms.Gigy
40.	Sameeksha	Ms.Tessy, Ms. Sreekala
41.	World Food Day	Mr. Prabhakaran
42.	SWAS/Social Service	Ms. Reni, Mr. Dhanesh Kumar
43.	Ananya /Women's cell	Ms. Reni, Ms. Sreelakshmi, Ms. Mini Joshy
44.	Festal/Birthday Celebrations	Ms.Shajitha, Ms.Ria
45.	Staff Tour	Mr. Shaju P.M, Ms. Binju, Mr. Arun Krishnan
46.	Faculty Rep. to College Union Activities	Mr. Deepak, Mr. Anil Kumar
47.	PTWA	Mr. Anil Kumar
48.	NAAC Accreditation	Ms. Anitha Mary, Mr. Sebastian, Ms. Binju, Ms. Sonia, Mr. Nijo Varghese, Mr. Sreejith
49.	Staff Council Representative	Mr. Abin John
50.	Staff Secretary	Ms. Sona Pappachan
51.	Staff Treasurer	Mr. Arun





DEPARTMENTS

1. 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 Craftsmanship course in Catering Management (NIOS, Govt. of India)
- ❖ One Year Craftsmanship 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.



2. 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 skill set to solve real world problems. This amplifies their potential for life long 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

FACILITIES

Computer Labs

Naipunnya maintains four modern Computer labs with the latest software.

Electronics Labs

The department has a well-equipped electronics lab. The students are given practical training in the lab.

Digital & Microprocessor Lab

The digital & Microprocessor lab is furnished with modern equipment.

Hardware & Network Lab

To familiarize students with hardware components and network protocols.

Internet Lab / Library

Full-fledged internet lab with Wi-Fi connectivity.





3. 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:

- ❖ Capital Market
- ❖ Diploma in International Finance and Accounts
- ❖ Logistics and supply Chain Management
- ❖ Digital Marketing

The department of Commerce has a vibrant learning community which is provided access to holistic opportunities to prepare them for the present and the future. Extra-Curricular activities and fests are great platforms to showcase one's leadership and organization skills. Students are provided with opportunities to showcase their capacity of leadership and organizational skills. Students are also motivated to take part in inter-collegiate competitions. 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
- ❖ Panel Discussions and Corporate Interface Events
- ❖ Out-bound Programme for PG / Industrial Visit For UG
- ❖ Management Fest
- ❖ Community Services
- ❖ Orientations and Career Guidance



4. 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 focusses 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.





5. DEPARTMENT OF TRAINING & DEVELOPMENT

Development of Soft Skills

The Skill Enrichment Programme (SEP) aims at the overall development of students. Through executive grooming, students are provided with soft skills which will enable them to face their lives more confidently. This will enable them to realise their potential and succeed in life. We train our students providing them with communication and presentation skills.

The Training and Development Department uses the sophisticated facilities of the Institution: Language Lab, Audio –visual room and the Computer Lab. The training period extends from July to January of the academic year.

Each student will receive approximately 15 hours of training per semester.

The following activities are also planned to be conducted by the department.

- ❖ Monthly intra-college competition.
- ❖ A minimum of two inter collegiate quiz competitions
- ❖ Weekly Faculty Enrichment Programme for the members of the faculty
- ❖ Annual inter departmental quiz competition for faculties
- ❖ Career guidance to students.

The students will have the privilege of meeting prominent personalities in various areas of expertise and have an opportunity to listen to their lectures on the latest trends in the society and industry.

Counselling

A qualified counsellor will provide the students with guidance and counselling, whenever they need help and encouragement.

Placement Cell

Naipunnya assures placement both within the country and abroad, for the deserving students. It offers Industrial Exposure Training (IET) in premium hotels in India and overseas. The cell also takes initiative for the industrial visit of students.



6. DEPARTMENT OF PHYSICAL EDUCATION

Physical education is an educational process that has its aim, 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 Netball men and women players
- ❖ Sports kit for Korfbal 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. Handball Court
5. Netball Court
6. Tug of War Area

Multipurpose Indoor Stadium

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

Multipurpose Auditorium

1. Badminton Court
2. Yoga Center
3. Chess Club
4. Carroms 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)





7. IT DEPARTMENT

The department configures and implements utility and management software for campus computing services. Installation and maintenance of operating systems and application software for campus computing server platforms also forms a major objective of the department. Moreover, it oversees the network connected user workstations by providing diagnostic assistance with problem resolution. In addition, it also manages the design and maintenance of the LAN & WAN (including internet access) networking equipment.

Wireless access to the internet is available in the campus in a limited number of public and classroom areas. Once configured, you will be able to connect to the internet to surf the web while you are in the campus.

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.

Students can access the lab from 8.45am to 5pm on all working days.



COMMON FACILITIES

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 9 a.m. to 5 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 members** 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.

3. Issue of CD/ DVDs

CD/DVDs shall be issued to the staff and students for a period of 5 days and 2 days respectively. All the rules regarding imposing penalty are applicable in case of CDs also.

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.

LANGUAGE LAB

The language lab is well arranged, each with an audio system, microphones and headphones. Teacher-student interaction is made effective through the teacher console. Students can avail of the facilities to improve their communication skills.





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. Students can also buy necessary stationary items from the Kiosk.

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.

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.

ETHICS COMMITTEE

Under the supervision of the Principal and HODs, the College has an Ethics Committee, dealing with the behavioural problems of the students.

CLUBS

Different clubs function in the campus to bolster the different talents of the students with the support of the faculty members.

HOUSES AND CELEBRATIONS

Students are divided into four groups / houses. Its aim is to promote healthy competitions and to instill team spirit and camaraderie among students.

Class-wise, house-wise, and inter-departmental competitions are held.

MY GOAL!

(PLAN FOR IT!!)

Studies, career or life – you must have a clear cut idea of what you want to learn, gain and achieve. You must set a goal for this. Learn how to set goals.

What do you want to become in life? This is a question that you often hear people asking you. And do you really have an answer to this? If you do have one, you are on the right track. But if you don't, start thinking about what you want to do in your life. Analyze your strengths, examine your resources, gear up your skills and then plan for your future. You now have a 'goal'. Most important is the attitude you have to achieve your goal/s. Do not be discouraged by failures, ever!

**IT'S A DREAM UNTIL YOU
WRITE IT DOWN
AND THEN IT'S A GOAL!**



AT THE CROSS ROADS!!!

A man was traveling and stopped at an intersection. He asked an elderly man, "Where does this road take me?" The elderly person asked, "Where do you want to go?" The man replied, "I don't know." The elderly person said, "Then take any road. What difference does it make?"

How true? When we don't know where we are going, any road will take us there.

Begin with the End in Mind!



Mahatma Gandhi



Walt Disney



Thomas Edison

What was their Vision?

What motivated them?

How did they plan?

What strategies did they use?

What was their determination?

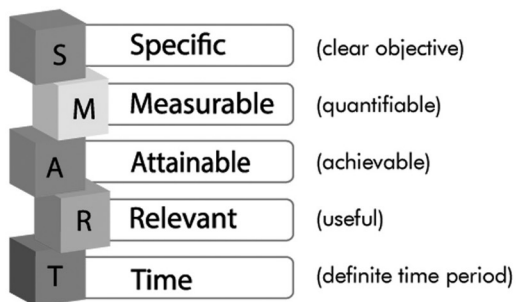
Learn these.



In Pursuit of Happiness (2006)

A story of a struggling salesman taking custody of his son as he's poised to begin a life-changing professional endeavor. Watch the way he stays focused on what he wants to achieve.

A goal is smart when S M A R T stand for...



"IF YOU REFUSE TO ACCEPT ANYTHING BUT THE BEST OUT OF LIFE, YOU VERY OFTEN GET IT."
 - SOMERSET MAUGHAM

State what features of SMART satisfy each of the goals.

Goal	Specific	Measurable	Attainable	Realistic	Time-bound
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
I want to earn 50 Crores from my first job.					
I want to become a teacher after my post graduation.					
I want to get married to an understanding person.					
I want to become the Prime Minister of UK.					
I want to travel to many places.					



Where are you....at this moment?

State yes / no for the following:

1. I am ambitious in my goals. Y/N
2. The fear of failure stops me. Y/N
3. I like challenging goals. Y/N
4. I actively work towards my goal. Y/N
5. I tend to give up easily. Y/N
6. I have little control over my emotions. Y/N
7. My strengths are needed for my goal. Y/N

Note: If your answer is 'yes' for 7,4,3 and 1 and 'no' for the rest of them, then you are geared towards your goal/s.

SET GOAL - MAKE PLAN - GET TO WORK - STICK TO IT - REACH GOAL

Web Resources:

https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator

(A hilarious and insightful talk by Tim Urban in which he urges you to think about planning and doing it now before you run out of time.)

https://www.ted.com/talks/diana_nyad_never_ever_give_up

(Diana Nyad narrates how she kept on swimming and how she finally achieved her lifetime goal as an athlete: an extreme 100-mile swim from Cuba to Florida — at age 64.)

<https://www.youtube.com/watch?v=A0Gb2fvjKY0>

(Learn from animals- never to give up)

TIME MANAGEMENT

(PLAN YOUR TIME, PLAN YOUR LIFE)

Hello friends, how often do you hear yourself saying you don't have enough time? Do you wish you should have more time for your studies; for your favourite sport; for preparation for competitive exams? You can have time for all these things if you plan your time. Learn to manage your time by following the tips and advice given.



TIME AND TIDE WAIT FOR NONE

Anthony was a very lazy boy and always used to postpone things. One day his father tried to make him understand the value of time. He said one should always do things on time. Anthony promised his father that he would never postpone things.

One day, he came to know about the first prize he got in a singing competition held last month. He was asked to collect the prize the same day. He didn't care and went to collect the prize the next day. But the prize became useless for him, as it was a ticket to a circus show, which was held the previous day.

Anthony learnt a lesson from this incident.

Can you guess the lesson Anthony learnt at the end?

Give importance to the things that really matter.

Assess how good you are at Time Management.

- You plan how many hours you will need to study a week.
- You meet assignment deadlines.
- You write a daily "to do" list.
- You prevent social activities from interfering with your study time.
- You take your studies as your responsibility
- You set specific goals for each project

Each 'YES' - 1 mark; NO - 0 marks.

If your score is 4-6 you are a good time manager; between 2-3 it's OK but not upto the mark. If it is less than 2 - You need to change many aspects.



"Until we can manage time, we can manage nothing"

- Peter .Drucker



"Life and time are the world's best teachers. Life teaches us to make good use of time and time teaches us the value of life"

- APJ Abdul Kalam



Time Management
(2009)

You can watch this on
www.imdb.com/title/tt1565439/

Learn to prioritize your work.

Observe the box and prioritize your daily activities under four heads as given below:

1 IMPORTANT & URGENT	2 IMPORTANT BUT NOT URGENT
3 NOT IMPORTANT BUT URGENT	4 NOT IMPORTANT AND NOT URGENT

Place each activity given below as per the Box provided above:

Idling/ skill development/ watching TV/preparing for exams/ chatting/dealing with others' requests/ relationship building/ medical emergency/ writing an article/reading gossip sites.

Practice these for Effective Time Management

- Avoid postponement
- Organize work place and home
- Say "NO" wherever needed- firmly but politely
- Develop "NO DISTURBANCE TIME ZONE"
- Use waiting time usefully
- Prepare a "To do" list
- Prioritize
- Replace useless activities with productive activities
- Break big tasks into smaller chunks
- Find your most productive time

Web Resources:

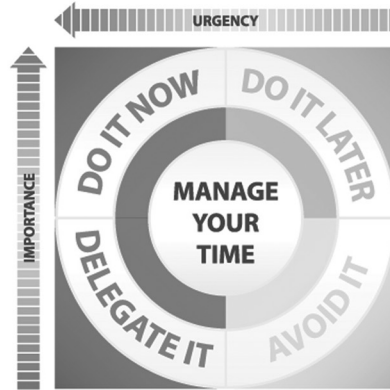
<http://www.slideshare.net/shukla1986/time-management-ppt-7871087>
(ppt on Time Management)

<https://www.youtube.com/watch?v=VUk6LXRZMMk>
(How to manage your time better)

https://www.youtube.com/watch?v=V7Ymh7j_cn0
(The Great Time Management Secret – movie trailer)

<http://www.slideshare.net/ubatool3/time-management-ppt-15402539>
(Keep Smiling)

Learn the Skill of Time Management:



- To reduce stress and function effectively
- To increase your work output
- To have more control on your activities

With the help of activities given on the left, identify your own time wasters and replace them with useful activities.

Eg:	Watching TV	Reading a book
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____



“The key is not spending time but in investing it”

- Stephen R. Covey

(American author – the 7 habits of highly effective people)

DON'T CONFORM!

(BE YOURSELF, THINK FOR YOURSELF)

You are influenced by peers/friends who mould your personality either into a better or bad one. Monitor such pressure from peers.

Hi friends!!

How many of you have accepted your friends' proposal to go to a movie even when you have an exam the next day? How many of you insisted on your parents' buying you high-end mobiles as your peers carry them? How many of you got attracted to compulsive habits like smoking as you wanted to conform to your group of friends? Have you ever realized why do you do so? Yes, to belong to the group. But there are both advantages and disadvantages in such a behavior of conformity. Setting good goals and developing good character are the positive side. However you also feel the pressure and tend to pick negative traits too.

PRESSURIZED!!

Sagar has completed his graduation in Business Management. He is from a small town with aspirations to do his Masters in Management from a reputed business school. However he wants to work and plan for his further studies. So he has got hold of a good job and joined classes for his admission test. Initially it went well as per his plans. As time progressed he became good friends with colleagues at office. His new friends always enjoy outings after work in the evening. Though he avoided them initially, the constant pleading of his friends made him yield to the pressure. He started missing classes frequently. Naturally Sagar's preparation for the admission test was not up to the level he planned. He wrote the exam on the scheduled date. The results were announced. Sagar stood no chance of admission for that year. He realized that he lost one valuable year.

Negative pressure from peers is never direct but is subtle. So observe and care for your life.

Watch this video which shows that peer pressure can be positive too.

<http://www.values.com/inspirational-stories-tv-spots/115-peer-pressure>



(source: www.buzzle.com)

"I am not a product of my circumstances. I am a product of my decisions."

STEPHEN COVEY

Assess your awareness of Positive and Negative peer pressure by marking P/N against each situation

1. Malati is smart and studies very hard. Her friends do not like to study further. Malati too doesn't want to go for higher education. (P/N)
2. Raju takes care of younger siblings. He loves to help his mom. His friends force him to "hang out" with them. (P/N)
3. Sangeetha doesn't plan her studies. But her hostel mates make her schedule her preparation along with them. (P/N)
4. Raghu's friends force him to go for jogging along with them every day morning. (P/N)
5. Anil knows the difference between right and wrong. When his friends encourage him to make fun of a girl, he does it. (P/N)

SAY 'NO' TO NEGATIVE PEER PRESSURE!



Web Resources:

<http://youtu.be/ZA09vyY76g8>
(Confessions of peer pressure and anecdotes of overcoming)

<http://m.wikihow.com/Deal-With-Peer-Pressure>.
(Tips and strategies to handle peer pressure)

<http://youtu.be/ye1Fyl88aA4>
(Positive Peer Pressure in schools / TEdxTeachers College)

Summary

Consequences of Negative Peer Pressure:

- Losing sight of one's goals
- Spending money lavishly
- Getting addicted to alcohol/ drugs
- Becoming lazy
- Losing personal values
- Becoming depressed and stressed

Qualities of Positive Peer Pressure:

- Respecting others
- Working hard
- Participating in sports and clubs
- Making healthy decisions
- Achieving good grades
- Volunteering in the community
- Learning leadership skills.

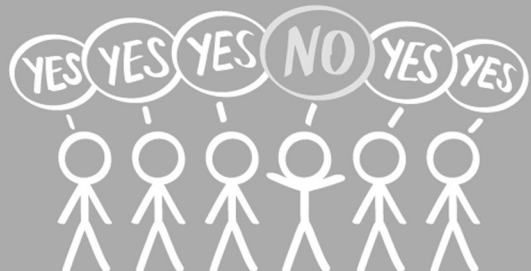
Skills necessary in dealing with Peer Pressure

- Self-Awareness
- Coping with Stress and Emotions
- Decision-Making
- Problem-Solving
- Interpersonal-Relationships

IDENTIFY POSITIVE AND NEGATIVE PRESSURES FROM PEERS AND PLAN TO OVERCOME NEGATIVE PEER PRESSURE IN DIFFERENT WAYS.

Peer Pressure!

"Come-on,
everyone's doing it."



YES, I CAN!

(THINK POSITIVE)

As human beings we face problems in life. If we try to runaway in fear, we cannot reach our goal. We should be positive. This lesson talks about 'positive attitude'.

You must have heard about the achievements of A.P.J. Abdul Kalaam, Steve Jobs, Narayana Murthy of Infosys and many such other great people. They have not become great overnight. They too faced problems in their lives. But they could face all problems boldly and mould their lives in a positive way only through their attitude.

"IF YOU WANT TO BE THE RAINBOW, YOU MUST KNOW HOW TO PUT UP WITH RAIN."

(source: www.goodreads.com)

ATTITUDE IS EVERYTHING!

Two seeds lay side by side in the fertile spring soil. The first seed said, "I want to grow. I want to send my roots deep into the soil under me, and send my sprouts through the earth's layer above me. I want to open my tender buds to announce the arrival of spring. I want to feel the warmth of the sun on my face and the blessing of the morning dew on my petals." And so she grew. The second seed said, "I am afraid. If I send my roots into the ground below, I don't know what I will face in the dark. If I push my way through the hard soil above me I may damage my delicate sprouts. If I open my little buds a snail may eat them. If I open my blossoms, a small child may pull me from the ground. No. It is better for me to wait until it is safe." She waited and waited. A yard hen scratching around in the early spring for food found the waiting seed and promptly ate it.

(Source Book: Condensed Chicken Soup for The Soul, by Jack Canfield, Mark Victor Hansen & Patty Hansen)

**DON'T
THINK ABOUT
WHAT MIGHT
GO
WRONG
THINK ABOUT
WHAT
COULD GO
RIGHT**

KNOW ABOUT THESE PEOPLE:



Choose an answer to assess your attitude:

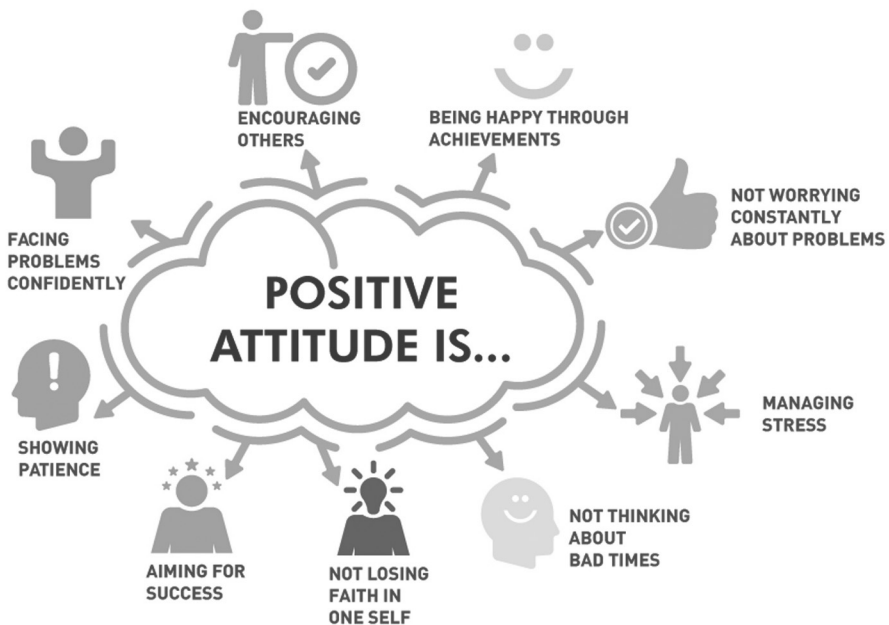
1. You have an interview tomorrow.
 - a. You attend a haircut, get ready with your dress and certificates.
 - b. You watch a movie, get up late in the morning and search for things.
2. Your father is upset with some problem. He needs your help but scolds you.
 - a. You go away from house.
 - b. You stay with him and give him confidence.
3. You asked your father for a new mobile. Your father does not have money.
 - a. You wait for time.
 - b. You make a row in the house.

If your answers are a, b, and a, you have a great positive attitude.

All great leaders achieved success only through POSITIVE ATTITUDE!

“You cannot climb uphill, thinking downhill thoughts!”

(source: www.quotesgram.com)



"IF YOU CAN DREAM IT, YOU CAN DO IT!"

- WALT DISNEY

(source: www.pinterest.com)

Web Resources:

- https://www.youtube.com/watch?v=1O9EUzfg_zQ
(How to Achieve Success and Happiness?)
- <https://www.youtube.com/watch?v=zXfUoZzCNOw>
(Positive Affirmations for Well Being)
- <https://www.youtube.com/watch?v=cR75B7CVuZA>
(What is Attitude?)



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 behaviour towards the staff, non complinace 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 behaviour in the class, unruly behaviour, 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.
 - i) Involvement in violence, manhandling or harassing fellow students.
 - j) Disturbing the functions in the auditorium by shouting, howling or dancing.
 - k) Resorting to any kind of malpractice in the examinations.
 - l) Collecting money from staff or students without the permission of the Principal.
 - m) Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
 - n) Scribbling offensive, abusive or obscene words or figures on black boards or any kind of writing on the walls or other places in the college or the college campus
 - o) 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 on 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 class rooms
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 phone , 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 is 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 the records of the vehicles entering the campus and register the details in the gate register.
29. No student shall leave the campus during the working hours without permission of 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 modelling, 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 misbehaviour the Principal may impose such punishment as fines, forfeiture of educational concession and scholarship, suspension and expulsion.
34. The Principal or other duly constituted college or hostel authorities may frame and issue from time to time disciplinary rules of permanent or temporary character regulating the conduct of students within and outside the college and the Hostel Premises with a view to maintaining the discipline and peaceful atmosphere of the hostel.
35. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and door-ways. 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 destruct or cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property Act 1984.



37. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
 38. 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.
 39. 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 for 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.
 40. Outsiders including police and media shall not enter the campus without the permission of Principal.
 41. 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.
 42. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
 43. 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.
 44. 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 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 should 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 note books 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 behaviour, dress, hair style etc.
7. No Student shall enter another class room without prior permission.
8. No Student is allowed to remain in the campus after 5.30 p.m. unless authorised

ATTENDANCE AND LEAVE OF ABSENCE

1. The College works from 9.15 a.m. to 5.00 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 a yearly basis and the mess fess 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/readmission, without assigning any reason.
5. Parent/Guardian should be present at the time of admission/readmission.
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 5.30pm after their classes.
10. Use of mobile phone is strictly controlled in the hostel are directed not to use mobile phone during the stipulated hours
11. Hostellers will not have the choice to select their room and room mates. The room and room mates will be changed and shuffled after each semester.
12. It is the responsibility of the Hostellers to ensure that the room 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. Readmission 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, 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 CERTIFICATE

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

1. The original documents submitted at the time of admission will be retained in the College Office till the end of the course. The students are not expected to request for the return of the same during the course of study. However for genuine purposes, the same can be taken back for a specified period with the permission of the Principal. The application for any certificate/document has to be submitted sufficiently in advance duly recommended by the concerned HoD. Ordinarily a notice of 24 hours is necessary for issue of certificates. The students are expected to keep with them sufficient number of photocopies of the certificates before they submit the same at the office.
2. 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.
3. 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.
4. S.S.L.C. book, Mark list or other qualifying certificates have to be claimed at least within a year after leaving the college. The college office cannot be held responsible for any damage or loss to the certificates left unclaimed by the student.

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

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 teachers 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 dtd 05/04/2014)

1. Prohibition on Political Activity inside the campus

- (a) No student of a college shall get involved in any political activity by himself or abet 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.
- (b) 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.

- (c) 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.
- (d) 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.

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 I and II Years (Boys)

- ❖ **Dept. of Computer Science** –Biscuit Brown pants with half sleeve cream shirt tucked in, laced black shoes and black belt. (College Issue)
- ❖ **Dept. of Commerce** – Dark Blackish brown pants/Denim blue pants with half sleeve light grey shirt tucked in, laced black shoes, Black Tie (I year)Red Tie (II year) and black belt. (College Issue).
- ❖ **Dept. of Hotel Management** - Black pants with full sleeve white shirt tucked in, laced black shoes and black belt. (College Issue)

College Uniform I and II Years (Girls)

- ❖ **Dept. of Computer Science** – Biscuit Brown pants with three-fourth sleeve cream shirt tucked in, biscuit brown waist coat and black half shoes. (College Issue)
- ❖ **Dept. of Commerce** – Dark Blackish brown pants/Denim blue pants with three-fourth sleeve light grey shirt/light sky blue shirt tucked in, dark Blackish brown waist coat and black half shoes. (College Issue)
- ❖ **Dept. of Hotel Management** - Black pants with three-fourth sleeve white shirt tucked in, scarf, Black waist coat and black half shoes. (College Issue)

College Uniform III Years (Boys)

- ❖ **Dept. of Computer Science** – Bluish grey blazer, long tie, Bluish grey pants with full sleeve light blue shirt tucked in, laced black shoes and black belt. (College Issue)
- ❖ **Dept. of Commerce** – Dark brown blazer, long tie, dark brown pants with full sleeve cream shirt tucked in, laced black shoes and black belt. (College Issue).
- ❖ **Dept. of Hotel Management**– Black blazer, long tie, black pants with full sleeve white shirt tucked in, laced black shoes and black belt. (College Issue)



College Uniform III Years (Girls)

- ❖ **Dept. of Computer Science** – Bluish grey blazer, scarf. Bluish greypants with full sleeve light blueshirt tucked in and black half shoes (College Issue). Dark grey waist coat to be worn on alternate days.
- ❖ **Dept. of Commerce** – Dark brown blazer, scarf, dark brown pants with full sleeve cream shirt tucked in and black half shoes (College Issue). Dark brown waist coat to be worn on alternate days.
- ❖ **Dept. of Hotel Management** – Black blazer, scarf, black pants with full sleeve light white shirt tucked in and black half shoes (College Issue).

College Uniform PG Students

- ❖ **Uniform as prescribed by the respective departments.**

Practical Uniform (Dept. of Hotel Management)

- ❖ Students of this department should wear their practical uniforms 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 tool kit

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.



“CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDER GRADUATE CURRICULUM 2014” (CUCBCSSUG 2014). EFFECTIVE FROM THE 2014 BATCH ADMISSIONS

Title of the Programme

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (B.Sc).

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 Marks	Title	Hours	Internal	External	Total
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- Problem Solving Using C	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 Marks	Title	Hours	Internal	External	Total
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 Structures Using C++	3	20	80	100
Core	BCS2B03 - Programming LaboratoryI Lab Exam of Ist 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	BCS4B06-Fundamentals of Database Management System and RDBMS	7	4	20	80	100
Core	BCS4B07 - Programming Laboratory II: 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	BCS5B08 - Computer Organization and Architecture	5	4	20	80	100
Core	BCS5B09 - Java Programming	6	4	20	80	100
Core	BCS5B10 -Web Programming Using PHP	6	4	20	80	100
Core	BCS5B11 - 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	BCS6B12 - Android Programming	5	4	20	80	100
Core	BCS6B13 - Fundamentals of Operating Systems	5	4	20	80	100
Core	BCS6B14 - Computer Networks	5	4	20	80	100
Core	BCS6B15 -Programming Laboratory III: Java & PHP Programming		2	20	80	100
Core	BCS6B16 - Programming Laboratory IV: Android & Linux shell Programming	4	2	20	80	100
Core	BCS6B17 - Elective Course	4	3	20	80	100
Core	BCS6B18 - Project Work	2	3	30	120	150
	Total	25	22	130	600	750

Title of the Programme

BACHELOR OF COMPUTER APPLICATION (BCA).

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

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

The course of study leading to the award of BCA 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
Core	BCA1C01-Mathematical Foundation of Computer Applications	4	3	20	80	100
Core	BCA1C02-Mathematical Foundation of Computer Applications	4	3	20	80	100
Total		25	20			600

Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	A03 - Common English Course III	5	4	20	80	100
Common	A04 - Common English Course IV	4	3	20	80	100
Common	A09 - Additional Language Course II	4	4	20	80	100
Core	BCA2B02 - Promlem Solving Using C	4	3	20	80	100
Core	BCA2C03 - Programming Laboratory I Lab Exam of Ist&IInd Sem. HTML & Programming in C	0	3	20	80	100
Comp.	BCA2C03 - Financial & Management Accounting	4	3	20	80	100
Compl.	BCA2C04 - Operations 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 Methods	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 - Data Base Management System andRDBMS	7	4	20	80	100
Core	BCA4B06 - Programming Laboratory II Lab Exam of 3rd&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 Organization and Architecture	5	4	20	80	100
Core	BCA5B09 - Web Programming Using PHP	6	4	20	80	100
Core	BCA5B10 - Principles of Software Engineering	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 Marks
Core	BCA6B11 - Android Programming	5	4	20	80	100
Core	BCA6B12 - Operating Systems	5	4	20	80	100
Core	BCA6B13 -Computer Network	5	4	20	80	100
Core	BCA6B16 -Programming Laboratory-III : Java & Web Programming	0	2	20	80	100
Core	BCA6B17 - Programming Lab IV: Lab Exam of Android & Linux shell Programming	4	2	10	40	100
Core	BCA6E18 - Project and Viva Voce	2	3	20	80	150
Core	BCA B617X - Elective	4	3	20	120	100
Total		25	18	110	440	750

EVALUATION AND GRADING FOR CUCBCSSUG 2014

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

Internal Assessment : 20% Weight	External Evaluation : 80% Weight
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Components with percentage of marks of Internal Evaluation:-

Theory Courses	Marks	Practical Courses	Marks
Attendance	25%	Attendance	29%
Assignment/Seminar/Viva	25%	Test Paper	50%
Test paper	50%	Lab Involvement	29%

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

Components with percentage of marks for Project Evaluation:-

Internal (20% of total)		External (80% of Total)		
Components	Marks	Components	Marks	
Punctuality	4	Relevance of the Topic, Statement of Objectives, Methodology, (Reference/Bibliography)	16	
Use of Data	4	Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	24	
Scheme/Organization of Report	6	Project cum Programme Viva Voce	40	
Viva-Voce	6			
Total	20		80	

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College Identity card

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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:

Sum of the credit points of all courses in a semester

SGPA = -

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.

Total credit points obtained in six semesters

CGPA = -

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

COURSE EVALUATION

The evaluation scheme for each course shall contain two parts: (a) internal evaluation and (b) external evaluation. 25% weight shall be given to internal evaluation and the remaining 75% to external evaluation. Therefore the ratio of weight between internal and external is 1:3. 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 at 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
Rough record for each experiment	1
Performance in the laboratory - coding, results	1
Fair Record	1
Regularity	1
End-semester test	1
Total	5

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

MASTER OF SCIENCE COMPUTER SCIENCE

PROGRAMME STRUCTURE

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

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	CSS1P06	Practical I	4	25	75	100		4	4
		Total	24				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	1	4
2.2	CSS2C02	Operating System Concepts	4	25	75	100	3	1	4
2.3	CSS2C03	Computer Networks	4	25	75	100	4		4
2.4	CSS2C04	Computational Intelligence	4	25	75	100	4		4
2.5c	CSS2E05c	Web Technology(Elective 1)	4	25	75	100	4		4
2.6	CSS2P06	Practical II	4	25	75	100		4	4
2.7	CSS2P07*	Term Paper	1	100		100		1	1
		Total	25				18	7	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	4	1	5
3.2	CSS3C02	Principles of Compilers	4	25	75	100	4		4
3.3	CSS3C03	Object Oriented Programming Concepts	4	25	75	100	4		4
3.4c	CSS3E04c	Cryptography and Network Security(Elective II)	4	25	75	100	4		4
3.5c	CSS3E05c	System Security(Elective III)	4	25	75	100	4		4
3.6	CSS3P06	Practical III	4	25	75	100		4	4
		Total	24				20	5	25

Semester IV

No	Course Code	Course Name	Credit						
				I	E	T	L	P	T
4.1f	CSS4E01f	Advanced Java Programming	4	100		100	4	1	5
4.2	CSS4C01*	Principles of Software Engineering	2	100		100	2		2
4.2	CSS4C02	Project Work (Duration of the Project = 16 Weeks)	8	25	75	100			

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

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College Identity card

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**Title of the Programme****BACHELOR OF COMMERCE (B.Com).**

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	BC2A08 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 E-Commerce 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 Human Resource Management	4	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 & Practice	6	4	20	80	100
Core	BC6B13 Auditing	5	4	20	80	100
Core	BC6B14 Course in Specialisation	5	5	20	80	100
Core	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. Business Applications of Computers
2. Business Information Systems
3. Office Automation Tools
4. Computerised Accounting with Tally



**Title of the Programme****BACHELOR OF BUSINESS ADMINISTRATION (BBA).**

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 Marks	Total
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 Marks	Total
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 Marks	Total
Common	BBIIIA11 Basic Numerical Skills	5	4	20	80	100
Common	BBIIIA12 General Informatics	5	4	20	80	100
Core	BBIIIB03 Business Regulations	5	4	20	80	100
Core	BBIIIB04 Organisational Behaviour	5	4	20	80	100
Compl.	BBIIIC03 Quantitative Techniques for Business	5	4	20	80	100
Total		25	20	100	400	500

Semester IV

Course	Title	Hours	Credits	Internal	External Marks	Total
Common	BBIVA13 Banking and Insurance	5	4	20	80	100
Common	BBIVA14 Entrepreneurship Development	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 Marks	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 Human Resource Management	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

EVALUATION AND GRADING FOR CUCBCSSUG 2014 revised 2017

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

Internal Assessment : 20% Weight	External Evaluation : 80% Weight
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Components with percentage of marks of Internal Evaluation:-

Theory Courses		Marks	Practical Courses		Marks
Attendance	25%	5	Attendance	25%	5
Assignment/Seminar/Viva	25%	5	Record	50%	10
Test paper	50%	10	Lab Involvement	25%	5

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%





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		-

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

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College Identity card

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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:

$$\text{Sum of the credit points of all courses in a semester}$$

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

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.

$$\text{Total credit points obtained in six semesters}$$

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

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

Title of the Programme : MASTERS OF COMMERCE (M.Com)

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	Title	Theory Hours	Practical Hours	Total Hours	External	Internal	Total Marks	Total Credit
MC1C1	Business Environment	80	16	96	80	20	100	4
MC1C2	Quantitative Techniques for Business Decisions	80	16	96	80	20	100	4
MC1C3	Accounting for Managerial Decisions	80	16	96	80	20	100	4
MC1C4	IT Applications in Commerce	80	16	96	80	20	100	4
MC1C5	Organisational theory & Behaviour	80	16	96	80	20	100	4
	Total	400	80	480	400	100	500	20



Semester II

Course Code	Title	Theory Hours	Practical Hours	Total Hours	Internal	External	Total Marks	Total Credit
MC2C6	International Business	80	16	96	20	80	100	4
MC2C7	Advanced Corporate Accounting	80	16	96	20	80	100	4
MC2C8	Business Communication	80	16	96	20	80	100	4
MC2C9	Management Science	80	16	96	20	80	100	4
MC2C10	Strategic Management and Corporate Governance	80	16	4	20	80	100	4
	Total	400	80	20	100	400	500	20

Semester III

Course Code	Title	Theory Hours	Practical Hours	Credits	Internal	External	Total Marks	Total Credit
MC3C11	Financial Markets & Institutions	80	16	4	20	80	100	4
MC3C12	Income Tax Law and Practice	80	16	4	20	80	100	4
MC3C13	Research Methodology	80	16	4	20	80	100	4
MC3E01	Elective I	80	16	4	20	80	100	4
MC3E02	Elective II	80	16	4	20	80	100	4
	Total	400	80	20	100	400	500	20

Semester IV

Course Code	Title	Theory Hours	Practical Hours	Credits	Internal	External	Total Marks	Total Credit
MC4C14	Financial Derivatives and Risk Management	80	16	4	20	80	100	4
MC4C15	Cost Management	80	16	4	20	80	100	4
MC4E01	Elective I	80	16	4	20	80	100	4
MC4E02	Elective II	80	16	4	20	80	100	4
MC4P01	Project Work and Viva-Voce	80	16	96	80	20	100	4
	Total	400	80	20	100	400	500	

Functional Elective - Elective in the following optional areas can be chosen by the students

Course Code	Course Title
MC3E(F)01	Financial Management
MC3E(F)02	Security Analysis and Portfolio Management
MC4E(F)03	Strategic Financial Management
MC4E(F)04	Tax Planning and Management

Each semester shall consist of 16 weeks of study. This does not include the time used for conducting University examinations. There should be industrial visit/study tour in the third semester for a minimum period of two days and report shall be submitted to the Head of the department within two weeks of the visit (Applicable only to regular students of affiliated colleges). All courses except project work shall have internal assessment.

Course Evaluation Scheme for each course shall contain two parts

Internal Assessment (25% Weightage)	External Evaluation (75% Weightage)
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Title of the Programme:

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CULINARY ARTS.

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	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	Complementary BSH/C 1CO1	Sales and Marketing	3	4	3	80	20	100
6	Complementary BSH/C1C02	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	CommonA04	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	CoreBHC 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	Complementary BSH/C 2CO3	Event Management	3	4	3	80	20	100
7	Complementary BSH/C2C04	Management Principles and Practices	3	3	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	EXTE RNAL	INTE RNAL	TOTAL
1	Common A11	Basic Numerical Skills	4	4	3	80	20	100
2	CommonA12	General Informatics	4	4	3	80	20	100
3	Core BHC 3B03	Food and Beverage Service	4	3	3	80	20	100
4	CoreBHC 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	Complementary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complementary 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	EXTE RNAL	INTE RNAL	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	Complementary BSH/C 4CO7	Hotel Laws	3	4	3	80	20	100
8	Complementary 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	EXTE RNAL	INTE RNAL	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
3	Open Course		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	EXTE RNAL	INTE RNAL	TOTAL
1	Core BHC6B09	Advanced Garde manger	3	4	3	80	20	100
2	Core BHC6B09 (P)	Advanced Garde manger- 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

Title of the Programme:

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE

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	EXTE RNAL	INTE RNAL	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	CommonFRE 1A 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	Complementary BSH/C 1C01	Sales and Marketing	3	4	3	80	20	100
6	Complementary 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	EXTE RNAL	INTE RNAL	TOTAL
1	Common A03	Writing for Academics and Professional Success	4	4	3	80	20	100
2	CommonA04	Zeitgeist : Reading on Contemporary Culture	3	4	3	80	20	100
3	CommonFRE 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	Complementary BSH/C 2CO3	Event Management	3	3	3	80	20	100
7	Complementary BSH/C 2CO4	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	Complementary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complementary 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	Common A14	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	Complementary BSH/C 4CO7	Hotel Laws	3	3	3	80	20	100
8	Complementary 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	EXTE RNAL	INTE RNAL	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
3	Open Course		2	2	3	40	10	50
	Total for semester V		7	25		220	30	250

Semester VI

SL	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	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	RoomsDivision 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

Industrial Exposure Training

Each student has to undergo Industrial Exposure Training of 22 weeks duration in the following departments of any Hotel of national or global repute.

1. F & B Production – 16 weeks
2. F & B Service – 2 weeks
3. Front Office – 2 week
4. Housekeeping – 2 week –————–22 weeks

Training may start from 1st November of the academic year soon after the 5th Semester Examinations. Students shall be reporting to the college by first week of April 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 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.

IX. 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 with proper grooming standards



Title of the Programme : BACHELOR OF HOTEL MANAGEMENT AND CULINARY ARTS (B.Sc HM & CA)

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

Courses of study : The total number of course in B.Sc. HM & CA programme could be 35, which maybe spread through 120 credits (Common courses, Core courses Complementary courses and Open courses)

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

BSc. Hotel Management and Culinary Arts

III Semester						
Course	Title	Credit	Hours	Internal	External	Total Marks
A11	Basic Numerical Skill	4	4	20	80	100
A12	General Informatics	4	4	20	80	100
HC3C06	Nutrition,Hygiene and Sanitation	3	4	20	80	100
HC3B03	Advanced F&B Production Theory-II	3	4	20	80	100
HC3C05	Quantity Cooking	3	5	20	80	100
HC3B04	Indian Confectionery	3	4	20	80	100

IV Semester						
Course	Title	Credit	Hours	Internal	External	Total Marks
A13	Entrepreneurship Development	4	4	20	80	100
A14	Banking and Insurance	4	4	20	80	100
HC4B05	Advanced Food & Beverage Production-II(practical)	3	4	20	80	100
HC4B06	Industrial, Airlines and Fast food Catering	4	4	20	80	100
HC4C08	Banquets and Buffets	3	5	20	80	100
HC4C07	Materials Management	3	4	20	80	100

V Semester						
Course	Title	Credit	Hours	Internal	External Marks	Total
HC5B01	Advanced Bakery and Confectionary	4	4	20	80	100
HC5B02	Advanced Gardemanger and Culinary Arts	4	4	20	80	100
HC5B03	Food & Beverage Management	4	4	20	80	100
HC5B04	Research Methodology	3	4	20	80	100
HC5B11	Facility Planning and Kitchen Designing	4	5	20	80	100
HM5D01	Hotel Accounting	2	4	20	80	100

VI Semester						
Course	Title	Credit	Hours	Internal	External Marks	Total
HC6B12	Project Report	4	5	20	80	100
HC6B13	Hotel Report	4	5	20	80	100
HC6B15	Hotel Sales and Marketing	4	5	20	80	100
HC6B14	Comprehensive Self Study	4	5	20	80	100
HC6B16	Comprehensive Viva	2	5	20	80	100



Title of the Programme

BACHELOR OF HOTEL MANAGEMENT AND CATERING SCIENCE (B.Sc HM & CS)

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

Courses of study : The total number of course in BSc. HM&CS programme could be 35, which maybe spread through 120 credits (Common courses, Core courses Complementary courses and Open courses)

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

BSc.Hotel Management and Catering Science

III Semester

Course	Title	Credit	Hours	Internal	External Marks	Total
A11	Basic Numerical Skill	4	4	20	80	100
A12	General Informatics	4	4	20	80	100
HM3C06	Nutrition, Hygiene and Sanitation	3	4	20	80	100
HM3B03	Advanced Food & Beverage Production Theory-I	3	4	20	80	100
HM3B04	Advanced F&B Service- Theory-I	3	4	20	80	100
HM3C05	Front Office - Theory	3	5	20	80	100

IV Semester

Course	Title	Credit	Hours	Internal	External Marks	Total
A13	Entrepreneurial development	4	4	20	80	100
A14	Banking and Insurance	4	4	20	80	100
HM4B05	Advanced food & Beverage Production- I (Practical)	3	4	20	80	100
HM4B06	Advanced F & B Service (Practical)-I	4	4	20	80	100
HM4C07	Front office (practical)	3	4	20	80	100
HM4C08	Travel and Tourism	3	5	20	80	100

V Semester

Course	Title	Credit	Hours	Internal	External Marks	Total
HMVB07	Food & Beverage Management	4	4	20	80	100
HMVB09	Advanced F & B Production - II Practical	4	4	20	80	100
HMVB08	Advanced F&B Service - Practical -III	4	4	20	80	100
HMVB11	Facility Planning & Event Management	4	5	20	80	100
HMVD01	Hotel Accounting	2	4	20	80	100
HMVB10	Research Methodology (Project)	3	4	20	80	100

VI Semester

Course	Title	Credit	Hours	Internal	External Marks	Total
HM6B12	Project Report	4	5	20	80	100
HM6B13	Hotel Report	4	5	20	80	100
HM6B15	Hotel Sales and Marketing	4	5	20	80	100
HM6B14	Comprehensive Self Study	4	5	20	80	100
HM6B16	Comprehensive Viva	2	5	20	80	100

**Title of the Programme****BACHELOR OF ENGLISH LANGUAGE AND LITERATURE**

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.A shall comprise the following :

Semester I

Course	Title	Hours	Credits	Internal	External Marks	Total
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	ENG1B1 Reading poetry	6	4	20	80	100
Compl.	JOU1CO1 Introduction to communication and journalism	3	2	20		
Compl.	ICP1CO1 Indian Constitution and politics basic features	3	2	20		
Total		26	18	120	320	400

Semester II

Course	Title	Hours	Credits	Internal	External Marks	Total
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	ENG2B1 Reading Prose	6	4	20	80	100
Compl.	JOU2CO1 News Reporting and Editing	5	4	20	80	100
Compl.	ICP1CO1 Indian Constitution and politics and Governmental structures	5	4	20	80	100
Total		30	23	100	480	600

Semester III

Course	Title	Hours	Credits	Internal	External Marks	Total
Common	ENG3AO5 Native media and English	5	4	20	80	100
Common	ENG3A09 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		
Compl.	ICP 3 CO3: INDIAN CONSTITUTION AND POLITICS: Political Dynamics	5	4	20		
Total		30	24	120	320	400



Semester IV

Course	Title	Hours	Credits	Internal	External Marks	Total
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	5	4	20	80	100
Total		28	24	120	400	600

Semester V

Course	Title	Hours	Credits	Internal	External Marks	Total
Core	ENG5BO1 Indian writing in English	5	4	20	80	100
Core	ENG5BO2 Language and Linguistics	5	4	20	80	100
Core	ENG5BO3 Methodology of Literature	5	4	20	80	100
Core	ENG5BO4 Informatics	5	4	20	80	100
Core	ENG5BO5 Project	0	2			
Open	BC5D01 Course from other Dept.	3	3	20	80	50
Total		23	21	100	400	450

Semester VI

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	ENG6BO1 Literary criticism and theory	6	4	20	80	100
Core	ENG6BO2 Literatures in English : American and Post colonial	5	4	20	80	100
Core	ENG6BO3 Women's writing	5	5	20	80	100
Core	ENG6BO4 Writing for the Media	5	5	20	80	100
Electives	ENG6BO5EO1 World Classics in Translation	3	2			
Electives	ENG6BO5EO2 Regional Literatures in Translation	3	2			
Electives	ENG6BO5EO3 Dalit literature	3	2			
Core	ENG6BO6 Project	0	2	10	40	50
Total		30	26	90	360	450

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



PAYMENT OF FEES

1. Fees will be collected in 2 instalments 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 instalment 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. **Panjikaran Varghese Memorial Endowment** for the best outgoing student
2. **Rev. Fr. Sebastian Kalapurackal Endowment** for the best outgoing student from the Department of Commerce
3. **Rev. Fr. Varghese Kattuparambil Memorial Endowment** for the best outgoing student from the Department of Computer Science
4. **Rev. Fr. Jose Edassery Endowment** for the best outgoing student of the Department of Hotel Management
5. Endowment instituted by NIMIT for the best outgoing student of the department of BA English Literature
6. Endowment instituted by PTWA for academic excellence in B.Sc. HM CA (Graduated Batch)
7. Endowment instituted by PTWA for academic excellence in B.Sc. HM CS (Graduated Batch)
8. Endowment instituted by PTWA for academic excellence in B.Com F (Graduated Batch)
9. Endowment instituted by PTWA for academic excellence in B.Com CA (Graduated Batch)
10. 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 Nellissery 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. **Nellissery 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. **Edassery Paily 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. **Keekkarikkattoor Puthenpurakal Chacko Alexander Memorial Endowment** for academic Excellence in BBA (Second Year)
30. **Dr. K.C. Ittiachan Pattarumadom Memorial Endowment** for academic excellence in B.Sc. CS (Second Year)





31. **Mannancheril Mary 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 (SecondYear)
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. **ManikathVarkey 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



Academic Calendar - 2018-19

JUNE' 18

Date	Day	Class	Activity	Remarks
1	Friday	Class		
2	Saturday	Holiday		
3	Sunday	Holiday		
4	Monday	Class	Aptitude training starts for 3 rd year B Sc CS/BCA*; Online placement registration for final years (Training Dept.)	*To be continued till March 2019.
5	Tuesday	Class	World Environment Day	
6	Wednesday	Class	SEP* III HM CS (Training Dept.)	
7	Thursday	Class	Quiz Club – Commencement (Commerce)	
8	Friday	Class	Screening of Classic Movies – English (Languages); SEP Final III HM CA (Training Dept.)	
9	Saturday	Holiday	'Oruma 18' Naipunya Family gettogether	
10	Sunday	Holiday		
11	Monday	Class	Language lab sessions (Languages); ISR- 3 BSc HMCS; SEP Final III BA Literature (Training Dept.)	
12	Tuesday	Class	SEP Final III BSc CS (Training Dept.)	
13	Wednesday	Class	The Best Reader Competition (Languages); SEP Final III BCA (Training Dept.)	
14	Thursday	Class		
15	Friday	Holiday	Idul-Fitr (Ramzan)	
16	Saturday	Holiday		
17	Sunday	Holiday		
18	Monday	Class	ISR- 3 BSc HMCA; SEP Final III B.Com F (Training Dept.)	
19	Tuesday	Class	Organization Study Report Presentation – PG (Commerce); SEP Final III B.Com CA (Training Dept.)	
20	Wednesday	Class	Sameeksha – Reading Week Seminar (Languages) SEP Final III B.Com CO (Training Dept.)	
21	Thursday	Class	SEP Final III BBA (Training Dept.)	
22	Friday	Class		
23	Saturday	Holiday		
24	Sunday	Holiday		
			* Skill Enrichment Programme	





25	Monday	Class	Out Reach Programme –Classes in the nearby Govt Schools (Languages); SEP III HM CS (Training Dept.)	
26	Tuesday	Class	SEP III HM CA (Training Dept.)	
27	Wednesday	Class		
28	Thursday	Class	Wine presentation and service – Open to 2 nd years (HM); SEP III BA Literature (Training Dept.)	
29	Friday	Class	Industrial Visit for V Sem B.Com. F / BBA; Wine presentation and service – Open to 2 nd years (HM)	
30	Saturday	Holiday		
JULY' 18				
Date	Day	Class	Activity	Remarks
1	Sunday	Holiday		
2	Monday	Class	ISR- 2 BSc HMCS- A; SEP III BSc CS (Training Dept.)	
3	Tuesday		Holiday - St. Thomas Day	
4	Wednesday	Class	Hardware workshop for 1 st year B Sc CS/BCA; SEP III B.Com Ca/ III HM CS (Training Dept.)	
5	Thursday	Class	SEP III B.Com F (Training Dept.)	
6	Friday	Class	Industrial Visit for V Sem B.Com.CA /Co-op;SKOL Beverages — Open to 2 nd years (HM); SEP III B.Com Co/ III HM CA (Training Dept.)	
7	Saturday	Holiday		
8	Sunday	Holiday		
9	Monday	Class	ISR- 2 BSc HMCS- B;SEP III BBA/III BCA (Training Dept.)	
10	Tuesday	Class	SEP III B.Com F (Training Dept.)	
11	Wednesday	Class	One day bridge course for Mathematics for 1 st year B Sc CS.* English classes to Kudumbasree Women (Languages); SEP III B.Com Ca/III BSc CS (Training Dept.)	*will be continued for a few more days as required.
12	Thursday	Class	SEP III B.Com Co/Orientation to first years (Training Dept.)	
13	Friday	Class	SEP III BBA (Training Dept.)	
14	Saturday	Holiday		
15	Sunday	Holiday		
16	Monday	Class	ISR- 2 BSc HMCA; SEP III BSc CS/III Ba Lit (Training Dept.)	
17	Tuesday	Class	SEP III BCA (Training Dept.)	



18	Wednesday	Class	SEP III B.Com F (Training Dept.)	
19	Thursday	Class	SEP III B.Com CA (Training Dept.)	
20	Friday	Class	SEP III B.Com CO (Training Dept.)	
21	Saturday	Holiday		
22	Sunday	Holiday		
23	Monday	Class	English Diagnostic Tests for First years; SEP III BBA/ III BA Lit (Training Dept.)	
24	Tuesday	Class	Intra Departmental Activities (Commerce); Class event- 3 rd BSc HMCS	
25	Wednesday	Class	Industrial Visit for 3 rd Year B Sc/BCA; SEP mock interview starts for all final year batches (Training Dept.)	
26	Thursday	Class	Spoken English for non-teaching staff (Languages)	
27	Friday	Class		
28	Saturday	Holiday		
29	Sunday	Holiday		
30	Monday	Class	SEP I HM CS A Batch (Training Dept.)	
31	Tuesday	Class	Release of Magazine (Commerce); SEP I HM CS B Batch (Training Dept.)	

AUGUST' 18

Date	Day	Class	Activity	Remarks
1	Wednesday	Class	SEP I HM CA Batch (Training Dept.)	
2	Thursday	Class	SEP I BSc CS/I BA Lit (Training Dept.)	
3	Friday	Class	Intra Departmental Activities (Commerce); SEP I BCA (Training Dept.)	
4	Saturday	Holiday		
5	Sunday	Holiday		
6	Monday	Class	Intra Departmental Activities (Commerce); SEP I B.Com F A Batch (Training Dept.)	
7	Tuesday	Class	Excel workshop for students of other departments (CS Dept.) Class event- 3 BSc HMCA; SEP I B.Com F B Batch (Training Dept.)	
8	Wednesday	Class	SEP I B.Com CO (Training Dept.)	
9	Thursday	Class	Inter School Competitions (Languages); SEP I B.Com CA/ Kurukshetra (Training Dept.)	
10	Friday	Class	SEP I BBA (Training Dept.)	

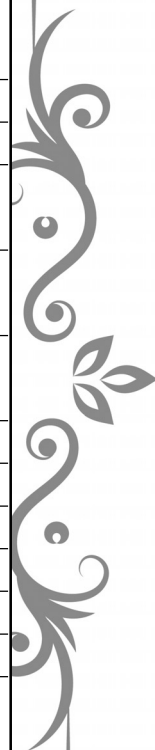




11	Saturday	Holiday		
12	Sunday	Holiday		
13	Monday	Class	SEP II HM CS A Batch/B Batch (Training Dept.)	
14	Tuesday	Class	Out Reach Programme- CSR (Commerce)	
15	Wednesday	Holiday	Independence Day, Alumni Meet (Commerce)	
16	Thursday	Class	SEP II HM CA (Training Dept.) 1 st Internal Exam for 3 rd sem and 5 th Sem.	
17	Friday	Class	State Level Seminar (HM)1 st Internal Exam for 3 rd sem and 5 th Sem.	
18	Saturday	Holiday	1 st Internal Exam for 3 rd sem and 5 th Sem.	
19	Sunday	Holiday	1 st Internal Exam for 3 rd sem and 5 th Sem.	
20	Monday	Holiday	Teachers' Workshop (English)	
21	Tuesday	Holiday		
22	Wednesday	Holiday	Idul-Adha (Bakrid)	
23	Thursday	Holiday		
24	Friday	Holiday	First Onam	
25	Saturday	Holiday	Thiruvonam	
26	Sunday	Holiday		
27	Monday	Holiday	Sree Narayana Guru Jayanthi	
28	Tuesday	Class	Ayyankali Jayanthi	
29	Wednesday	Class	SEP II BA Lit (Training Dept.)	
30	Thursday	Class	SEP II B.Com F A Batch (Training Dept.)	
31	Friday	Class	SEP II B.Com F B Batch (Training Dept.)	
SEPTEMBER '18				
Date	Day	Class	Activity	Remarks
1	Saturday	Holiday		
2	Sunday	Holiday	Sree Krishna Jayanthi	
3	Monday	Class	NET Coaching Center Inauguration (Commerce); SEP II BSc CS (Training Dept.)	
4	Tuesday	Class	SEP II BCA (Training Dept.)	
5	Wednesday	Class	SEP II B.Com CA (Training Dept.)	
6	Thursday	Class	National Seminar & Phoenix version 2.0 (Management Fest) 18 (Day 1) (HM); SEP II B.Com CO (Training Dept.)	
7	Friday	Class	Phoenix version 2.0 (Management Fest) '18 Logical Game Competition (CS Dept.); SEP II BBA (Training Dept.)	



8	Saturday	Holiday		
9	Sunday	Holiday		
10	Monday	Class	SEP I HM CS A Batch (Training Dept.)	
11	Tuesday	Class	SEP I HM CS B Batch (Training Dept.)	
12	Wednesday	Class	Industrial Visit-I BSc HMCS A; SEP I HM CA (Training Dept.)	
13	Thursday	Class	Industrial Visit -I BSc HMCS B; SEP I BA Literature (Training Dept.)	
14	Friday	Class	IT Fest (CS dept.); Industrial Visit -I BSc HMCA; Cultural Visit (Languages)	
15	Saturday	Holiday	IT Fest	
16	Sunday	Holiday		
17	Monday	Class	Laundry in Crown plaza - Open to 1 st years (HM); SEP I BSc CS (Training Dept.)	
18	Tuesday	Class	Laundry in Crown plaza - Open to 1 st years (HM); SEP I BCA (Training Dept.)	
19	Wednesday	Class	Laundry in Crown plaza - Open to 1 st years (HM); SEP I B.Com F A Batch (Training Dept.)	
20	Thursday	Class	SEP I B.Com F b Batch (Training Dept.)	
21	Friday	Holiday	Sree Narayana Guru Samadhi / Muharam	
22	Saturday	Holiday		
23	Sunday	Holiday		
24	Monday	Class	SEP I B.Com CO (Training Dept.)	
25	Tuesday	Class	SEP I B.Com CA (Training Dept.)	
26	Wednesday	Class	SEP I BBA (Training Dept.) 1 st Internal Exam for 1 st Sem.	
27	Thursday	Class	World Tourism Day Celebration (HM); SEP I HM CS A Batch (Training Dept.) 1 st Internal Exam for 1 st Sem.	
28	Friday	Class	Resonance – Commerce Fest; SEP I HM CS B Batch (Training Dept.)1 st Internal Exam for 1 st Sem. .	
29	Saturday	Holiday		
30	Sunday	Holiday		





OCTOBER' 18

Date	Day	Class	Activity	Remarks
1	Monday	Class	SEP I HM CA (Training Dept.)	
2	Tuesday	Holiday	Gandhi Jayanthi	
3	Wednesday	Class	Industry Interactions; SEP I BSc CS (Training Dept.)	
4	Thursday	Class	SEP I BCA (Training Dept.)	
5	Friday	Class	PG Out-bound Programme (Commerce); Extension programme – Computer Literacy Program for Kudumbasree members (CS Dept.); SEP I BA Lit (Training Dept.)	
6	Saturday	Holiday		
7	Sunday	Holiday		
8	Monday	Class	SEP I B.Com F A Batch (Training Dept.)	
9	Tuesday	Class	SEP I B.Com F B Batch (Training Dept.)	
10	Wednesday	Class	SEP I B.Com CO (Training Dept.)	
11	Thursday	Class	SEP I B.Com CA (Training Dept.)	
12	Friday	Class	Literary Fest (Languages); SEP I BBA (Training Dept.)	
13	Saturday	Holiday		
14	Sunday	Holiday		
15	Monday	Class	SEP II HM CS A Batch (Training Dept.)	
16	Tuesday	Class	World Food Day Celebrations (HM); SEP II HM CS B Batch (Training Dept.)	
17	Wednesday	Class	SEP II HM CA (Training Dept.)	
18	Thursday	Holiday	Mahanavami	
19	Friday	Holiday	Vijayadashami	
20	Saturday	Holiday		
21	Sunday	Holiday		
22	Monday	Class	SEP II BA Lit (Training Dept.)	
23	Tuesday	Class	SEP II BSc Cs/BCA (Training Dept.)	
24	Wednesday	Class	World Chef's Day Celebration. Junior Chef Competition – 2 nd years (HM); SEP II B.Com F A Batch (Training Dept.) 2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	
25	Thursday	Class	SEP II B.Com F B Batch (Training Dept.) 2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	
26	Friday	Class	PG Outbound Programme - Review and Presentation (Commerce); SEP II B.Com CO (Training Dept.) 2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	



27	Saturday	Holiday		
28	Sunday	Holiday		
29	Monday	Class	SEP II B.Com CA (Training Dept.) 2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	
30	Tuesday	Class	SEP II BBA (Training Dept.) 2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	
31	Wednesday	Class	2 nd Internal (Model) Exam for 3 rd sem and 5 th Sem.	
NOVEMBER' 18				
Date	Day	Class	Activity	Remarks
1	Thursday	Class	Introduction to electronic equipment and circuits for 2 nd year BCA; Class event- 2 BSc HMCS-A	Workshop
2	Friday	Class	Digital Marketing Workshop for BBA (Commerce)	
3	Saturday	Holiday		
4	Sunday	Holiday		
5	Monday	Class	ISR- 1 BSc HMCS- A	
6	Tuesday	Holiday	Deepavali	
7	Wednesday	Class		
8	Thursday	Class	Linux workshop for 2 nd year B Sc/BCA; LHP Leadership training (Training Dept.)	
9	Friday	Class		
10	Saturday	Holiday		
11	Sunday	Holiday		
12	Monday	Class	ISR- 1 BSc HMCS- B	
13	Tuesday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
14	Wednesday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
15	Thursday	Class	National Seminar (Languages) 2 nd Internal (Model) Exam for 1 st Sem.	
16	Friday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
17	Saturday	Holiday		
18	Sunday	Holiday		
19	Monday	Class	ISR- 1 BSc HMCA 2 nd Internal (Model) Exam for 1 st Sem.	
20	Tuesday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
21	Wednesday	Holiday	Milad-I-Sherif	
22	Thursday	Class		





23	Friday	Class		
24	Saturday	Holiday		
25	Sunday	Holiday		
26	Monday	Class	Food Safety workshop – Open to all (HM)	
27	Tuesday	Class	Seminar on GST for PG (Commerce)	
28	Wednesday	Class	Four days' workshop for 3 rd year B Sc CS/BCA	
29	Thursday	Class		
30	Friday	Class		
DECEMBER ' 18				
Date	Day	Class	Activity	Remarks
1	Saturday	Holiday		
2	Sunday	Holiday		
3	Monday	Class	SEP I HM CS A Batch (Training Dept.)	
4	Tuesday	Class	Housekeeping Equipment and Cleaning agents - Open to all (HM); SEP I HM CS B Batch (Training Dept.)	
5	Wednesday	Class	SEP I HM CA (Training Dept.)	
6	Thursday	Class	Class Tour Final Year UG;Class event- 2 BSc HMCS-B; SEP I BA Lit (Training Dept.)	All departments
7	Friday	Class		
8	Saturday	Holiday		
9	Sunday	Holiday		
10	Monday	Class	Art Installation Workshop (Languages); SEP I BSc CS (Training Dept.)	
11	Tuesday	Class	SEP I BCA (Training Dept.)	
12	Wednesday	Class	Management Conclave by UG (Commerce); SEP I B.Com F A Batch (Training Dept.)	
13	Thursday	Class	SEP I B.Com F B Batch (Training Dept.)	
14	Friday	Class	SEP I B.Com CA (Training Dept.)	
15	Saturday	Holiday		
16	Sunday	Holiday		
17	Monday	Class	SEP I B.Com CO (Training Dept.)	
18	Tuesday	Class	SEP I BBA (Training Dept.)	
19	Wednesday	Class	Seminar on Food safety- Intra college (HM)	
20	Thursday	Class		
21	Friday	Class		
22	Saturday	Holiday		



23	Sunday	Holiday		
24	Monday	Holiday		
25	Tuesday	Holiday	Christmas	
26	Wednesday	Holiday		
27	Thursday	Holiday		
28	Friday	Holiday		
29	Saturday	Holiday		
30	Sunday	Holiday		
31	Monday	Holiday		

JANUARY '19

Date	Day	Class	Activity	Remarks
1	Tuesday	Class		
2	Wednesday	Holiday	Mannam Jayanthi	
3	Thursday	Class	Cocktail and Mock tail -- Open to 2 nd years (HM)	
4	Friday	Class	Cocktail and Mock tail -- Open to 2 nd years (HM)	
5	Saturday	Holiday		
6	Sunday	Holiday		
7	Monday	Class	SEP II BSc HM CS A Batch (Training Dept.)	
8	Tuesday	Class	SEP II BSc HM CS B Batch (Training Dept.)	
9	Wednesday	Class	Class event- 2 BSc HMCA	
10	Thursday	Class	National Seminar by PG (Commerce); SEP II HM CA (Training Dept.)	
11	Friday	Class	SEP II BA Lit (Training Dept.)	
12	Saturday	Holiday		
13	Sunday	Holiday		
14	Monday	Class	SEP II B.Com F A Batch (Training Dept.)	
15	Tuesday	Class	SEP II B.Com F B Batch (Training Dept.)	
16	Wednesday	Class	National Conference (CS Dept.); SEP II B.Com Co (Training Dept.)	
17	Thursday	Class	SEP II B.Com CA (Training Dept.)	
18	Friday	Class	SEP II BBA (Training Dept.)	
19	Saturday	Holiday		
20	Sunday	Holiday		
21	Monday	Class	ED Club -Visit (Commerce)	
22	Tuesday	Class	SEP II BSc CS (Training Dept.)	





23	Wednesday	Class	Intra Departmental Quiz (Languages); Industry Interaction (HM); SEP II BCA (Training Dept.) 1 st Internal Exam for 4 th sem and 6 th Sem.	
24	Thursday	Class	1 st Internal Exam for 4 th sem and 6 th Sem.	
25	Friday	Class	1 st Internal Exam for 4 th sem and 6 th Sem.	
26	Saturday	Holiday	Republic Day	
27	Sunday	Holiday		
28	Monday	Class		
29	Tuesday	Class	1 st Internal Exam for 2 nd Sem.	
30	Wednesday	Class	1 st Internal Exam for 2 nd Sem.	
31	Thursday	Class	1 st Internal Exam for 2 nd Sem.	
FEBRUARY' 19				
Date	Day	Class	Activity	Remarks
1	Friday	Class		
2	Saturday	Holiday		
3	Sunday	Holiday		
4	Monday	Class		
5	Tuesday	Class		
6	Wednesday	Class		
7	Thursday	Class	Theme Dinner conducted by II YRS (HM)	
8	Friday	Class	Budget Analysis by PG (Commerce)	
9	Saturday	Holiday	Snehasangamam	
10	Sunday	Holiday		
11	Monday	Class		
12	Tuesday	Class		
13	Wednesday	Class		
14	Thursday	Class		
15	Friday	Class	Career Guidance for Final UG	
16	Saturday	Holiday		
17	Sunday	Holiday		
18	Monday	Class		
19	Tuesday	Class		
20	Wednesday	Class		
21	Thursday	Class		
22	Friday	Class	Career Guidance for Final UG; Vineyards- wine processing, tasting, grading and packing- Open to Vino - de -Vino club members (HM)	



23	Saturday	Holiday		
24	Sunday	Holiday		
25	Monday	Class	2 nd Internal (Model) Exam for 4 th sem and 6 th Sem.	
26	Tuesday	Class	2 nd Internal (Model) Exam for 4 th sem and 6 th Sem.	
27	Wednesday	Class	2 nd Internal (Model) Exam for 4 th sem and 6 th Sem.	
28	Thursday	Class	Project Report Submission UG (Commerce) 2 nd Internal (Model) Exam for 4 th sem and 6 th Sem.	
MARCH' 19				
Date	Day	Class	Activity	Remarks
1	Friday	Class		
2	Saturday	Holiday		
3	Sunday	Holiday		
4	Monday	Holiday	Maha Shiv Rathri	
5	Tuesday	Class	ED Club Seminar (Commerce)	
6	Wednesday	Class	Vegetable and ice carving - Open to 2 nd years (HMCS-A)	
7	Thursday	Class	Vegetable and ice carving - Open to 2 nd years (HMCS-B)	
8	Friday	Class	Vegetable and ice carving - Open to 2 nd years (HMCA)	
9	Saturday	Holiday		
10	Sunday	Holiday		
11	Monday	Class		
12	Tuesday	Class		
13	Wednesday	Class		
14	Thursday	Class		
15	Friday	Class	Release of the Magazine (Languages)	
16	Saturday	Holiday		
17	Sunday	Holiday		
18	Monday	Class	Hospitality competition – Inter class (HM)	
19	Tuesday	Class	Hospitality competition – Inter class (HM)	
20	Wednesday	Class	Hospitality competition – Inter class (HM)	
21	Thursday	Class	Hospitality competition – Inter class (HM); A journey of financial freedom for PG (Commerce)	
22	Friday	Class	Hospitality competition – Inter class (HM) 2 nd Internal (Model) Exam for 1 st Sem.	
23	Saturday	Holiday		
24	Sunday	Holiday		
25	Monday	Class	MPI – Open to Cocineros club members (HM) 2 nd Internal (Model) Exam for 1 st Sem.	





26	Tuesday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
27	Wednesday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
28	Thursday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
29	Friday	Class	2 nd Internal (Model) Exam for 1 st Sem.	
30	Saturday	Holiday		
31	Sunday	Holiday		

APRIL '19

Date	Day	Class	Activity	Remarks
1	Monday	Class		
2	Tuesday	Class		
3	Wednesday	Class	Project Report Submission PG (Commerce)	
4	Thursday	Class		
5	Friday	Class		
6	Saturday	Holiday		
7	Sunday	Holiday		
8	Monday	Class		
9	Tuesday	Class		
10	Wednesday	Class		
11	Thursday	Class		
12	Friday	Class		
13	Saturday	Holiday		
14	Sunday	Holiday	Ambedkar Jayanthi	
15	Monday	Holiday	Vishu	
16	Tuesday	Class		
17	Wednesday	Class		
18	Thursday	Holiday	Maundy Thursday	
19	Friday	Holiday	Good Friday	
20	Saturday	Holiday	Holy Saturday	
21	Sunday	Holiday	Easter	
22	Monday	Class		
23	Tuesday	Class		
24	Wednesday	Class		
25	Thursday	Class		
26	Friday	Class		
27	Saturday	Holiday		
28	Sunday	Holiday		
29	Monday	Class		
30	Tuesday	Class		

**MAY' 19**

Date	Day	Class	Activity	Remarks
1	Wednesday	Holiday	May Day	
2	Thursday	Class		
3	Friday	Class		
4	Saturday	Holiday		
5	Sunday	Holiday		
6	Monday	Class		
7	Tuesday	Class		
8	Wednesday	Class		
9	Thursday	Class		
10	Friday	Class		
11	Saturday	Holiday		
12	Sunday	Holiday		
13	Monday	Class		
14	Tuesday	Class		
15	Wednesday	Class		
16	Thursday	Class		
17	Friday	Class		
18	Saturday	Holiday		
19	Sunday	Holiday		
20	Monday	Class		
21	Tuesday	Class		
22	Wednesday	Class		
23	Thursday	Class		
24	Friday	Class		
25	Saturday	Holiday		
26	Sunday	Holiday		
27	Monday	Class		
28	Tuesday	Class	Faculty Rejuvenation Program (Training Dept.)	
29	Wednesday	Class	Faculty Rejuvenation Program (Training Dept.)	
30	Thursday	Class	Faculty Rejuvenation Program (Training Dept.)	
31	Friday	Class	Faculty Rejuvenation Program (Training Dept.)	





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.



PRAYER SONGS

1. ജീവകോടിയിൽ നിത്യമായ് മേവും

ജീവകോടിയിൽ നിത്യമായ് മേവും
 ജീവിതാനന്ദ ധർമ്മമേ
 ജീവസാഗര കല്ലോലങ്ങൾതൻ
 ഭാവസുന്ദരഗാനമേ
 ഭാവസുന്ദരഗാനമേ

താരിലും താരമണ്ഡലത്തിലും
 കാരിരുമ്പിലും പൂവിലും
 ആരനശ്വരജ്യോതിസ്സേകുന്ന
 ആമഹാശക്തിവന്ദനം
 ആമഹാശക്തിവന്ദനം

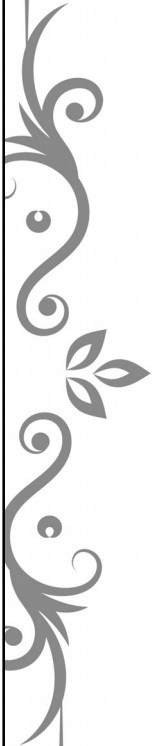
ബുദ്ധിയും ജ്ഞാനശക്തിയും
 ദൈവഭക്തിയും നല്ല സിദ്ധിയും
 ഒത്തിണങ്ങിയ പാതയിൽ നമ്മ-
 ജൊത്തുചേരാൻ തുണയ്ക്കണേ
 ഒത്തുചേരാൻ തുണയ്ക്കണേ

2. എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ

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

പൂവിലുറുന്ന പുഞ്ചിരി നീയല്ലോ
 പുസ്തകം തരും ജ്ഞാനവും നീയല്ലോ
 പുല്ലുമാടവും 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 മുന്നിലായ്
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



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

Father I place into your hands
Father, I place into Your hands
the things that I can't do.

Father, I place into Your hands
the times that I've been through
Father, I place into Your hands
the way that I should go,
for I know I always can trust You

Father, I place into Your hands
my friends and family.

Father, I place into Your hands
the things that trouble me.

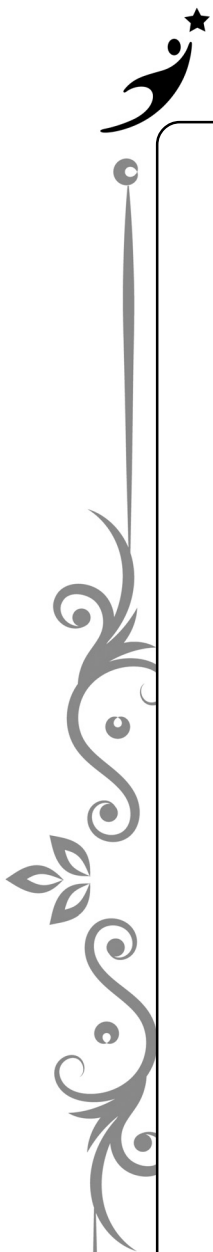
Father, I place into Your hands
the person I would be,
for I know I always can trust You.
Father, we love to seek Your face,
we love to hear Your voice.

Father, we love to sing Your praise,
and in Your name rejoice.
Father, we love to walk with You
and in Your presence rest,
for we know we always can trust You.

Father, I want to be with You
and do the things You do.
Father, I want to speak the words
that You are speaking too.

Father, I want to love the ones
that You will draw to You,
for I know that I am one with You





TIME TABLE - ODD Sem.

	I hr 9.30 10.30	II hr 10.30 11.30	III hr 11.45 12.45	Lunch Break		IV hr 1.20 2.20	V hr 2.20 3.15	VI hr 3.20 4.00
Mon								
Tue				Break				
Wed								
Thu								
Fri								



TIME TABLE - EVEN Sem.

	I hr 9.30 10.30	II hr 10.30 11.30	III hr 11.45 12.45	Lunch Break		IV hr 1.20 2.20	V hr 2.20 3.15	VI hr 3.20 4.00
Mon				Break				
Tue				Break				
Wed				Break				
Thu				Break				
Fri				Break				



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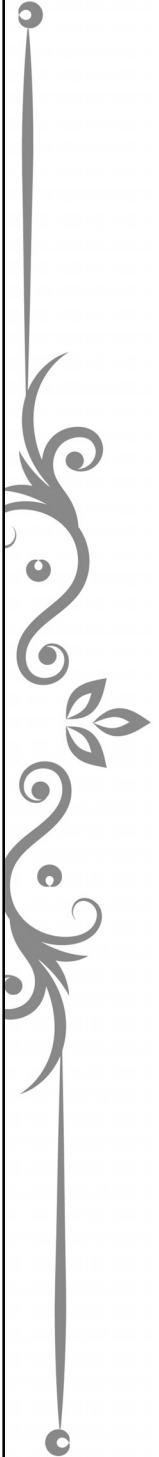


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