



**NAIPUNNYA INSTITUTE OF MANAGEMENT
& INFORMATION TECHNOLOGY**

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

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

**HAND BOOK
2019 - 2020**

(To be carried to the class everyday)



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PERSONAL MEMO 2019-20

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

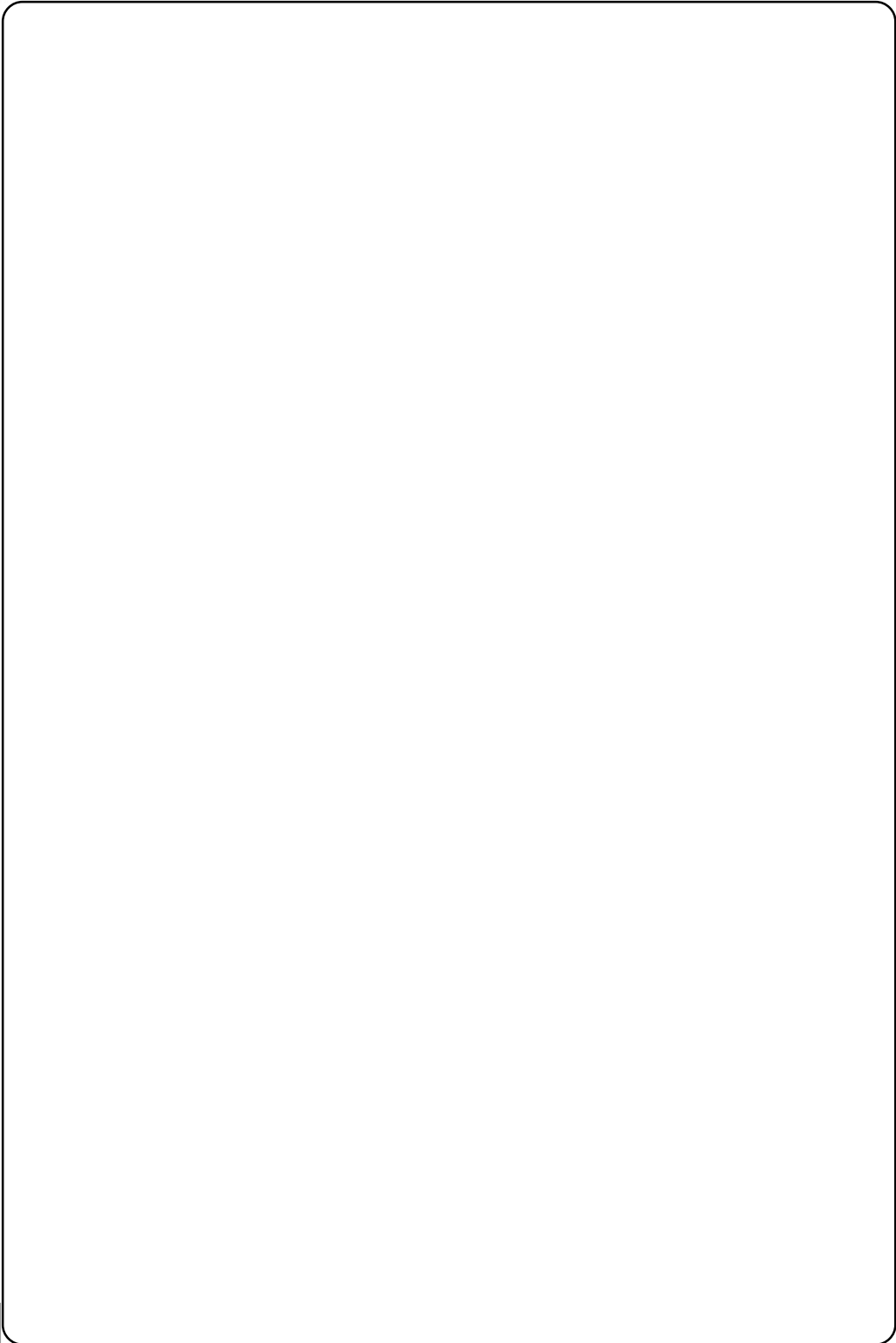
Hostler : Yes / No Signature of the student

Specimen Signatures

Mother : Father :

(To be handed over to the class in charge)







PERSONAL MEMO 2019-20

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

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 Mar Jacob Manothodath

His Excellency Mar Sebastian Adayanthrath

His Excellency 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)
- ❖ **NBS Naipunnya Business School, Pongam, Koratty**
(Affiliated to the University of Calicut; Approved by AICTE)

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 3rd of June 2002 as an affiliated college to the University of Calicut, and approved by AICTE. Within a short span of time, NIMIT emerged as a much sought out educational institution. It has also attained the status of Centre of Excellence. Today, NIMIT has spread its wings, with a College at Cherthala in the district of Alleppey and Public Schools at Edakkunnu and Thrikkakara. In 2004, NIMIT was granted the ISO 9001 – 2008 (upgraded to 9001-2015) certification for exemplary standards in education and student training. 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. Dr. Paulachan K.J.

Exe. Director/Principal

Rev. Fr. Varghese Assin Thaiparambil

Asst. Exe. Director & Hostel Warden

Rev. Fr. Thomas Valookaran

Asst. Exe. Director

Rev. Dr. Fr. Vargheese Pulickal

Campus Minister

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, MBA, 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. Anoop Paul, M.Com, MBA, PG Dip-Tourism Asso. Professor
5. Mr. Prabhakaran K. G., Diploma in Cookery Food Pr. Instructor
6. Mr. Praveen Antony, DHMCT Lab Instructor
7. Mr. Anand Thomas, BHM Asst. Professor
8. Ms. Sonia Thomas, MHRM, M.Sc., MTM Asst. Professor
9. Mr. Mathews Paul, BHM Asst. Professor
10. Ms. Feby Joseph, DHM Asst. Professor (Part time)
11. Ms. Rosemary Joby, M.Sc. Food & Nutrition Asst. Professor (Part Time)
12. Ms. Nusreen Nazar (French) MA Asst. Professor (Part time)
13. Mr. Richi Thomas, B.Sc, HMCS Asst. Professor

DEPARTMENT OF COMPUTER SCIENCE

1. Ms. Emily Ittiachan, M.Sc, B.Ed, Mathematics Vice Principal/Asso.Professor
2. Mr. Jayakrishnan S., M.Sc MCSD.NET MCP. GNIIT HoD
3. Ms. Shajitha T.B., M.Sc., M.Ed. Sr. Co-ordinator, Asso. Professor
4. Ms. Binju Saju, MCA Asst. Professor



5. Mr. Livin P. Wilson, MSc. Asst. Professor
6. Ms. Bini Rani Jose, ME Asst. Professor
7. Ms. Nithya Paul, MTech Asst. Professor
8. Ms. Laiby Thomas, MCA Asst. Professor
9. Ms. Saritha Devi S., MCA Asst. Professor
10. Mr. Deepak K. V., MCA Asst. Professor
11. Dr. Sarika S., M.Tech, PhD Asst. Professor
12. Mr. Fredy Varghese, MCA Asst. Professor
13. Ms. Neethu Tressa, M.Sc. Asst. Professor

DEPARTMENT OF COMMERCE

1. Rev. Fr. Dr. Paulachan K.J. Exe. Director/Principal
2. Dr. Joy Joseph Puthussery, M.Com, PhD, FCMA Dean of Studies
3. Dr. Mathew Jose K, M.Com, L.L.B, M.Phil., PhD. HoD
4. Ms. Teresa Parackal, M Com Co-ordinator – UG/Asso. Professor
5. Ms. Bindu G., M Com, M.Phil,NET Co-ordinator - PG / Asso. Professor
6. Ms. Jeena Antony, M Com, MBA, SET Co-ordinator–Finance /Asso. Professor
7. Ms. Anitha Mary Alex, M.Com B.Ed. Co-ordinator–CA & Cop./Asso. Professor
8. Ms. Kavitha Vincent, MBA Co-ordinator – BBA /Asso. Professor
9. Ms. Noble Devassy, M.Com,MBA Asst. Professor
10. Ms. Krishnapriya S, M.Com., SET Asst. Professor
11. Ms. Sona Pappachan, M.Sc., B.Ed. Asst. Professor
12. Ms. Rehna John M, M.Com., SET Asst. Professor
13. Ms. Dhanya Sasikumar, M.Com Asst. Professor
14. Mr. Anilkumar N.K, M.Com, B. Ed Asst. Professor
15. Ms. Lakshmi Priya M.G, M.Com, M.Phil. Asst. Professor
16. Ms. Litty Vincent, M.Com,SET Asst. Professor
17. Ms. Anjali Thomas, M.Com Asst. Professor
18. Ms. Sreelakshmi Rajeev, M.Com, SET, NET. Asst. Professor
19. Ms. Lakshmi Priya M.R, M.Com, SET Asst. Professor
20. Mr. Antony George, MA (Eco), MBA Asst. Professor
21. Ms. Lakshmi Soman, M.Com, NET Asst. Professor
22. Ms. Mini Joshy, M.Sc.(Maths), B.Ed. Asst. Professor
23. Ms. Roseland Peter, M.Com.,B.Ed, MBA,SET Asst. Professor
24. Mr. Vivek Paulose, M.A(Eco), MBA Asst. Professor



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| 25. Ms. Maria Antony, M.Com. | Asst. Professor |
| 26. Mr. Manikandan A Vadakkanchery, M.Sc.,M.Com.,B.Ed.,NET | Asst. Professor |
| 27. Mr. Joseph James, M.Com. | Asst. Professor |
| 28. Mr. Jiss Jose, M.Com. | Asst. Professor |
| 29. Mr. Tony V M, M.Com, MBA, NET | Asst. Professor |

DEPARTMENT OF LANGUAGES

- | | |
|--|-----------------------------|
| 1. Ms. Grace K Benny, MA | HoD |
| 2. Mr. Philip P. J, MA M Phil | Asso. Prof (Part time) |
| 3. Dr. Savitha S, MA PhD (Mal) | Asso. Prof (Part time) |
| 4. Dr. Ambily, M.A., B.Ed, PhD (Hindi) | Asst. Professor |
| 5. Dr. Tessy Poulouse, 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. Athira Ramakrishnan, M.A ,M.Ed. | Asst. Professor |
| 10. Ms. Annu Mary Cyriac, M.A | Asst. Professor |
| 11. Ms. Rejitha K Ravi, M.A ,BEd. | Asst. Professor |
| 12. Ms. Ebin Joy, M.A, NET | 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 |
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DEPARTMENT OF TRAINING AND DEVELOPMENT

- | | |
|-------------------------|------------------------|
| 1. Mr. Sabu Varghese | Training Manager |
| 2. Ms. Bini Rani Jose | Asst. Training Manager |
| 3. Ms. Teresa Parackal | |
| 4. Mr. Robert Fernandez | |
| 5. Mr. Wilson P P | |
| 6. Mr. Richi Thomas | |
| 7. Ms. Sonia Thomas | |
| 8. Mr. Abin John | |



9. Ms. Anitha Mary Alex
10. Mr. Joseph James
11. Ms. Lekha Willy
12. Ms. Annu Mary Cyriac

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

DEPARTMENT OF PHYSICAL EDUCATION

1. Mr. Sreejith P.A., M.P. Ed, M.Phil.,M.Sc. (Yoga), PGDY HoD
2. Mr. AFREM P A Certified Coach Volleyball (Men)
3. Mr. Abdul Majeed, K.V.A. Certified Coach Volleyball (Women)
4. Mr. Kalbeer P.S., KBSA. Certified Coach Shuttle Badminton
5. Mr. GIREESH A Certified Coach Kabaddi (Men & Women)
6. Mr. DISIL DAVIS Certified Coach Tug of War (Men & Women)
7. Mr. Josemon P.P., KNA Certified Coach Netball
8. Mr. Nikhil Ashok, Inter University Player Coach- Basketball
9. Mr. AMIT SEBASTAIN Certified Coach Basketball(Men)

COUNSELLING

1. Rev. Dr. Fr. Vargheese Pulickal Campus Minister
2. Ms. Reni V. Kalayil MSW Student Counsellor

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 Store In Charge



8.	Mr. Raju Joseph Pallath	Maintenance Supervisor
9.	Ms. Shoby Jose	Asst. Supervisor
10.	Ms. Rani Pappachan	Asst. Store in charge
11.	Ms. Mini P. B.	Office Assistant
12.	Ms. Leena Jose	Library in Charge - NIMIT
13.	Ms. Beena Roy	Receptionist - NIMIT
14.	Ms. Liji Jose	Office Assistant
15.	Ms. Ginna Joseph	Receptionist
16.	Ms. Seema Subhi	Labourer
17.	Ms. Ancy Avarachan	Cafeteria in charge
18.	Mr. Nishanth	Electrician
19.	Ms. Daisy Johny	Canteen Staff
20.	Ms. Sulu Mani	Canteen Staff
21.	Ms. Daisy Davis	Housekeeper
22.	Ms. Beena Jude	Housekeeper
23.	Ms. Cicily George	Housekeeper
24.	Ms. Lissy Johnson	Housekeeper
25.	Ms. Rosily Peter	Housekeeper
26.	Ms. Nisha Vinu	Housekeeper
27.	Mr. Liju O.V	Driver
28.	Mr. Jose James.V.	Driver
29.	Ms. Lissy Joy	Labourer
30.	Ms. Shiny Ambrose	Labourer
31.	Ms. Shobhana Gopi	Labourer
32.	Mr. Thankaraj	Labourer
33.	Ms. Valsa Jose	Labourer
34.	Mr. Rajan K. Nair	Security
35.	Mr. P.K. Varghese	Security
36.	Ms. Mallika Raju	Garden Staff
37.	Mr. Vinoj V.P	Garden Staff
38.	Ms. Bichu Santhosh	Garden Staff
39.	Ms. Bindu Ajayan	Garden Staff
40.	Mr. Bijoy Kuriakose	Caretaker Pets



ACTIVITIES 2019-20

Sl. No	Activity	Names	
1	Hand book	Ms. Grace K Benny, Mr.Shaju P M	For the entire Naac
2	Exams / Time Table Dr.Tessy Poulouse	Ms. Emily Ittiachan, Ms. Sona Pappachan, 2.5.1, 2.5.2	
3	Result Monitoring Team	All HoDs	2.6.1, 2.6.2, 2.6.3
4	Chronicler/ College Magazine	Mr.Anu Rahim, Dr. Savitha K S, Mr.Sebastian Poonoly	For the entire Naac
5	Elixir	Ms. Grace K Benny, Ms. Gigy Johnson	For the entire Naac
6	General Discipline	Mr.Anil Kumar, Ms.Anitha MaryAlex, Mr.Deepak K V,Mr.Anu Rahim,Mr.Mathews Paul	
	Cell		
7	Anti-Ragging Team	Ms. Noble Devassy, Mr.Deepak K V, Mr. Mathews Paul,Ms.Gigy Johnson	5.1.6
8	Anti-Drug Team	Mr. Abin John, Mr. Livin P Wilson	6.2.4
9	Ananya /Women's cell	Ms.Litty Vincent, Ms.Sreelakshmi	7.1.1
10	SC/ST Cell	Ms.Anitha Mary Alex, Ms.Annu Cyriac	General committee for NAAC
11	OBC Cell	Ms.Anitha Mary,Ms.Annu Cyriac	General committee for NAAC
12	Minority Cell	Ms.Anitha Mary,Ms.Annu Cyriac	General committee for NAAC
13	Grievance Redressal Cell students	Ms.Reny V Kalayil, Ms.Lakshmi Soman, Mr.Antony	5.1.6
14	Grievance Redressal Cell Faculty	Ms.Emily Ittiachan,Ms.Meera Rajeev	6.3.1
15	Exam Grievance cell	Dr.Joy Joseph, Mr.Robert Fernandez, Ms.Tessy Poulouse	2.5.3
16	Disciplinary cell	Dr.Joy Joseph, Ms.Emily Ittiachan, Ms.Teresa Parackal	
	Clubs		
17	Bhoomithrasena club	Mr. Wilson P P, Ms. Ebinlin	1.3.1
18	Dance club	Mr. Fredy Varghese,Ms.Shajitha K B	5.3.3
19	Arts club	Ms. Anjali Thomas, Ms.Krishnapriya S	5.3.3
20	Sports club	Mr.Sreejith P A, Ms.Noble Devassy	5.3.3
21	Quiz Club	Ms.Noble Devassy	In the Best practises - 7.2.1
22	ED Club	Dr.Mathew Jose K,Ms.Jeena Antony	3.2.1
23	Music club	Mr.Philip P J,Ms. Jeena Antony	5.3.3



	Committee		
24	Placement Support Team	Mr. Wilson, Ms. Dhanya, Ms. Saritha, Ms. Ebin	5.2.1
25	PTWA	Ms.Shajitha T.B	2.5
26	Alumni Association	Mr.John Kizhakudan,Ms.Rehna John	5.4.1,5.4.2,5.4.3
27	Website	Mr.Antony Jikku,Ms.Bini Rani Jose	For the entire Naac
28	Uniform in charge	Ms.Sonia Thomas, Ms.Kavitha Vincent, Ms.Neethu Tressa, Mr.Anu Rahim	
	Representatives		
29	Staff Council Secretary	Ms. Grace K. Benny	
30	Faculty rep. to college union/union Activities	Mr. Antony George	5.3.2
31	Staff Secretary	Ms. Binju Saju	
32	Staff Treasurer	Ms.Lakshmipriya M G	
	Activities		
33	Outreach Activities	Mr.Abin John,Mr.Richi Thomas	3.4.1, 3.4.2, 3.4.3, 3.4.4, 7.1.10, 7.1.11
34	Assembly in Charge	Mr.Sebastian Poonoly,Ms.Meera Rajeev	In criteria 2
35	Forum in Charge	Ms.Teresa Parackal, Ms.Bini Rani Jose	In criteria 2
36	Spiritual activities	Ms. Laiby Thomas,Ms.Roseland Peter	7.1.15,7.1.17
37	Job Fair	Mr. Wilson P P, Ms.Saritha Devi, Ms.Dhanya Sasikumar,Ms.Ebin Joy	3.4.1
38	D Zone	Mr.Fredy Varghese, Ms.Shajitha K B, Ms.Krishna Priya,Ms.Anjali Thomas	5.3.1
39	Nidarsana (Vidyarambham)	Ms.Bindu G, Ms.Rehna John, Ms.Lekha Willy	In criteria 2
40	Freshers' Day	Dept. Heads	
41	Splash	Club coordinators	5.3.3
42	Swaraj (Independence Day)	Mr.Vivek,Ms.Grace K Benny	7.1.17
43	Avani (Onam Celebration)	Ms.Binju Saju, Ms.lakshmipriya M G, Mr.Prabhakaran K G	7.1.17
44	Vismaya (Arts Day)	Ms.Neethu Tressa,Ms.Rejitha K Ravi	5.3.3
45	Viva (Sports Day)	Mr. Sreejith , Mr. Deepak Dev	5.3.3
46	Nativity (Christmas Celebration)	Ms.Sonia Thomas, Mr.Antony Jikku	7.1.17
47	Snehasangamam	Mr.Robert Fernandez,Ms.Mini Joshy	7.3
48	College Day	Mr.Jayakrishnan S	
50	Farewell	Dr.Mathew Jose K	
51	Staff tour	Mr. Anil Kumar,Mr.Anand Thomas	6.3.1
52	Days of celebration	Ms.Kavitha Vincent, Mr.Mathews Paul	7.1.14,7.1.17,7.1.18
53	Festal /Birthday Celebration	Ms.Jeena Antony,Ms.Annu Cyriac	



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 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



3. 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.



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.



IQAC

1. Fr. Dr. Paulachan K.J.
2. Fr. Varghese Assin
3. Ms. Emily Ittiachan
4. Dr. Joy Joseph Puthussery
5. Mr. Sabu Varghese
6. Mr. Robert Fernandez
7. Mr. Jayakrishnan S
8. Ms. Grace K Benny
9. Dr. Mathew Jose K
10. Ms. Teresa Parackal
11. Mr. Shaju P M
12. Ms. Saritha Devi
13. Ms. Binju Saju
14. Ms. Noble Devassy
15. Mr. Sebastian Poonolly
16. Ms. Shajitha
17. Ms. Sonia Thomas
18. Ms. Anitha Mary
19. Ms. Dhanya C N
20. Mr. Alias A.V
21. Ms. Maria Antony
22. Ms. Bini Rani Jose
23. Ms. Kumari Balan Local Body Rep
24. Mr. Mestlin P C Alumni Rep
25. Ms. Diana Davis Student representative

STAFF COUNCIL

1. Rev. Fr. Dr. Paulachan K.J. Principal & Asst. Exe. Director
2. Rev. Fr. Varghese Assin Thaiparambil Asst. Exe. Director
2. Ms. Emily Ittiachan Vice Principal
3. Dr. Joy Joseph Puthussery Dean of Studies
4. Dr. Mathew Jose HoD (Commerce)
5. Mr. Jayakrishnan S HoD (CS)
6. Ms. Grace K. Benny HoD (Languages)



- | | | |
|-----|----------------------|--------------------------|
| 7. | Mr. Robert Fernandez | HoD (HM) |
| 8. | Mr. Sreejith P.A. | HoD (Physical Education) |
| 9. | Mr. Shaju P. M. | HoD (IT) |
| 10. | Mr. Sabu Varghese | Training Manager |
| 11. | Ms. Teresa Parackal | Coordinator-UG |

STUDENT GRIEVANCE CELL

- | | | |
|----|-----------------------------|-------------------------------|
| 1. | Rev. Fr. Dr. Paulachan K.J. | Principal |
| 2. | Ms. Emily Ittiachan | Vice Principal/Asso.Professor |
| 3. | Dr. Joy Joseph Puthussery | Dean of Studies |
| 4. | Ms. Teresa Parackal | Coordinator-UG |
| 5. | Ms. Reni V Kalayil | Student Counsellor |

EXAM GRIEVANCE CELL

- | | | |
|----|-----------------------------|----------------|
| 1. | Rev. Fr. Dr. Paulachan K.J. | Principal |
| 2. | Ms. Emily Ittiachan | Vice Principal |
| 3. | Dr. Joy Joseph Puthussery | Chief Examiner |
| 4. | Ms. Teresa Parackal | Coordinator-UG |

STAFF GRIEVANCE CELL

- | | | |
|----|-----------------------------|-----------------|
| 1. | Rev. Fr. Dr. Paulachan K.J. | Principal |
| 2. | Ms. Emily Ittiachan | Vice Principal |
| 3. | Dr. Joy Joseph Puthussery | Dean of Studies |



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 compliance with college rules.
 - c) Provoking students to strike and participating in strike, dharna etc. in the college.
 - d) Loitering in the verandas during free hours and creating disturbance to the classes in progress.(During free hours the students are expected to make use of the library)
 - e) Disorderly 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 Naipunnaya 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 coatand 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, blackpants 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	Title	Hours	Internal	External	Total Marks
Common	A01- Communication Skills in English	4	20	80	100
Common	A02 - Critical Reasoning, Writing and Presentation	3	20	80	100
Common	A07 - Communication Skill in Languages other than English	4	20	80	100
Core	BCS1B01- 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	Title	Hours	Internal	External	Total Marks
Common	A03 - Reading Literature in English	4	20	80	100
Common	A04 - Reading on Indian Constitution Secularism and Sustainable Environment	3	20	80	100
Common	A08 - Literature in Languages other than English	4	20	80	100
Core	BCS2B02 - Problem Solving using C 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
Comp.	BCA1C01-Mathematical Foundation of Computer Applications	4	3	20	80	100
Comp.	BCA1C02 of - Discrete Mathematical	4	3	20	80	100
Total		25	20			600

Semester II

Course	Title	Hours	Credits	Internal	External	Total 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 - Problem 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.	BCA2CO4 - 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

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

Examination Hall ticket

College Identity card

Dress code should be formal with proper grooming standards

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

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

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)

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



Activities for the academic year 2019-20
Department of Computer Science

Month	Date	Day	Activity
June	7	Friday	Hardware Workshop for V Semester BSc CS/BCA
July	17	Wednesday	Industrial Visit for V Semester BSc CS
July	18	Thursday	Industrial Visit for V Semester BCA
August	3	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 1
August	10	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 2
August	17	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 3
August	24	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 4
August	31	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 5
September	7	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 6
September	21	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 7
September	27	Friday	Zenorex 3.0 - IT Fest CS Department
September	28	Saturday	Bridge Course for 'Programming in C' for I Semester BSc/BCA - Session 8
October	18	Friday	National Conference - CS Department
October	26	Saturday	Outreach programme I Semester BSc and BCA
November	27	Wednesday	Add on Course for VI Sem BSc CS
December	4	Wednesday	Add on Course for VI Sem BCA
December	13	Friday	Study Tour for VI Semester BSc CS & BCA
February	12	Wednesday	Seminar for IV Semester BSc CS & BCA
March	27	Friday	Seminar for II Semester BSc CS & BCA

**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 (Effective from 2017 Admission)

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

Semester II

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

Semester III

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

Semester IV

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



Semester V

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

Semester VI

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	BC6B12 Income Tax Law & GST	6	4	20	80	100
Core	BC6B13 Auditing and Corporate Governance	5	4	20	80	100
Core	BC6B14 Course in Specialisation	5	5	20	80	100
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. Computer Applications for 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	Total Marks
Common	BBIA01 English (Paper -I)	4	4	20	80	100
Common	BBIA02 English (Paper-II)	5	3	20	80	100
Common	BBIA07 Other Language	5	4	20	80	100
Core	BBIB01 Management Concepts and Business Ethics	6	5	20	80	100
Compl.	BBIC01 Managerial Economics	5	4	20	80	100
	Total	25	20	100	400	500

Semester II

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

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	BBIIIA11 Basic Numerical Skills	5	4	20	80	100
Common	BBIIIA12 General Informatics	5	4	20	80	100
Core	BBIIIB03 Business Regulatory Framework	5	4	20	80	100
Core	BBIIIB04 Human Resource Management	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	Total Marks
Common	BBIVA13 Entrepreneurship Development	5	4	20	80	100
Common	BBIVA14 Banking and Insurance	5	4	20	80	100
Core	BBIVB05 Marketing Management	5	4	20	80	100
Core	BBIVB06 Financial Management	5	4	20	80	100
Compl.	BBIVB04 Management Science	5	4	20	80	100
	Total	25	20	100	400	500



Semester V

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

Core Courses in the area of Specialization:

Marketing

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

OPEN COURSES OFFERED BY THE DEPARTMENT OF COMMERCE TO OTHER DEPARTMENTS

Offered under the B.Com. Programme

BC5D01 E-Commerce Management (Cr-2)

BC5D02 Basics of Entrepreneurships and Management (Cr-2)

BC5D03 Basic Accounting (Cr-2)

Offered under the BBA Programme

BB5D02 Hospitality Management (Cr-2)

STUDENTS EXPERIENTIAL LEARNING

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

- * Project proposal presentation
- * Field work and data analysis



- * Report writing
- * Draft project report presentation
- * Final project report submission

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

VIVA VOCE

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

INDUSTRIAL VISIT / STUDY TOUR

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

TEACHING METHODS ADOPTED TO IMPROVE STUDENTS LEARNING

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

EVALUATION AND GRADING FOR CUCBCSSUG 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		Practical Courses	
Attendance	25%	Attendance	25%
Assignment/Seminar/Viva	25%	Record	50%
Test paper	50%	Lab Involvement	25%

Attendance of each course will be evaluated as below:

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



The internal and external components is to be taken in the ratio 1:4 for Project Evaluation
Components with percentage of marks for Project Evaluation:-

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

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

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

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

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

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

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

REGULATIONS FOR THE PG PROGRAMMES OF AFFILIATED COLLEGES & SDE/ PRIVATE REGISTRATION UNDER CREDIT BASED SEMESTER SYSTEM 2017 (CUCBSPG- 2017)

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



Semester II

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

Semester III

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

Semester IV

Course Code	Title	Theory Hours	Practical Hours	Credits	External	Internal	Total Marks
MC4C14	Financial Derivatives and Risk Management	80	16	4	20	80	100
MC4C15	Cost Management	80	16	4	20	80	100
MC4E01	Elective I	80	16	4	20	80	100
MC4E02	Elective II	80	16	4	20	80	100
MC4P01	Project Work and Viva-Voce						
	Total	400	80	20	100	400	500
	Grand Total	1600	320	80	400	1600	2000

Functional Elective - Finance shall comprise of the following courses:-

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. Practice of 16 hours for each course is for the students to prepare for seminar, visit firms, do and present assignment etc. Practical examinations shall be conducted by the University at the end of even semester. Project evaluation and Viva -Voce shall be conducted at the end of the programme only.

EVALUATION AND GRADING

The evaluation scheme for each course (including projects) shall contain two parts;

(a) Continuous Assessment (CA) and (b) End Semester Evaluation (ESE). Of the total marks, CA shall be for 20% and ESE, for 80%.

Both internal and external evaluation shall be carried out using marks with corresponding grades and grade points using a 10 point indirect grading system.



CONTINUOUS ASSESSMENT (CA):

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

The percentage of marks assigned to various components for internal evaluation is as follows.

(a) Theory

Components internal marks	Percentage of
i Two test papers (out of three, average of two best scores)	40
ii Assignments/Book review/debates	20
iii Seminars/Presentation of case study	20
iv Attendance	20

(b) Practicals

Components internal marks	Percentage of
i Lab skill	40
ii Records/viva	30
iii Practical Test	30

Components for Internal Assessment are:

Attendance	1
Assignment	1
Seminar/Viva	1
Test paper	2

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board.

GRADING SYSTEM - Ten Point Indirect Grading System

Evaluation (both internal and external) is carried out using mark system. The grading on the basis of a total internal and external marks shall be indicated for each course and for each semester and for the entire programme.

The Guidelines for Grading are as follows:

Letter Grades with Grade Points and Marks Equivalence

Range of Marks	(%) Grade Point	Letter Grade
80-100	8.0-10.0	O (Outstanding)
70-79	7.0 -7.99	A+ (Excellent)
60-69	6.0 - 6.99	A (Very Good)
55-59	5.5 - 5.99	B+ (Good)
50-54	5.0 - 5.49	B (Above average)
45-49	4.5 - 4.99	C (Average)
40-44	4.0 - 4.49	D (Pass)
0-39	0	F (Failed/RA (Reappear)
—	0	Ab (Absent)
—	0	I (Course incomplete)

Remarks: B+ is equivalent to 55% marks and B is equivalent to 50% marks.

$$\text{S.G.P.A} = \frac{\text{SUM OF CREDIT POINTS OF ALL COURSES IN THE SEMESTER}}{\text{TOTAL CREDITS IN THAT SEMESTER}}$$

$$\text{CREDIT POINT} = \text{GRADE POINT (G)} \times \text{CREDIT (C)}$$

$$\text{C.G.P.A} = \frac{\text{SUM OF CREDIT POINTS OF ALL COMPLETED SEMESTERS}}{\text{TOTAL CREDITS ACQUIRED CREDITS ACQUIRED}}$$



3. DEPARTMENT OF COMMERCE Academic Calendar - 2019-2020

Date	Day	Program Departmental Activities	NAAC Criteria
JUNE 6	Thursday	Commencement of Academic Session 2019-2020	(II & III Yr.UG/PG)
19	Wednesday	Seminar ED Club Activity 'Greening the Blue' Seminar on Green Business Ideas!	1.3.1
21	Friday	Experiential learning Industrial Visit - Final Year B.Com.(Finance) and B.Com. (Cop)	2.3.1
28	Friday	Experiential learning Industrial Visit - Final Year B.Com. Computer Application and BBA (Mktg.)	2.3.1
JULY 9	Tuesday	Panel Discussion and Exhibition - Environment and Sustainability by BBA and B.Com. (Cop.)	3.4.2
27	Saturday	Outreach Program CSS by Final year UG	
29	Monday	Participative Learning Interclass Quiz Competition - by 'COMQUIZ' The Dept. Quiz Club	2.3.1
AUGUST 2	Friday	Outbound Exchange Programme III Sem PG - Campus Connect	3.5.1
3	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 1	5.1.3
10	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 2	5.1.3
17	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 3	5.1.3
24	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 4	5.1.3
27	Tuesday	Experiential Learning 'RESONANCE' - Intercollegiate Fest by Final Yr.UG	2.3.1,3.4.2
31	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 5	5.1.3
SEPT. 7	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 6	5.1.3
21	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 7	5.1.3



Date	Day	Program Departmental Activities	NAAC Criteria
28	Saturday	Capability Enhancement Bridge Course for I Sem B.Com/ BBA Non-Commerce Students - Session 8	5.1.3
OCT.1	Tuesday	Outreach Program International Day for the elderly by representatives from different classes.	
4	Friday	Participative Learning Interclass Quiz Competition - by 'COMQUIZ' The Dept. Quiz Club	2.3.1
NOV. 9	Saturday	Workshop Faculty Training - Commerce Subject	6.2.3
11	Monday	Extension Program National Education Day Financial Literacy and Net Banking by B.Com.Finance and CA	3.4.2
19	Tuesday	Industrial Interaction & Participative Learning Women's Entrepreneurship Day Talk by a Women Entrepreneur and associated activities- ED Club Activity	2.3.1,3.2.2
DEC. 5	Thursday	Experiential learning Study Tour for Final UG / Career Guidance Session	2.3.1
12	Thursday	Experiential learning Study Tour for Final UG / Career Guidance Session	2.3.1
JAN. 21	Tuesday	Workshop/Research PG Dept. organised National Conference with Publication	3.2.2
FEB.12	Wednesday	Experiential learning Project - Internal Viva Voce for Final Yr UG	2.3.1
20	Thursday	Participative learning Budget Analysis	2.3.1,3.2.2
MAR.20	Friday	Experiential learning Project - Internal Viva Voce for Final Yr PG	2.3.1
28	Saturday	Outreach Program CSS by First Yr PG	



Department of Hotel Management
Academic year 2019-2020

1. **Year of Establishment:** The Department was established in 2002 with programme BSc. Hotel Management and Catering Science degree with effect from academic year 2002-2003. The program, BSc. Hotel Management and Culinary Arts introduced from the academic year 2012 onwards.

2. **Name of Program /courses offered:**

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

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	CommonFRE1A07 (3)	Communicative Skills in French	4	4	3	80	20	100
4	CoreBSH/C 1B01	Introduction to Hospitality Industry	4	5	3	80	20	100
5	Complimentary BSH/C 1CO1	Sales and Marketing	3	4	3	80	20	100
6	Complimentary BSH/C1C02	Travel and Tourism	3	4	3	80	20	100
Total for semester I			21	25		480	120	600



Semester II								
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	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	Complimentary BSH/C 2CO3	Event Management	3	4	3	80	20	100
7	Complimentary BSH/C2C04	Management Principles and Practices	3	3	3	80	20	100
Total for semester II			23	25		520	130	650
Semester III								
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	Common A12	General Informatics	4	4	3	80	20	100
3	Core BHC 3B03	Food and Beverage Service	4	3	3	80	20	100
4	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	Complimentary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complimentary BSH/C 3CO6	Facility Planning	3	3	3	80	20	100
Total for semester III			26	25		640	160	800



Semester IV								
SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	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	Complimentary BSH/C 4CO7	Hotel Laws	3	4	3	80	20	100
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	3	80	20	100
Total for semester IV			26	25		600	150	750
Semester V								
SL	COURSE TYPE	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
8	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	Complimentary BSH/C 1C01	Sales and Marketing	3	4	3	80	20	100
6	Complimentary BSH/C 1C02	Travel and Tourism	3	4	3	80	20	100
Total for semester I			21	25		480	120	600

Semester II

SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	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	Common FRE 2A 08 (3)	Translation and Communication in French	4	4	3	80	20	100
4	CoreBSH 2B02	Accommodation Operation	4	4	3	80	20	100
5	Core BSH 2B02 (P)	Accommodation Operation- (Practical)	2	2	2	40	10	50
6	Complimentary	Event Management BSH/C 2C03	3	3	3	80	20	100
7	Complimentary BSH/C 2C04	Management Principles and Practices	3	4	3	80	20	100
Total for semester II			23	25		520	130	650



Semester III								
SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	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 BSH3B03	Food and Beverage Production –I	3	3	3	80	20	100
4	CoreBSH3B03 (P)	Food and Beverage Production –I (Practical)	3	3	3	80	20	100
5	Core BSH3B04	Food and Beverage Service-I	3	3	3	80	20	100
6	Core BSH3B04 (P)	Food and Beverage Service-I (Practical)	3	2	3	80	20	100
7	Complimentary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complimentary BSH/C 3CO6	Facility Planning	3	3	3	80	20	100
Total for semester III			26	25		640	160	800
Semester IV								
SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	EXTE RNAL	INTE RNAL	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	Complimentary BSH/C 4CO7	Hotel Laws	3	3	3	80	20	100
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	3	80	20	100
Total for semester IV			26	25		640	160	800



Semester V

SL NO	COURSE TYPE & CODE	SUBJECT	CREDIT	HOURS WEEK	EXAM HOURS	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
8	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 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

Open Courses for BSc HMCS and BSc HMCA (Names of inter disciplinary courses)

38 BSH/C 5DO1 Tourism and Hospitality Management

BSH/C 5DO2 Basics in Culinary.

BSH/C 5DO3 Introduction to Banquets and Buffets

1. **Open courses offered by other departments:** Open courses are offered by the following departments-

- Department of Commerce- BC5D03 BASIC ACCOUNTING
- Department of Languages - ENG5D03 - APPLIED LANGUAGE SKILLS
- Department of Computer Science - BCS5D01| Introduction to Computers and Office Automation

2. Industrial Exposure Training (1.3.3)

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

Hotel Report

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

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



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

3. **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

4. **MOUs and Linkages (3.5.1)**

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

5. **Certificate Programmes(1.1.2)**-Food Safety Certification by FOOD,HEALTH AND ENVIRONMENT MANAGEMENT SOLUTIONS (FHEMS)

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

6. **Student Support programmes-(2.2.1)**

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

7. **Student Experiential Learning (2.3.1)**

- Theme Dinner
- Class events
- Industrial Visits



1. Infrastructural Facilities

- a. Basic training kitchen
- b. Advanced training kitchen
- c. Quantity training kitchen
- d. Basic training restaurant
- e. Advanced training restaurant
- f. Specialty training restaurant
- g. Front office lab
- h. Classrooms with LCD
- i. Lab for Accommodation Operation
- j. Guest rooms
- k. Faculty and Students locker room facilities
- l. Laundry facilities
- m. Pantry
- n. Stewarding Area
- o. Audio-visual Classrooms for conferences
- p. Department lobby
- q. Air-conditioned computer lab
- r. Air-conditioned Language lab

2. Teaching methods adopted to improve student learning(2.3.4)

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



3. **Workshops and Seminars (3.2.2)**

Workshop on-

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

Seminars on-

- IPR
- Tourism
- Latest trends in the Hotel Industry

15 **Extension and Outreach activity (3.4.1,3.4.3)**

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

16. **Student Capability Enhancement (5.1.3)**

- **Communications skills (Dept. of languages)**
- **Soft skills (Dept. of Training and Development)**
- **Clubs**
 - Cocineros (Culinaryclub)
 - Vino de Vino (wineclub)
 - Tourism club



NIMIT. Pongam
Department of Hotel Management- Events Schedule 2019-2020

Month	Date	Day	Events	Remarks
June	21	Friday	FDP- Seminar	
July	5	Friday	Wine Presentation and service workshop (II YR. BScHMCS/ BScHMCA)	
	18	Thursday	Class Fest -3rd semester- B.Sc HMCA	
	26	Friday	Extension programme	
Aug.	6	Tuesday	ISR 1st Sem HMCS-A, HMCS-B, HMCA	
	8	Thursday	Class fest - 3rd Sem HMCS-B	
	22	Thursday	Class fest - 3rd Sem HMCS-A	
	30	Friday	Phoenix Version: 3 (Management Fest) 3rd Semester BScHMCS-A, National Seminar 3rd B.Sc HMCS-B September 3 Tuesday Culinary club Fest	
	27	Friday	World Tourism Day Celebrations	
Oct.	10	Thursday	Industrial Visit- I Semester B.Sc HMCS-A	
	16	Wednesday	World Food Day Celebrations HM Dept	
	24	Thursday	Industrial Visit- I Semester B.Sc HMCS-B	
Nov.	5	Tuesday	Chrysalis 2k19(Junior Chef Competition) and World Chef day Celebration 3rd Semester B.Sc HMCA	
	7	Thursday	Industrial Visit- I Semester B.Sc HMCA	
	22	Friday	Seminar on professional ethics	
Dec.	4	Wednesday	Food safety Workshop IV semester HMCA	
	5	Thursday	Food safety Workshop IV semester HMCA	
	6	Friday	Food safety Workshop IV semester HMCA	
	18	Wednesday	Housekeeping Workshop 2nd Semester B.Sc HMCS	
Jan.	16	Thursday	Cocktail and Mocktail / Veg and Fruit Carving Workshop- 2nd year B.Sc HMCS/ B.Sc HMCA	
	17	Friday	Cocktail and Mocktail / Veg and Fruit Carving Workshop- 2nd year B.Sc HMCS/ B.Sc HMCA	
	22	Wednesday	Fish Carving - Workshop	
	23	Thursday	Theme Dinner 3rd Year B.Sc HMCS & B.Sc HMCA	
Feb.	4	Tuesday	ISR -II Semster B.Sc HMCS-A, B.Sc HMCS-B, B.Sc HMCA	
	8	Saturday	Snehasangham- ISR -IV Semster B.Sc HMCS-A, B.Sc HMCS-B, B.Sc HMCA	
	13	Thursday	Industrial Visit / Study tour- VI sem B.Sc HMCA & B.Sc HMCS	
	14	Friday	Industrial Visit / Study tour- VI sem B.Sc HMCA & B.Sc HMCS	



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	Total Marks
Common	ENG1A01 English (Paper -I)	4	3	20	80	100
Common	ENG1A02 English (Paper-II)	5	3	20	80	100
Common	ENG1A07 Other Language(Hindi/Malayalam)	5	4	20	80	100
Core	ENG1B01 Introducing Literature	6	5	20	80	100
Compl.	JOU1CO1 Introduction to communication and journalism	3	2	20		
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	Total Marks
Common	ENG2A03 English (Paper -I)	4	4	20	80	100
Common	ENG2A04 English (Paper-II)	5	3	20	80	100
Common	ENG2A08 Other Language	5	4	20	80	100
Core	ENG2B02 Appreciating Poetry	6	5	20	80	100
Compl.	JOU2CO1 News Reporting and Editing	5	4	20	80	100
Compl.	ICP1CO1 Indian Constitution and politics and Governmental structures	5	4	20	80	100
Total		30	23	100	480	600

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG3A05 Native media and English	5	4	20	80	100
Common	ENG3A09 Other Language	5	4	20	80	100
Core	ENG3B01 Reading Drama	4	4	20	80	100
Core	ENG3B02 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	Total Marks
Common	ENG4A06 Reading fiction and non fiction	5	4	20	80	100
Common	ENG4A10 Other Language	5	4	20	80	100
Core	ENG4B01 Modern English Literature	5	4	20	80	100
Core	ENG4B02 Methodology of Humanities	4	4	20	80	100
Compl.	JOU4C01 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	Total Marks
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



Activities for Languages

Sl.No	Programme	Activities	Month
1	Certificate/Diploma course	Engpower Language skills programme	June/ July
2	Seminar on Gender	Filmic version of toxic masculinity	Sept.
3	Learning Assessment	Diagnostic tests, peer teaching, Editing works of the college	June/Sept
4	Experiential learning	Cultural visits, Interview with a famous personality	Jan/Sept
5	Innovation in teaching	Subject Quiz, Mini project, Book Review	Aug/Oct
6	Workshop on IPR	Copyright violation and plagiarism and new challenges	February
7	Outreach programme	students take classes in the nearby schools	August
8	Extension programme	checking on the progress of the mobile libraries of the dept	June, sept, Mar
9	Capability Enhancement	Remedial Coaching, Language Lab, Personal counseling	June- March

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 KochuPoulo 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 (Second Year)
35. **Prof. Thomas Varghese Endowment** for academic excellence in B.Com F (A) batch (First Year)
36. Endowment instituted by NIMIT for academic excellence in B.Com F (B) batch (First Year)
37. Endowment instituted by NIMIT for academic excellence in B.Com CA (First Year)
38. Endowment instituted by NIMIT for academic excellence in B.Com Co (First Year)
39. **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 - 2019-20

JUNE

Date	Day	Class	Activity	Remarks
1	Saturday	Holiday		
2	Sunday	Holiday		
3	Monday	Class	Commencement of Academic Session 2019-2020 (II & III Yr.UG/PG)	
4	Tuesday	Class		
5	Wednesday	Class	World Environment Day ED Club Activity 'Greening the Blue' Seminar on Green Business Ideas!	
6	Thursday	Class		
7	Friday	Class	Hardware Workshop for V Semester BSc CS/BCA	
8	Saturday	Holiday		
9	Sunday	Holiday		
10	Monday	Class		
11	Tuesday	Class	ISR - 3rd Sem HMCS-A, HMCS-B, HMCA	
12	Wednesday	Class	Reading Week Seminar Sameeksha	
13	Thursday	Class	Outreach Programme CSS Activity III BA in Govt Schools	
14	Friday	Class		
15	Saturday	Holiday		
16	Sunday	Holiday		
17	Monday	Class		
18	Tuesday	Class		
19	Wednesday	Class		
20	Thursday	Class		
21	Friday	Class	Industrial Visit - Final Year B.Com./BBA, Outreach - V Semester B.Sc CS & BCA	
22	Saturday	Holiday		
23	Sunday	Holiday		
24	Monday	Class		
25	Tuesday	Class	Extension Program by B.Com.Finance Stream - GST/Financial Literacy Extension Program by BBA Marketing Stream - Panel Discussion/Competition	



26	Wednesday	Class		
27	Thursday	Class		
28	Friday	Class	Industrial Visit - Final Year B.Com./BBA	
29	Saturday	Holiday		
30	Sunday	Holiday		
JULY				
Date	Day	Class	Activity	Remarks
1	Monday	Class		
2	Tuesday	Class		
3	Wednesday	Class	The Best Reader Competition interdepartmental	
4	Thursday	Class		
5	Friday	Class	Commencement of Classes (I Yr.UG/PG) Wine Presentation and service workshop (II YR. B.Sc HMCS/ B.Sc HMCA)	
6	Saturday	Holiday		
7	Sunday	Holiday		
8	Monday	Class		
9	Tuesday	Class	Extension Program by Computer Application Stream - Seminar E-Business Extension Program by Cooperation Stream - Exhibition	
10	Wednesday	Class	Outreach - III Semester B.Sc CS & BCA	
11	Thursday	Class		
12	Friday	Class	Out Reach Programme CSS Activity IIBA	
13	Saturday	Holiday		
14	Sunday	Holiday		
15	Monday	Class		
16	Tuesday	Class	Workshop Languages Dept	
17	Wednesday	Class	Industrial Visit for V Semester B.Sc CS	
18	Thursday	Class	Industrial Visit for V Semester BCA Class Fest -3rd Sem R B.Sc HMCA	
19	Friday	Class		
20	Saturday	Holiday		
21	Sunday	Holiday		
22	Monday	Class		
23	Tuesday	Class	Ist Internal Examination: III Sem B.Sc HMCS & B.Sc HMCA	
24	Wednesday	Class	Ist Internal Examination: III & V Sem B.Com./BBA and III Sem M.Com. IIISem B.Sc HMCS & B.Sc HMCA	



25	Thursday	Class	Ist Internal Examination: III & V Sem B.Com./BBA and III Sem M.Com. III Sem B.Sc HMCS & B.Sc HMCA	
26	Friday	Class	Ist Internal Examination: III & V Sem B.Com. /BBA and III Sem M.Com. III Sem B.Sc HMCS & B.Sc HMCA	
27	Saturday	Holiday		
28	Sunday	Holiday		
29	Monday	Class	Outreach programme -CSS by 1st year UG	
30	Tuesday	Class	Outreach programme -CSS by 1st year UG	
31	Wednesday	Holiday	Karkkadaka Vaavu	

AUGUST

Date	Day	Class	Activity	Remarks
1	Thursday	Class		
2	Friday	Class	III Sem PG Outbound/Exchange Programme - Campus Connect	
3	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 1	
4	Sunday	Holiday		
5	Monday	Class	Distribution of answer scripts of Ist Internal Examination Submission of consolidated marksheet & progress report- Ist Internal	
6	Tuesday	Class	ISR 1st Sem HMCS-A, HMCS-B, HMCA	
7	Wednesday	Class	National Seminar Department of Languages	
8	Thursday	Class	Class fest - 3rd Sem HMCS-B	
9	Friday	Class		
10	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 2	
11	Sunday	Holiday		
12	Monday	Class		
13	Tuesday	Class		
14	Wednesday	Class		
15	Thursday	Holiday	Independence Day	
16	Friday	Class	Cultural visit Dept of Languages	
17	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 3	
18	Sunday	Holiday		
19	Monday	Class		
20	Tuesday	Class		
21	Wednesday	Class	Outreach - I Semester B.Sc CS & BCA	



22	Thursday	Class	Class fest - 3rd Sem HMCS-A	
23	Friday	Class		
24	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 4	
25	Sunday	Holiday		
26	Monday	Class		
27	Tuesday	Class	Resonance - Commerce and Management Fest by Final Yr.UG	
28	Wednesday	Class		
29	Thursday	Class		
30	Friday	Class	Phoenix Version: 3 (Management Fest) 3rd Semester B.Sc HMCS-A, National Seminar 3rd B.Sc HMCS-B	
31	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 5, Outreach - Computer Literacy Program for Kudumbasree Unit.	

SEPTEMBER

Date	Day	Class	Activity	Remarks
1	Sunday	Holiday		
2	Monday	Class	Outreach programme - CSS by 3rd Yr UG	
3	Tuesday	Class	Outreach programme -CSS by 3rd Yr UG Culinary club Fest	
4	Wednesday	Class	Workshop Dept of Languages	
5	Thursday	Class		
6	Friday	Class	Onam celebrations	
7	Saturday	Holiday	Bridge Course for I Sem B.Com/BBA Non-Commerce Students - Session 6	
8	Sunday	Holiday		
9	Monday	Holiday	First Onam	
10	Tuesday	Holiday	Thiruvonam	
11	Wednesday	Holiday	Munam Onam	
12	Thursday	Holiday	Fourth onam	
13	Friday	Holiday		
14	Saturday	Holiday		
15	Sunday	Holiday		
16	Monday	Class	Research Forum Languages	



17	Tuesday	Class		
18	Wednesday	Class	Ist Internal Examination: I Sem B.Com./ BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
19	Thursday	Class	Ist Internal Examination: I Sem B.Com./ BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
20	Friday	Class	Ist Internal Examination: I Sem B.Com./ BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
21	Saturday	Holiday	Sree Narayana Guru Jayanti Bridge Course for I Sem B.Com./BBA Non-Commerce Students - Session 7	
22	Sunday	Holiday		
23	Monday	Class		
24	Tuesday	Class	One Book One Naipunnya Languages	
25	Wednesday	Class		
26	Thursday	Class		
27	Friday	Class	National Conference - CS Department World Tourism Day Celebrations HM Dept	
28	Saturday	Holiday	Bridge Course for I Sem B.Com./ BBA Non-Commerce Students - Session 8	
29	Sunday	Holiday		
30	Monday	Class	Distribution of answer scripts of Ist Internal Examination Submission of consolidated marksheet & progress report- Ist Internal	
OCTOBER				
Date	Day	Class	Activity	Remarks
1	Tuesday	Class	International Day for the elderly Outreach program by II Yr.PG	
2	Wednesday	Holiday	Gandhi Jayanti	
3	Thursday	Class	Department Fest Languages	
4	Friday	Class	Out Reach Programme CSS Activity I BA	
5	Saturday	Holiday		
6	Sunday	Holiday		
7	Monday	Holiday	Mahanavami	



8	Tuesday	Holiday	Vijayadasami	
9	Wednesday	Class		
10	Thursday	Class	Industrial Visit- I Semester B.Sc HMCS-A	
11	Friday	Class		
12	Saturday	Holiday		
13	Sunday	Holiday		
14	Monday	Class		
15	Tuesday	Class		
16	Wednesday	Class	World Food Day Celebrations HM Dept	
17	Thursday	Class		
18	Friday	Class	Zenorex 3.0 - IT Fest CS Department	
19	Saturday	Holiday		
20	Sunday	Holiday		
21	Monday	Class		
22	Tuesday	Class	2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
23	Wednesday	Class	2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
24	Thursday	Class	One Book One Naipunnaya Languages Industrial Visit- I Semester B.Sc HMCS-B 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
25	Friday	Class	2nd Internal Examination: III & V Sem B.Com./ BBA and III Sem M.Com. 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
26	Saturday	Holiday		
27	Sunday	Holiday	Deepavali	
28	Monday	Class	2nd Internal Examination: III & V Sem B.Com./ BBA and III Sem M.Com. 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
29	Tuesday	Class	2nd Internal Examination: III & V Sem B.Com./ BBA and III Sem M.Com. 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
30	Wednesday	Class	2nd Internal Examination: III & V Sem B.Com./ BBA and III Sem M.Com. 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	
31	Thursday	Class	2nd Internal Examination: III & V Sem B.Com./ BBA and III Sem M.Com. 2nd Internal Examination: III B.Sc HMCS & B.Sc HMCA	



NOVEMBER				
Date	Day	Class	Activity	Remarks
1	Friday	Class		
2	Saturday	Holiday	Milad-in-sherif	
3	Sunday	Holiday		
4	Monday	Class		
5	Tuesday	Class	Chrysalis 2k19(Junior Chef Competition) and World Chef day Celebration 3rd Semester B.Sc HMCA	
6	Wednesday	Class		
7	Thursday	Class	Industrial Visit- I Semester B.Sc HMCA	
8	Friday	Class	Distribution of answer scripts of 2nd Internal Examination Submission of consolidated marksheet & progress report- 2nd Internal	
9	Saturday	Holiday	Faculty Training - Commerce Subject	
10	Sunday	Holiday		
11	Monday	Class	National Education Day Outreach and Extension programme by I Yr. PG	
12	Tuesday	Class	Gurunanak Jayanthi	
13	Wednesday	Class		
14	Thursday	Class		
15	Friday	Class	2nd Internal Examination: I Sem B.Sc HMCS & B.Sc HMCA	
16	Saturday	Holiday		
17	Sunday	Holiday		
18	Monday	Class	2nd Internal Examination: I Sem B.Com./ BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
19	Tuesday	Class	2nd Internal Examination: I Sem B.Com./BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA Women's Entrepreneurship Day- ED Club Activity (Panel Discussion)	
20	Wednesday	Class	2nd Internal Examination: I Sem B.Com./BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
21	Thursday	Class	2nd Internal Examination: I Sem B.Com./BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	
22	Friday	Class	2nd Internal Examination: I Sem B.Com./BBA and I Sem M.Com. I Sem B.Sc HMCS & B.Sc HMCA	



23	Saturday	Holiday		
24	Sunday	Holiday		
25	Monday	Class	One Book One Naipunnya	
26	Tuesday	Class		
27	Wednesday	Class	Add on Course for VI Sem B.Sc CS	
28	Thursday	Class		
29	Friday	Class	Distribution of answer scripts of 2nd Internal Examination Submission of consolidated marksheet & progress report- 2nd Internal	
30	Saturday	Holiday		
DECEMBER				
Date	Day	Class	Activity	Remarks
1	Sunday	Holiday		
2	Monday	Class		
3	Tuesday	Class	PG Dept. organised National Seminar with Publication	
4	Wednesday	Class	Add on Course for VI Sem BCA Food safety Workshop IV semester HMCA	
5	Thursday	Class	Study Tour for Final UG / Career Guidance Session, Study Tour for VI Semester B.Sc CS Food safety Workshop IV semester HMCA	
6	Friday	Class	Food safety Workshop IV semester HMCA	
7	Saturday	Holiday		
8	Sunday	Holiday		
9	Monday	Class	Research Forum Languages	
10	Tuesday	Class	ISR- VI Semester B.Sc HMCS, B.Sc HMCA	
11	Wednesday	Class		
12	Thursday	Class	Study Tour for Final UG / Career Guidance Session, Study Tour for VI Semester BCA	
13	Friday	Class		
14	Saturday	Holiday		
15	Sunday	Holiday		
16	Monday	Class		
17	Tuesday	Class		
18	Wednesday	Class	Housekeeping Workshop 2nd Semester B.Sc HMCS	
19	Thursday	Class		
20	Friday	Class	Christmas Celebration	
21	Saturday	Holiday		
22	Sunday	Holiday		
23	Monday	Class		
24	Tuesday	Class		



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

JANUARY

Date	Day	Class	Activity	Remarks
1	Wednesday	Class		
2	Thursday	Class		
3	Friday	Class	Milad-un-Nabi	
4	Saturday	Holiday		
5	Sunday	Holiday		
6	Monday	Class		
7	Tuesday	Class	Ist Internal Examination: IV Semester B.Sc HMCS & B.Sc HMCA	
8	Wednesday	Class	Ist Internal Examination: IV & VI Sem B.Com./ BBA and IV Sem M.Com. IV Sem & VI semester B.Sc HMCS & B.Sc HMCA	
9	Thursday	Class	Ist Internal Examination: IV & VI Sem B.Com./ BBA and IV Sem M.Com. IV Sem & VI semester B.Sc HMCS & B.Sc HMCA	
10	Friday	Class	Ist Internal Examination: IV & VI Sem B.Com./ BBA and IV Sem M.Com. IV Sem & VI semester B.Sc HMCS & B.Sc HMCA	
11	Saturday	Holiday		
12	Sunday	Holiday		
13	Monday	Class		
14	Tuesday	Class		
15	Wednesday	Class		
16	Thursday	Class	Students' tour UG English Cocktail and Mocktail / Veg and Fruit Carving Workshop- 2nd year B.Sc HMCS/ B.Sc HMCA	
17	Friday	Class	Seminar for IV Semester B.Sc CS & BCA Cocktail and Mocktail / Veg and Fruit Carving Workshop- 2nd year B.Sc HMCS/ B.Sc HMCA	
18	Saturday	Holiday		
19	Sunday	Holiday		
20	Monday	Class	Distribution of answer scripts of Ist Internal Examination Submission of consolidated marksheet & progress report- Ist Internal	



21	Tuesday	Class		
22	Wednesday	Class	Fish Carving - Workshop	
23	Thursday	Class	Theme Dinner 3rd Year B.Sc HMCS & B.Sc HMCA	
24	Friday	Class		
25	Saturday	Holiday		
26	Sunday	Holiday	Indian Republic Day	
27	Monday	Class		
28	Tuesday	Class	Ist Internal Examination: II Sem B.Sc HMCS & B.Sc HMCA	
29	Wednesday	Class	Ist Internal Examination: II Sem B.Com./ BBA and II Sem M.Com. II Sem B.Sc HMCS & B.Sc HMCA	
30	Thursday	Class	Ist Internal Examination: II Sem B.Com./ BBA and II Sem M.Com. II Sem B.Sc HMCS & B.Sc HMCA	
31	Friday	Class	Ist Internal Examination: II Sem B.Com./BBA and II Sem M.Com. II Sem B.Sc HMCS & B.Sc HMCA	
FEBRUARY				
Date	Day	Class	Activity	Remarks
1	Saturday	Holiday		
2	Sunday	Holiday		
3	Monday	Class		
4	Tuesday	Class	ISR -II Semster BScHMCS-A, BScHMCS-B, BScHMCA	
5	Wednesday	Class		
6	Thursday	Class		
7	Friday	Class	Distribution of answer scripts of Ist Internal Examination Submission of consolidated marksheet & progress report- Ist Internal	
8	Saturday	Holiday	Snehasangamam	
9	Sunday	Holiday		
10	Monday	Class		
11	Tuesday	Class		
12	Wednesday	Class	Seminar for II Semester B.Sc CS& BCA	
13	Thursday	Class	Industrial Visit IV sem B.Sc HMCA & B.Sc HMCS	
14	Friday	Class	Industrial Visit IV sem B.Sc HMCA & B.Sc HMCS	
15	Saturday	Holiday		
16	Sunday	Holiday		
17	Monday	Class		
18	Tuesday	Class		
19	Wednesday	Class		



20	Thursday	Class	ISR -IV Semster B.Sc HMCS-A, B.Sc HMCS-B, B.Sc HMCA	
21	Friday	Class		
22	Saturday	Holiday		
23	Sunday	Holiday		
24	Monday	Class		
25	Tuesday	Class		
26	Wednesday	Class		
27	Thursday	Class		
28	Friday	Class	College Day	
29	Saturday	Holiday		
MARCH				
Date	Day	Class	Activity	Remarks
1	Sunday	Holiday		
2	Monday	Class	2nd Internal examination: VI Sem B.Com./BBA VI Sem B.Sc HMCS & B.Sc HMCA	
3	Tuesday	Class	2nd Internal examination: VI Sem B.Com./BBA VI Sem B.Sc HMCS & B.Sc HMCA	
4	Wednesday	Class	2nd Internal examination: VI Sem B.Com./BBA VI Sem B.Sc HMCS & B.Sc HMCA	
5	Thursday	Class	2nd Internal examination: VI Sem B.Com./BBA VI Sem B.Sc HMCS & B.Sc HMCA	
6	Friday	Class	2nd Internal examination: VI Sem B.Com./BBA VI Sem B.Sc HMCS & B.Sc HMCA	
7	Saturday	Holiday		
8	Sunday	Holiday		
9	Monday	Class	2nd Internal examination: VI Sem B.Sc HMCS & B.Sc HMCA	
10	Tuesday	Class		
11	Wednesday	Class		
12	Thursday	Class	Distribution of answer scripts Submission of consolidated marksheet & progress report	
13	Friday	Class		
14	Saturday	Holiday		
15	Sunday	Holiday		
16	Monday	Class		
17	Tuesday	Class		
18	Wednesday	Class		
19	Thursday	Class		
20	Friday	Class		
21	Saturday	Holiday		
22	Sunday	Holiday		



23	Monday	Class		
24	Tuesday	Class		
25	Wednesday	Class		
26	Thursday	Class		
27	Friday	Class		
28	Saturday	Holiday		
29	Sunday	Holiday		
30	Monday	Class		
31	Tuesday	Class		
APRIL				
Date	Day	Class	Activity	Remarks
1	Wednesday	Class	2nd Internal Examination: II & IV Sem B.Sc HMCA & B.Sc HMCS	
2	Thursday	Class	2nd Internal Examination: II & IV Sem B.Sc HMCA & B.Sc HMCS	
3	Friday	Class	2nd Internal Examination: II & IV Sem B.Sc HMCA & B.Sc HMCS	
4	Saturday	Holiday		
5	Sunday	Holiday		
6	Monday	Class	2nd Internal Examination: II & IV Sem B.Com./BBA and II & VI Sem M.Com. II & IV Sem B.Sc HMCA & B.Sc HMCS	
7	Tuesday	Class	2nd Internal Examination: II & IV Sem B.Com./BBA and II & VI Sem M.Com. II & IV Sem B.Sc HMCA & B.Sc HMCS	
8	Wednesday	Class	2nd Internal Examination: II & IV Sem B.Com./BBA and II & VI Sem M.Com. II & IV Sem B.Sc HMCA & B.Sc HMCS	
9	Thursday	Class	2nd Internal Examination: II & IV Sem B.Com./BBA and II & VI Sem M.Com. II & IV Sem B.Sc HMCA & B.Sc HMCS	
10	Friday	Class	2nd Internal Examination: II & IV Sem B.Com./BBA and II & VI Sem M.Com. II & IV Sem B.Sc HMCA & B.Sc HMCS	
11	Saturday	Holiday		
12	Sunday	Holiday		
13	Monday	Class		
14	Tuesday	Class		
15	Wednesday	Holiday	Dr. Ambedkar Jayanti	
16	Thursday	Class		
17	Friday	Class		
18	Saturday	Holiday		
19	Sunday	Holiday		
20	Monday	Class	Distribution of answer scripts	



21	Tuesday	Class	Submission of consolidated marksheet & progress report
22	Wednesday	Class	
23	Thursday	Class	
24	Friday	Class	
25	Saturday	Holiday	
26	Sunday	Holiday	
27	Monday	Class	
28	Tuesday	Class	
29	Wednesday	Class	
30	Thursday	Class	

MAY

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



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 ശാന്തിയാകേണമേ
 എന്റെ പാദം ഇടറാതിരിക്കുവാൻ
 എന്നുമെന്നിൽ കൃപ ചൊരിയേണമേ (എങ്ങുമെങ്ങും)

പുവിലുറുന്ന 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 കൂപ്പി നിൽക്കുന്നു മണ്ണിന്റെ

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

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

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

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				



Notes



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