NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (NIMIT)

PONGAM, KORATTY – 680308, THRISSUR - DIST, KERALA

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

HANDBOOK 2021-2022
(To be carried to the class everyday)

TABLE OF CONTENTS

PERSONAL MEMO 2021-22

Name of the student: ....

Class/Course &Year: …..:..

Admission No.: …......................... Date of Birth: …………….............

Email ID:...Blood Group:….......

Father   **Mother**

Name: .... Name: ....

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

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

………………………………………. …..………………………………….....

………………………………..……. …...…………………………….......….

Home Address:...

....

....

Email ID (Father/Mother): …………………......................................

Tel : (Home) :...

Mobile (Father): ....

Mobile (Mother): …………...

Mobile number of the student : ………………………………………….

Siblings associated with Naipunnya (If applicable)

1. Name : .... Course & Year: …………………

2. Name : .... Course & Year: …………………

Mode of Transport :

☐College Bus ☐Private ☐Public Transport ☐Bicycle ☐Motor Bike ☐Bus

Route: ....

Concession Card: Yes / No Hostler : Yes / No

Signature of the student : ………………………………………………

Specimen Signatures

Mother : ....Father : ....

(To be handed over to the class in charge)

PERSONAL MEMO 2021-22

Name of the student: ....

Class/Course &Year: …..

Admission No.: …....................... Date of Birth: ……………...........

Email ID:..Blood Group:….......

Father   **Mother**

Name: ....   Name: ....

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

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

…………………………………....   …..……………………………….....

……………………………............   …..………………………………...…

Home Address:..

....

....

Email ID (Father/Mother): ……………………...............................

Tel : (Home) :...

Mobile (Father): ....

Mobile (Mother): ……………………………………………………

Mobile number of the student : ……………………………………….

Siblings associated with Naipunnya (If applicable)

1. Name : .... Course & Year: …………………

2. Name : .... Course & Year: …………………

Mode of Transport :

☐College Bus ☐Private ☐Public Transport ☐Bicycle ☐Motor Bike ☐Bus

Route: ....

Concession Card: Yes / No Hostler : Yes / No

Signature of the student : …………………………………………….

Specimen Signatures

Mother : ....Father : ....

(To be handed over to the class in charge)

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

M.A English Language and Literature

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

B.Sc. Hotel Management and Culinary Arts

Bachelor of Hotel Administration (BHA)

Craftsmanship Course in Catering Management

PRAYER

Our Heavenly Father,

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

Amen.

PLEDGE TO THE NATION

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

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

COLLEGE ANTHEM

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

Naipunnya… (2)

NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS

(Managed by the Archdiocese of Ernakulam – Angamaly)

Naipunnya Institute of Management & Information Technology (NIMIT), Pongam, Koratty
(Affiliated to the University of Calicut, NAAC Accredited with B++ grade, ISO 9001 - 2015 certified)

Naipunnya School of Management, Cherthala
(Affiliated to the University of Kerala; Department of Tourism, Govt. of Kerala; NIOS, New Delhi)

Naipunnya Public School, Edakunnu, Angamaly
(Affiliated to CBSE, New Delhi)

Naipunnya Public School, Thrikkakara
(Affiliated to CBSE, New Delhi)

NBS Naipunnya Business School, Pongam, Koratty,
(Affiliated to the University of Calicut; Approved by AICTE)

College Working Time*:

Monday – Thursday & Saturday	:	8.30 am- 3.30 pm
Friday	:	8.00 am -3.00pm

Office Working Hours

Monday - Friday	:	9.00 am – 5.00 pm
Saturday	:	9.00 am - 4.00 pm

*Subject to change

MOTTO

To reach the unreachable

VISION

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

MISSION

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

SCOPE

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

CORE VALUES

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

EMBLEM

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

QUALITY POLICY

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

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

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

Naipunnya constantly strives to update the quality system as a continual process to maximise stakeholder's satisfaction.

NAIPUNNYA - PROFILE

Opening Doors to Success

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

HISTORY OF NIMIT

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

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

PATRON

His Beatitude Cardinal Mar George Alencherry

GOVERNING BODY

His Grace Mar Antony Kariyil (Arch Bishop, Archdiocese of Ernakulam-Angamaly)
Very Rev. Dr. Jose Puthiyedath (Syncellus)
Very Rev. Fr. Sebastian Manickathan (Finance Officer, Archdiocese of Ernakulam-Angamaly)
Rev. Fr. Dr. Paulachan K. J. (Exe. Director and Principal, NIMIT)
Rev. Fr. Renson Thekkinezhath (Asst. Exe. Director, NIMIT, Pongam)
Rev.Fr.Thomas Valookkaran (Asst. Exe. Director, NIMIT)
Rev.Fr.Jose Karachira (Campus Minister, NIMIT)
Rev. Fr. Dr. Varghese Kalaparambath (Former Director, BMC)
Prof. Dr. Sam Thomas (Professor ,School of Management Studies, CUSAT)
Ms. Aswathy Govind (Management/Business Consultant)
Mr. Jijo G John(CEO, Calpine Group, Infopark, Kochi)
Dr. Sr. Anie Kuriakose (Former Principal,St. Joseph's College, Irinjalakuda)
Prof. Arun Kumar (Head of Management Studies, IIT, Chennai, India)
Mr.Nobin Thomas (Asst Professor, IIM , Indore)
Mr. Ajit Nair (General Manager, Business Excellence)
Adv. Renil Anto (Advocate, High court)
Dr. Jacob P M (Director, Naipunnya Business School)
Ms. Teresa Parackal (Vice Principal - Academics, NIMIT)
Mr. Robert Fernandez (Vice Principal - Campus Management, NIMIT)
Ms. Emily Ittiachan (Director, Centre for Examinations, NIMIT)
Dr. Joy Joseph Puthussery (Dean of Studies/ IQAC Coordinator, NIMIT)
Dr. Sabu Varghese (Director,IT/ HRD Cell, NIMIT,Pongam)
Ms. Bini Rani Jose (NAAC Coordinator/ Management Representative ISO, NIMIT)

ACADEMIC COUNCIL

1. Rev.Fr. Dr. Paulachan K. J. (Principal and Exe. Director)
2. Rev. Fr. Renson Thekkinezhath (Asst. Exe.Director)
3. Ms. Teresa Parackal (Vice Principal - Academics)
4. Mr. Robert Fernandez
   (Vice Principal - Campus Management / HoD, Hotel Management)
5. Ms. Sonia Thomas (Secretary)
6. Dr. Joy Joseph Puthussery (IQAC Coordinator/Dean of Studies)
7. Ms. Bini Rani Jose
   (NAAC Coordinator/Management Representative ISO)
8. Dr. Mathew Jose K (HoD, Department of Commerce)
9. Mr. Jayakrishnan S (HoD, Department of Computer Science)
10. Ms. Grace K Benny (HoD, Department of English)
11. Dr. Tessy Poulose (HoD, Department of Additional Languages)
12. Mr. Shaju P.M. (HoD, IT Department)
13. Mr. Sreejith P.A. (HoD, Department of Physical Education)
14. Ms. Rajani Stanley (HoD, Department of Training and Development)
15. Ms. Sarithadevi S. (Placement Coordinator)
16. Ms. Amrutha Anilen (Placement Coordinator, Hotel Management)

INTERNAL QUALITY ASSURANCE CELL(IQAC)

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

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

IQAC COMPOSITION

1. **Chairperson**
   Rev. Fr. Dr. Paulachan K.J.
2. **IQAC Coordinator**
   Dr. Joy Joseph Puthussery
3. **NAAC Coordinator**
   Ms. Bini Rani Jose
4. **Teaching Staff**
i.   Dr. Mathew Jose K., HoD, Department of Commerce
ii.   Mr. Jayakrishnan S., HoD, Department of Computer Science
iii. Mr. Robert Fernandez, HoD, Department of Hotel Management
iv.   Ms. Grace K. Benny, HoD, Department of English
v.   Dr. Tessy Poulose, HoD, Department of Additional Languages
vi.   Mr. Shaju P.M., HoD, Department of IT
vii. Ms. Dhanya C.N., Librarian
viii. Ms. Maria Antony, NAAC Documenter
ix.   Mr. Towin Mathai, IT Support
x.   Ms. Sarithadevi S., Asst. Professor, Criteria 1 Head
xi.   Ms. BinjuSaju, Asst. Professor, Criteria 2 Head
xii. Ms. Noble Devassy, Asst. Professor, Criteria 3 Head
xiii. Mr. J. Sebastian Poonolly, Asst. Professor, Criteria 4 Head
xiv. Ms. Shajitha T.B., Asso. Professor, Criteria 5 Head
xv.   Ms. Sonia Thomas, Asso. Professor, Criteria 6 Head
xvi. Ms. Anitha Mary Alex, Asso. Professor, Criteria 7 Head

5. **Administrative Officers**

i.   Mr. Poulose C.V., Superintendent
ii. Mr. Jimmy Joseph, Finance Officer

6. **Members from Management**

i.   Rev. Fr. Renson Joseph Thekkinezhath, Asst. Exe. Director
ii.   Rev. Fr. Jose Karachira, Campus Minister
iii. Ms. Teresa Parackal, Vice Principal -Academics
iv.   Mr. Robert Fernandez, Vice Principal -Campus Management
v.   Ms. Emily Ittiachan, Director, Centre for Examinations
vi.   Dr. Sabu Varghese, Director, IT/ HRD Cell
vii. Ms. Jeena Antony , P.G Coordinator
viii. Ms. Bindu G. Coordinator, Finance Stream

7. **Member from Local Body**

Mr. Biju T.P (President, Koratty Panchayat)

8. **Member from Student Community**

Ms. Mariya Joseph, BA English

9. **Member from Alumni**

Mr. Mestin P.C.

10. **External Experts**

i.   Rev. Fr. Saje Peter Kannamparamban, Former Principal, NIMIT
ii.   Dr. Jacob P.M., Director, Naipunnya Business School
iii. Dr. Manzur Ali, IQAC Coordinator, MES College, Marampally
iv.   Mr. Joshy Joseph, Professor, IIM

11. **Nominees Employers/ Industrialists-**

i.   Mr. M P Joseph, Former District Collector
ii. Dr. Jancy James, Former Vice Chancellor, M G University

12. **PTA**

Mr. M A Firozkhan

MANAGEMENT REVIEW COMMITTEE MEMBERS
(MR MEMBERS)

1. Rev. Fr. Dr. Paulachan K J ....(Executive Director)
2. Rev. Fr. Renson Thekkinezhath (Asst. Executive Director, NIMIT)
3. Rev.Fr. Thomas Valookkaran ...(Asst. Executive Director, NWS)
4. Rev.Fr. Jose Karachira ....(Campus Minister)
5. Ms. Bini Rani Jose ....(NAAC Coordinator/ Management Representative ISO)
6. Ms. Teresa Parackal .... (Vice Principal – Academics)
7. Mr. Robert Fernandez..... (Vice Principal -Campus Mgmt / HoD, HM)
8. Ms. Emily Ittiachan ....Director, Centre for Examinations
9. Dr. Joy Joseph Puthussery .....(Dean of Studies / IQAC coordinator)
10. Dr. Sabu Varghese.................................(Director, IT/ HRD Cell)
11. Dr. Jacob Mathew ....(Director, MBA)
12. Dr. Mathew Jose K...(HoD, Commerce)
13. Mr. Jayakrishnan S. ....(HoD, Computer Science)
14. Ms. Grace Benny ....(HoD, English)
15. Dr. Tessy Poulose.........................(HoD, Additional Languages)
16. Mr. Shaju P.M. ....(HoD, IT Dept.)
17. Ms. Amrutha Anilen............. (Placement Coordinator, HM Dept.)
18. Mr. Jimmy Joseph.. (Finance Officer)
19. Mr. Poulose C.V. .... (Superintendent)
20. Ms. Dhannya C.N...(Librarian)
21. Ms. Lincy Sojan.. (Storekeeper)

THE FACULTY

Rev. Fr. (Dr.) Paul Kaithottungal (MBA, M.Phil, Ph.D.)	Executive Director/Principal	9605001987
Rev. Fr. Renson Thekkinezhath (MBA)	Asst. Executive Director	9744665383
Ms. Teresa Parackal (M.Com, ADIIFA)	Vice Principal - Academics	9446741676
Mr. Robert Fernandez (MA, DHMCT, B.Ed, MBA(THM))	Vice Principal - Campus Management	7012635903
Ms. Emily Ittiachan (M.Sc., B.Ed. (Maths))	Director, Centre for Examinations	9495248482
Dr. Joy Joseph Puthussery (M.Com, FCMA, Ph.D.)	Dean of Studies / IQAC Coordinator	9446947917
Dr. Sabu Varghese (MSc., MBA, Ph.D)	Director, IT/ HRD Cell	9497202277
Ms. Bini Rani Jose (M.E.)	NAAC Coordinator /Management Representative ISO	9846666914

POST GRADUATE DEPARTMENT OF COMMERCE

Dr. Mathew Jose K (M.Com, M.Phil., LLB, Ph.D.)	HoD/Professor	9446467315
Fr. (Dr.) Paul Kaithottungal (MBA, M.Phil., Ph.D.)	Executive Director /Principal	9961915050
M.Com Finance		
Ms. Jeena Antony (M.Com, MBA, SET)	PG Coordinator /Associate Professor	9746187264
Dr. Joy Joseph Puthussery (M.Com, FCMA, Ph.D.)	Dean of Studies/ Professor/ IQAC Coordinator	9446947917
Dr. Jalendran E.S. (M.Com, MBA, Ph.D.)	Professor	9447673745

B.Com Finance		
Ms. Bindu G. (M.Com., M.Phil., DCA., SET, NET)	Stream Coordinator/ Associate Professor	9446719374
Ms. Lakshmy Priya M G (M.Com, M.Phil., SET)	Assistant Professor	9846334188
Ms. Lakshmi Priya M R (M.Com, NET, SET, PDCFA)	Assistant Professor	8714478878
Mr. Jiss Jose (M.Com, DCFA)	Assistant Professor	9961919353
Dr.Jesney Antony(M.Com, Ph. D, NET)	Assistant Professor	9495340484
Dr.Remya Cheriyan(M.Com, M.Phil., Ph.D)	Assistant Professor	9544971541
B.Com Computer Application		
Ms. Anitha Mary Alex (M.Com, MBA, SET, B.Ed.)	Stream Coordinator/ Associate Professor	9497682750
Mr. Joseph James (M.Com)	Assistant Professor	9946275055
Mr. Manikandan A. (M.Com, M.Sc, B.Ed., DCFA, DCA, NET)	Assistant Professor	9605089626
Dr.Fairooz Ashareff(M.Com,Ph.D)	Assistant Professor	8714545451
B.Com Co-operation		
Dr. Antony George (MA Economics, PGDMSM, MBA, PGDIB, M.Phil., Ph.D.)	Stream Coordinator/ Assistant Professor	8594002178
Ms. Noble Devassy (M.Com, MBA, SET)	Assistant Professor	9746410841
Ms. Jissmol Binu Francis (M.Com, B.Ed, SET)	Assistant Professor	9494627614
Ms. Krishnapriya S, M.Com., SET	Asst. Professor	9984542351
Ms.Priya N P M.Com	Asst. Professor	9846871425
BBA		
Ms. Kavitha Vincent (MBA)	Stream Coordinator/ Assistant Professor	8301034527
Mr. Tony V. M. (M.Com, MBA, MPhil, NET, PDCFA)	Assistant Professor	9633109511

Ms. Vandana C. H. (MBA)	Assistant Professor	9656523453
Mr. Varghese Paul (MBA, M.Com)	Assistant Professor	9446800999
Ms. Midhula Sekhar(M.Com,NET)	Assistant Professor	7736650213
Rev. Fr. Renson Thekkinezhath (MBA)	Assistant Professor	9744665383
Facilitators		
Ms. Teresa Parackal (M.Com, ADIIFA)	Vice Principal - Academics /Associate Professor	9446741676
Ms. Roseland P M (M.Com, MBA, B.Ed., SET)	Assistant Professor	9497680126
Ms. Sona Pappachan (M.Sc. Maths, B.Ed._	Assistant Professor	9946998599
Ms. Mini Joshy (M.Sc. Maths, B. Ed.)	Assistant Professor	8078448416
Ms. Maria Antony (M.Com)	Assistant Professor	8138836347

POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE

Mr. Jayakrishnan S (M.Sc., MCSD.NET, MCP)	HoD / Associate Professor	9995114386
Ms. Shajitha T.B. (M.Sc., M.Ed., SET)	Associate Professor	9895420250
Mr. Shaju P. M. (PGDCA, MCA)	Assistant Professor	9895196900
Ms. Binju Saju (MCA)	Assistant Professor	9567740615
Ms. Bini Rani Jose (M.E.)	Assistant Professor	9846666914
Ms. Laiby Thomas MCA	Assistant Professor	9946347617
Ms. Sarithadevi S. (MCA)	Assistant Professor	9400723311
Mr. Deepak K.V (MCA)	Assistant Professor	8089544482
Mr. Livin P Wilson (M.Sc. Electronics)	Assistant Professor	9846252325
Mr. Fredy Varghese (MCA)	Assistant Professor	7560938264
Dr. Sarika S. (B.Tech , ME, Ph.D.)	Assistant Professor	9947948987

Ms. Siji Jose Pulluparambil (MCA)	Assistant Professor	9961068756
Ms. Nithya Paul(M.Tech)	Assistant Professor	8086377672
Ms.Stinphy Maxon(M.Sc. Mathematics)	Assistant Professor	8891945509

DEPARTMENT OF HOTEL MANAGEMENT

Mr. Robert Fernandez (MA, DHMCT, B.Ed, MBA (THM))	HoD /Associate Professor	7012635903
Rooms Division		
Ms. Sonia Thomas (MHRM, M.Sc., MTM)	Stream Coordinator/ Associate Professor	9886670216
Mr. Richi Thomas (M.Sc (THM))	Assistant Professor	8921542075
Mr. Jithu Doyal (M.Sc (THM))	Assistant Professor	9895483674
Ms. Renita Fernandez (MMHM)	Assistant Professor	8129960658
Ms. Amrutha Anilen (MBA, M.Phil)	Placement Coordinator /Assistant Professor	8129120470
Mr.Rahul TR(M.Sc THM)	Assistant Professor	9744758176
F & B Department		
Mr. John Kizhakuden (BHM, M.Sc.HM, PGDTM)	Stream Coordinator/ Associate Professor	9495040374
Mr. Anand Thomas (BHM)	Assistant Professor	9496215152
Mr. Dhaneesh T. N .(DHMCT, M.Sc. HMTS)	Assistant Professor	9544037296
Ms. Nusreen MA (French)	Assistant Professor	9597492146
Ms. Anna Binny(MA)	Assistant Professor	8289933925

POST GRADUATE DEPARTMENT OF ENGLISH

Ms. Grace K Benny (MA Eng)	HoD/ Assistant Professor	9567312492
Mr. J Sebastian Poonolly (MA Eng., B.Ed.)	Assistant Professor	8281042073
Mr. Anu Rahim (MA Eng., B.Ed., SET)	Assistant Professor	9847641607
Ms. Ebilin Joy (MA Eng., NET)	Assistant Professor	8301028541
Ms. Gigy Johnson (MA Eng.)	Assistant Professor	9400863648
Ms. Lekha Willy M (MA Eng.)	Assistant Professor	8921793018
Ms. Emil George (MA Eng., B.Ed., SET, NET)	Assistant Professor	8281322832
Ms. Greena Joseph (MA Eng.)	Assistant Professor	9388033747
Mr. Aby John (MA Eng.)	Assistant Professor	9496901532
Ms. Purnima S Kumar (MA Eng, MPhil)	Assistant Professor	9495933580
Mr. Cyril B(MA English, MPhil, B.Ed,SET)	Assistant Professor	9037891799
Ms.Annie Sebastian (M. A, B. Ed)	Assistant Professor	9497686325
Ms.Elza Maria Baby	Assistant Professor	9965781425
Dr. Tessy Poulose, (MA Hindi., B.Ed, M.Phil., Ph.D., SET)	HoD/ Assistant Professor	9744769159
Ms. Rejitha K Ravi, (MA Malayalam, B.Ed, SET, NET)	Assistant Professor	9847140668
Ms. Simitha K.S. (MA (Mal),B,Ed, SET, Fellowship Research)	Assistant Professor	9961605718
Dr.Sonia.S(M.A,M.Phil,PhD)	Assistant Professor	9037221271

FACILITATING DEPARTMENTS

DEPARTMENT OF COUNSELLING/SWAS

Ms. Reni V Kalayil (MSW)	Assistant Professor/ Student Counsellor	9447306055
Rev. Fr. Jose Karachira	Campus Minister	8943315800
Mr. Gladson George (M.Com)	Extension Activity Coordinator	9744224910

DEPARTMENT OF IT

Dr. Sabu Varghese (MSc, MBA, Ph.D.)	Director IT	9497202277
Mr. Shaju P. M. (PGDCA, MCA)	HoD / System Administrator	9895196900
Mr. Towin Mathai (MCA)	Senior Software Developer, & Project Coordinator	9544365245
Mr. Prasanth P. N. (BA, Dipl. in Hardware & Networking, DCA, MCP)	IT Technician	9847595844
Mr. Jekson P. J. (MCA)	Software Developer	7736285966
Mr. Arun Paul (BCA)	Lab Assistant	8075229536

LIBRARY

Ms. Dhannya C. N. (M. LISc., NET)	Librarian	9995214386
Ms. Betty Johnson	Library Asst.	9605001987

DEPARTMENT OF PHYSICAL EDUCATION

Mr. Sreejith P. A. (M.PEd., M.Phil., M.Sc. (Yoga), M.A	HoD	8111832514

Education ,P.G.D. in Yoga, IAAF Level 1 Coach		
Mr. Abdul Majeed V A (Kerala Volleyball Association Certified Coach)	Certified Coach, Volleyball (Women)	8921323831
Mr. Disil Davis (Kerala Tug of War Association Certified Coach)	Certified Coach Tug of War (Men & Women)	9645303640
Mr. Lalmon P.P (Kerala Netball Association Certified Coach)	Certified Coach, Netball (Men)	8075271829
Mr. Nikhil Ashok (Kerala Basketball Association Certified Coach)	Certified Coach, Basketball (Men)	9400632770
Mr. Amit Sebastin (Kerala Basketball Association Certified Coach)	Certified Coach, Basketball (Men)	9633088851
Mr. Jithin Mathew (Kerala Netball Association Certified Coach)	Certified Coach, Netball (Women)	9048022550
Mr. Alan Mathew Tom (Short NIS Certificate Coach)	Certified Coach, Korfball (Mixed)	8089355450

DEPARTMENT OF TRAINING AND DEVELOPMENT

Ms. Rajani Stanley, HoD	8086511977
Dr. Sabu Varghese	9497202277
Ms. Teresa Parackal	9446741676
Ms. Bini Rani Jose	9846666914
Mr. J Sebastian Poonolly	8281042073
Ms. Lekha Willy	8921793018
Ms. Vandhana C.H	9656523453
Ms. Siji Jose	9961068756

Mr. Aby John	9496901532
Mr. Joseph James	9946275055
Mr. Richi Thomas	8921542075
Mr. Fredy Varghese	7560938264
Ms. Anitha Mary Alex	9497682750
Ms. Noble Devassy	9746410841
Ms. Kavitha Vincent	8301034527
Ms. Sonia Thomas	9886670216
Ms. Gigy Johnson	9400863648
Ms. Binju Saju	9567740615
Mr. Jithu Doyal	9895483674
Ms. Sona Pappachan	9946998599
Ms. Amrutha Anilen	8129120470
Ms. Renita Fernandez	8129960658

NON-TEACHING STAFF

Poulose C.V.	Superintendent
Jimmy Joseph	Finance Officer
Sreejith P.A.	Director-PE
Reni V Kalayil	Counsellor
Dhanya C.N.	Librarian
Mini P.B.	Office Assistant
Regi George	Accountant
Vincent T.T.	Asst.Hostel Warden
Liji Jose	Office Assistant
Lincy Sojan	Store In charge
Raju Joseph Pallath	Supervisor
Ancy Avarachan	Asst.Supervisor
Rani Pappachan	Attender
Jekson P.J.	Software Developer
Prasanth P.N.	IT support

Arun Paul	Lab Assistant
Betty Johnson	Library in charge
Beena Roy	Receptionist
Nishanth	Electrician
Seema Subi	Attender
Beena Jude	Attender
Shobhana Gopi	Attender
Lissy Johnson	Attender
Shalet M.D.	Attender
Daisy Johny	Attender
Shiny Ambrose	Attender
Valsa Jose	Attender
Lissy Varghese	Attender
Liju O.V.	Driver
James V.J.	Driver
Rajan K Nair	Security

ACTIVITIES 2021-22

SI No	Activity	In-charge	Coordinating Members
1	Feedback /Appraisal Analysis Committee	Principal	HR, Ms. Bini Rani Jose
2	Admission Team	Ms. Emily Ittiachan	Ms.Teresa Parackal, HoDs, Superintendent, Finance Officer
3	Curriculum Planning Team- Board of Studies (BOS)	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	Ms. Saritha Devi S
4	CIE Team	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	Ms. Emily Ittiachan, Ms. Binju Saju, and Department Representatives
5	Academic Council Secretary	Ms. Teresa Parackal	Ms. Sonia Thomas
6	Staff secretary/Staff Treasurer/Birthday Celebration	Mr. Robert Fernandez	Mr. Jiss Jose
7	Result Analysis Team / Remedial	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	HoDs
8	Placement Team	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	Ms. Sarithadevi S, Ms. Kavitha Vincent, Ms. Siji Jose, Ms.Purnima S Kumar, Ms. Amrutha Anilen
9	Research Activity Team	Dr. Joy Joseph Puthussery	Dr. Antony George (Secretary), Dept. representatives

10	Incubation Centre Coordinator, Extension and Continuing Education cell	Dr. Joy Joseph Puthussery	Mr. Noble
11	NSS	Dr. Joy Joseph Puthussery	Mr.Fredy Varghese, Ms. Emil George, Mr. Varghese Paul
12	Mentoring and Counselling	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	Ms.Reny V Kalayil, Dept. Representatives
13	College Union Faculty Representative / Student Body	Mr. Robert Fernandez Dr. Joy Joseph Puthussery	Dr. Sarika S, Dr. Mathew Jose K
14	PTWA Coordinator	Mr. Robert Fernandez	Ms. Shajitha T B, Ms. Rejitha K Ravi
15	Open Course Coordinator	Ms. Teresa Parackal	Ms. Anitha Mary Alex
16	Audit Course Coordinator	Ms. Teresa Parackal	Ms. Maria Antony
17	Birthday / Festal Celebration	Mr. Robert Fernandez	Mr. Jiss Jose, Ms. Beena Roy
18	Chronicler / Elixir	Mr. Robert Fernandez	Ms. Greena Joseph, Ms. Rini
19	Proof Reading Team	Ms. Teresa Parackal	Mr. Philip P J, Ms. Ebilin Joy
20	Earn While Learn Team	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	HoDs
21	Unnath Bharath Abiyaan Coordinator	Dr. Joy Joseph Puthussery Ms. Bini Rani Jose	Mr.Gladson
22	Alumni Coordinator	Dr. Joy Joseph Puthussery	Mr. John Kizhakudan, Ms. Amrutha Anilen
23	Library Council	Dr. Joy Joseph Puthussery	Ms. Dhannya C. N

24	College Magazine	Mr. Robert Fernandez Dr. Joy Joseph Puthussery	Ms. Vandana C.H, Mr. Aby John
25	Green Audit Team	Dr. Joy Joseph Puthussery	Mr. Anu Rahim
26	Staff Day	Fr. Renson Joseph	Mr. Shaju P M, Ms. Sona Papachan, Mr. Anand Thomas
27	Resource Mobilization Committee	Dr. Joy Joseph Puthussery	Mr. Gladson
28	Handbook	Ms. Bini Rani Jose	Ms.Siji Jose (Coordinator), Ms. Lakshmi Priya M.R, Ms. Gigy Johnson, Mr. Richi Thomas
29	Extension Activity	Ms. Bini Rani Jose	Mr. Gladson George
30	Outreach Activity	Ms. Bini Rani Jose	Ms. Reny V Kalayil (Coordinator)
31	Student IT Wing	Ms. Bini Rani Jose	Ms. Laiby Thomas
32	Outcome Team	Ms. Bini Rani Jose	Ms. Binju Saju
33	Commemorative Days	Ms. Bini Rani Jose	Ms. Renita Fernandez
34	College Website / Promotional Activities	Dr. Joy Joseph Puthussery, Ms. Bini Rani Jose, Dr. Sabu Varghese	Mr. Jekson P. J, Mr. Towin Mathai, Dept Representatives
35	Medical Aid Team	Ms. Bini Rani Jose	Ms. Reny V Kalayil
36	Scholarship Cell	Ms. Bini Rani Jose	Ms. Jissmol Varghese
37	Internal compliance Cell	Dr Joy Joseph Puthussery, Ms. Bini Rani Jose	HRD cell
38	Foreign Language Training Cell	Dr. Joy Joseph Puthussery	Rev. Fr . Jose Karachira
39	Nidarsana	Ms. Teresa Parackal,	Ms.Bindu G

		Mr. Robert Fernandez	
40	Avani	Mr. Robert Fernandez	Ms. Noble
41	Vismaya	Ms. Teresa Parackal	Ms. Jeena Antony Ms. Dhannya C.N
42	D Zone	Ms. Teresa Parackal	Ms. Jeena Antony Ms. Dhannya C.N
43	Viva	Mr. Robert Fernandez	Physical Education Department, Ms. Noble Devassy
44	Nativity	Mr. Robert Fernandez	Mr. John Kizhakuden
45	College Day	Ms Teresa Parackal, Mr. Robert Fernandez	Ms. Sona Pappachan
46	Snehasangamam	Ms. Bini Rani Jose	Dr. Tessy Paulose, Mr. Sebastian Poonoly
47	Fresher's Day	Mr. Robert Fernandez	HoDs
48	Expressions	Mr. Robert Fernandez	Mr. Deepak K. V
49	Convocation	Ms. Teresa Parackal	HoDs
50	Assembly in charge	Mr. Robert Fernandez	Mr. Jithu Doyel
51	FEP	Dr. Sabu Varghese	Ms. Vandana C H
52	FRP	Dr. Sabu Varghese	Mr. Sebastian Poonolly
53	Faculty Training	Dr. Sabu Varghese	Mr. Sebastian Poonolly
54	HRPD Functions	Dr. Sabu Varghese	HR Executive

POST GRADUATE DEPARTMENT OF COMMERCE

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

Programmes Offered:

- B.Com. (Finance) 2 Batches
- B.Com. (Computer Application)
- B.Com. (Co-operation)
- BBA (Marketing)
- M.Com. (Finance)

Add On Courses Offered:

- Tally
- Diploma in International Finance and Accounts MS Excel
- CMA

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

- National Seminars and Workshops
- Panel Discussions and Corporate Interface Events
- Out-bound Programme for PG / Industrial Visit for UG
- Management Fest
- Community Services
- Orientations and Career Guidance

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

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)
Specialization Available:
Finance / Co-operation / Computer Application
The course of study leading to the award of B.Com shall comprise the following:-

Semester I

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG1A01 -Transactions -Essential English Language Skills	4	3	15	60	75
Common	ENG1A02- Ways With Words – Literatures in English	5	3	15	60	75
Common	HIN1A07(2)-Prose Forms in Hindi Literature MAL1A07(2)- Malayala Sahithya Padanam 1 FRE 1A 07 (2)- Communicative Skills in French	5	4	20	80	100
Core	BCM1B01 - Business Management	6	4	20	80	100
Compl.	BCM1C01 - Managerial Economics	5	4	20	80	100
	Total	25	18	90	360	450

Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG2A03 - Writing for Academic and Professional Success	4	4	20	80	100
Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	5	4	20	80	100
Common	HIN2A08(2)-Poetry, Correspondance and Translation MAL2A08(2)- Malayala Sahithya Padanam 2 FRE 2A 08 (2)- Translation and Communication in French	5	4	20	80	100
Core	BCM2B02 - Financial Accounting	6	4	20	80	100
Compl.	BCM2C02 - Marketing Management	5	4	20	80	100
	Total	25	20	100	400	500

Semester III

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

Semester IV

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

Semester V

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	BCM5B07 - Accounting for Management	5	4	20	80	100
Core	BCM5B08 - Business Research Methods	4	4	20	80	100
Core	BCM5B09 -Income Tax Law and Accounts	5	4	20	80	100
Core	DCM5D10 - Course in Specialization	4	4	20	80	100
Core	BCM5B11 - Course in Specialization	4	4	20	80	100
Open Course	BCM5D01 - Open Course (For students from other Departments)	3	3	15	60	75
	Total	25	23	115	460	575

Semester VI

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	BCM6B12 - Income Tax and GST	6	4	20	80	100
Core	BCM6B13 - Auditing and Corporate Governance	5	4	20	80	100
Core	BCM6B14 - Course in Specialization	5	4	20	80	100
Core	BCM6B15 - Course in Specialization	5	5	20	80	100
Core Project	BCM6B16 (PR)- Three Weeks Project and viva voce	4	2	15	60	75
	Total	25	19	95	380	475

Core Courses in the area of Specialization:

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

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

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

Title of the Programme:
BACHELOR OF BUSINESS ADMINISTRATION (BBA).
Duration of the Programme:
Three academic years with six semesters.
Courses of study:
Total number of courses for the BBA Programme is 31. (Common courses, Core courses Complementary courses and Open courses)
Specialization Available : Marketing

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

Semester I

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG1A01 -Transactions -Essential English Language Skills)	4	3	15	60	75
Common	ENG1A02 - Ways With Words –Literatures in English	5	3	15	60	75
Common	HIN1A07(2)-Prose Forms in Hindi Literature MAL1A07(2)- Malayala Sahithya Padanam 1 FRE 1A 07 (2)- Communicative Skills in French	5	4	20	80	100
Core	BBA1B01 - Business Management	6	4	20	80	100
Compl.	BBA1C01 - Managerial Economics	5	4	20	80	100
	Total	25	18	90	360	450

Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG2A03 - Writing for Academic and Professional Success	4	4	20	80	100
Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	5	4	20	80	100
Common	HIN2A08(2)-Poetry, Correspondance And Translation MAL2A08(2)- Malayala Sahithya Padanam 2 FRE 2A 08 (2)- Translation and Communication in French	5	4	20	80	100
Core	BBA2B02 - Financial Accounting	6	4	20	80	100
Core	BBA2B03 - Marketing Management	5	4	20	80	100
	Total	25	20	100	400	500

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

Core Courses in the area of Specialization:

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

Core Courses in the area of Specialization:
Marketing
1. Consumer Behavior
2. Product and brand Management
3. Advertising and sales promotion

4. Supply Chain Management

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

Project work shall have the following stages:
• Project proposal presentation
• Field work and data analysis
• Report writing
• Draft project report presentation
• Final project report submission

The project report shall be subject to internal and external evaluation. The internal evaluation shall be carried out by the supervising teacher/panel constituted by the department and external evaluation shall be done jointly by the internal examiner and the external examiners appointed by the University inclusive of Viva-voce examination. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation. The student should get a minimum of 40 % marks in the

aggregate and 40% separately for external for pass in the project. There shall be no improvement chance for the Marks obtained in the Project Report. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

VIVA VOCE

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

INDUSTRIAL VISIT / STUDY TOUR

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

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

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

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

EVALUATION AND GRADING FOR CBCSSUG 2019

Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system

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

Internal Assessment: 20% Weight		External Evaluation: 80% Weight	
Components with percentage of marks of Internal Evaluation:-			
Theory Courses		Practical Courses	
Classroom Participation based on Attendance	20%	Attendance	20%
Assignment/Seminar/Viva	20%	Record	60%
Test paper	40%	Lab Involvement	40%

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

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

Split up of marks for Class Room Participation

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

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.

S.G.P.A =   Sum of credit points of all courses in the semester
              Total credits in that semester

Credit point =   grade point (g) x credit (c)

C.G.P.A =   Dum of credit points of all completed semesters
              Total credits acquired

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

Title of the Programme:
MASTERS IN COMMERCE (M.Com).
Duration of the Programme:
Two academic years with four semesters.
Functional Electives:
Finance

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

EVALUATION AND GRADING FOR CBCSSPG 2019

Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system.

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

Internal Assessment: 20% Weight		External Evaluation: 80% Weight	
Components with percentage of marks of Internal Evaluation: -			
Theory Courses		Practical Courses	
Classroom Participation based on Attendance	20%	Attendance	20%
Assignment/Seminar/Viva	20%	Record	60%
Test paper	40%	Lab Involvement	40%

The Split up of of marks for Test paper and Classroom Participation (CRP) for internal evaluation are as follows:

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

Split up of marks for Classroom Participation

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

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.

S.G.P.A =   Sum of credit points of all courses in the semester
              Total credits in that semester

Credit point =   grade point (g) x credit (c)

C.G.P.A =   sum of credit points of all completed semesters
              Total credits acquired

ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2021-22

Criteria Number	Activity	Specific details of activity	Date of Conduct/ month/ semester	Faculty Coordinator
1.2.1	Certificate/ Add on Programmes	Tally, Diploma in International Finance, MS Excel	June 8	Dr. Mathew Jose K / Lakshmypriya M.R./ Ms. Noble / Ms. Jismol
3.2.2	Entrepreneurship Development	Industrial Interaction	June 23	Mr. Joseph James
3.2.2	Entrepreneurship Development	Friday market once in a week	All Fridays	Mr. Joseph James
1.1.1	Experiential Learning	Hands on Industrial experience V Sem B.Com F-Auditing	January 8	Ms Kavitha
1.3.2	Participative Learning	Industrial interaction-Talk by experts/ alumni-B.Com F & M.Com (Session I)	June 19	Ms. Vandhana / class in charges
3.2.2	Entrepreneurship Development	Product Launch Event	February 5	Mr. Joseph James
3.4.3	Outreach Programme	"CUSSP-Institutional visits and Local social work.(4)"	Every month third Saturday	Ms.Kavitha/ Ms. Mini Joshy/ Ms. Roseland

2.2.1	Ability Test	To assess the knowledge level of first year UG students	September 4	Mr. Manikandan
3.2.2	Entrepreneurship Development	IDEASTORME V 2.0	January 15	Mr. Joseph James
1.3.3	Experiential Learning	Industrial visit(final year B.Com F (A)	September 18	Ms.Kavitha
2.3.1	Language Lab Training	The training is meant for the first-year students with regard to Communicative English	September 5	Dr. Mathew Jose K
1.3.2	Participative Learning	Industrial interaction-Talk by experts / alumni- B.Com CA (Session I)	July 10	Ms. Vandhana / class in charges
5.1.3	Capability Enhancement-Bridge Course	Course to bridge the gap for non-commerce students who have not studied accounting in their Plus two level	September 18	Ms. Bindu G.
1.3.3	Experiential Learning	Industrial visit(final year B.Com F (B)	September 18	Mr. Jiss Jose
	Alumni meeting		October 2	Ms.Kavitha Vincent
	Faculty Exchange programme		August 5-7	Ms. Bindu G.
	World consumers' Right Day		March 15	Mr. Manikandan
1.3.3	Experiential Learning	Industrial visit (final year B.Com(CA)	September 18	Mr. Manikandan

3.4.1.	Extension Programmes	Net banking class to selected group of people / Online E-Commerce session / Awareness class on government schemes to the rural people	November 20	Mr. Jiss Jose
5.1.3	Competitive Exams training	Bank coaching and coaching for government Jobs	August 14	Mr. Tony V.M.
3.2.2	Publication	Department Monthly newsletter- El Commercio	Every month	Ms. Lakshmypriya M.R
1.3.3	Experiential Learning	Industrial visit (final year B.Com(CO)	September 18	Ms. Noble Devassay
5.2.3	Net coaching	Training for PG students to write UGC NET Exam	December 4	Mr. Tony V.M.
5.1. 3	Career Guidance / Counselling	Given to both UG &PG students to help them acquire the knowledge, information, skills, and experience necessary to identify career options	July 31	Ms. Kavitha Vincent ,
2.3.1	Case study analysis competition	Exploration in a relevant area of study	February 12	Ms. Roseland / Ms. Teresa Parakkal
1.3.3	Experiential learning	Industrial visit(final year BBA	September 18	Mr. Varghese Paul
	Faculty Exchange Programme		January 13-15	Ms. Bindu G

		Seminar for Computer Application	August 21	Mr. Manikandan / Ms. Anitha Mary Alex
	Stream wise Seminar			
1.3.2	Participative learning	Talk by experts / Alumni- B.Com Co-operation (session I)	July17	Ms. Vandhana / class in charges
	Stream wise Seminar	Seminar for Finance stream	June 26	Ms. Bindu G
	Stream wise Seminar	Seminar for Co-operation stream	December 4	Ms. Noble / Dr. Antony
	Stream wise Seminar	Seminar for BBA	February 5	Mr. Varghese / Ms. Kavitha
2.3.1	Participative learning	Talk by expert for B.com CA(session I)	August 28	Ms. Vandhana / class in charges
1.3.3	Outbound Programme Experiential Learning	Outbound Programme -III Sem PG-Campus connect	December 13-18	Dr. Antony George
	Project Work for final year UG and PG students	During VI sem (UG) & IV Sem(PG),Every student shall do a project. The student may choose any topic from the subject he/she has studied. It could be a social issue/company based project. Good projects to be converted into research papers	July 1	Ms. Lakshmypriya M.R
3.2.2	Publication	Stream wise publication	February 19	Ms.Lakshmypriya M.G. / Ms. Jissmol

1.3.2	Industrial Interaction Participative Learning	Industrial interaction-Talk by experts/alumni-BBA- Session I	September 25	Ms. Vandhana / Class in charges
2.3.1	Management Fest	Inter-collegiate fest	January 12	Mr. Tony V.M.
2.2.1(b)	Walk with Scholar	Activities for advanced learners	Once in a month	Ms. Mini Joshy
2.2.1	Student Support Programme	Activities for slow learners	Once in a month	Ms. Mini Joshy
5.1.3	Remedial Coaching	1.Remedial Coaching by including a mandatory sixth hour. 2.Test papers to assess progress. 3. Interaction / Peer learning with advanced learners. 4. Giving opportunities and motivate to take up responsibilities in areas where they are capable. 5. Higher class students performing as tutors for them.		Ms. Rehana/ Ms. Sreelakshmy
2.3.1	Panel Discussion	Externals gather and discuss on some relevant topic	December 18	Ms. Sreelakshmy / Ms. Teresa Parakkal
2.3.1	Study Tour	Integration with informal environment	January 22	Mr. Joseph James

1.3.2	Participative learning	Industrial interaction-Talk by experts / alumni- B.Com F & M.Com (Session II)	December 4	Ms. Vandhana / class in charges
1.1.1	Textbook Publication from the Department	EDP- Dr. Mathew &Ms. Teresa	January 3	Dr. Mathew Jose K
1.1.1	Participative learning	One week internship for BBA	December 27-31	Dr. Mathew Jose K
1.3.2	Participative Learning	Industrial Interaction-Talk by experts /Alumni- B.Com CA (Session II)	January 15	Ms. Vandhana / class in charges
3.2.2	Entrepreneurship Development	Industrial Visit	December 10	Mr. Joseph James
1.3.2	Participative Learning	Industrial Interaction - Talk by experts / Alumni- B.Com Co-op(Session II)	February 26	Ms. Vandhana / class in charges
5.2.1	Placement Drive	Job Fair	February 12	Ms. Kavitha Vincent/sreelakshmy
2.3.1	Project-Internal viva voce for Final year UG & PG	Project Work - UG & PG	February 25	Ms. Lakshmypriya M.R
3.3.3	National Seminar	Talk on a specific topic, paper presentation and Publication of the proceedings	March 10	Mr. Varghese Paul
1.1.1	Textbook Publication from the department	Basic Accounting- Dr. Mathew, Ms. Bindu	March 25	Dr. Mathew Jose K
1.3.2	Industrial Interaction	Industrial interaction-Talk	March 19	Ms. Vandhana/ class in charges

	Participative Learning	by experts/alumni-BBA(Session II)		
5.1.3	Mentoring / Personal Counselling	1. Provided to all UG & PG students 2. Students are divided into small groups (25-30 students in a group). 3.All teachers will be mentors. 4. Proper documentation will be made	Once in every month	Dr. Jalendran E.S./ Ms. Sreelakshmy
1.1.1	Textbook Publication from the Department	Managerial Economics-Dr.Antony	March 25	Dr. Antony George
3.2.2	Faculty training	Seminar on Research Methodology	July 27	Ms. Jeena Antony
	Faculty training	MS Excel and SPSS training	August 5-7	Ms. Jeena Antony

Board of Studies (BOS)	Dr. Antony George Dr. Jalendran E.S, Ms. Bindu G. Ms. Anitha Mary Alex Ms. Kavitha Vincent Dr. Jojomon N.A. Mr. Navas Meeran

CIE-Internal Exam wing	Dr. Mathew Jose K
	Dr. Antony George
	Dr. Jalendran E.S,
	Ms. Bindu G.
	Ms. Anitha Mary Alex
	Ms. Kavitha Vincent
	Dr. Jojomon N.A.
	Mr. Jis Jose
Admission Cell coordinator	Ms. Mini Joshy
Ability test coordinator	Mr. Manikandan A.
Bridge course coordinator	Ms. Bindu G.
Remedial coordinator	Ms.Mini Joshy
	Ms. Sreelakshmy
Funded Project Team	Dr. Antony George
	Ms. Noble Devassy
	Ms. Lakshmypriya M.G.
RQAC	Dr. Antony George
	Dr. Mathew Jose k
	Ms. Lakshmypriya M.R.
	Ms. Lakshmypriya M.G
	Dr. Jalendran E.S.
Research Committee Team member	Dr. Mathew Jose K
FDP Coordinators	Ms. Jeena Antony
Alumini Cordinator	Ms. Sona Pappachan

POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE

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

PROGRAMMES

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

ADD ON COURSES

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

- National Seminar and Workshops
- Bridge Course
- Introductory concepts to Digital Computing
- Industrial Visit for UG and PG
- IT Fest
- Community Services
- Orientations and Career Guidance
- Aptitude Tests

FACILITIES

- **Computer Labs**

The Department has separate well equipped lab for UG and PG programmes.

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

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. 20% weight shall be given to internal evaluation and the remaining 80% to external evaluation. Therefore, the ratio of weight between internal and external is 1:4. Both internal and external evaluation shall be carried out using direct grading system. Primary evaluation for Internal and External shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values (Grade Points) of 5, 4, 3, 2, 1 & 0 respectively.

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

SI NO	Components	Percentage	Weightage
1.	Examination /Test	40%	2
2.	Seminars / Presentation	20%	1
3.	Assignment	20%	1
4.	Attendance	20%	1

PRACTICAL PAPERS

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

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

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

PROJECT WORK

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

Components	Weightage
Monthly progress	4
Regularity	1

Total	5

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

MASTER OF SCIENCE COMPUTER SCIENCE PROGRAMME STRUCTURE

Semester I

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

Semester II

No	Course Code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
2.1	CSS2C01	Design and Analysis of Algorithms	4	25	75	100	3		4
2.2	CSS2C02	Operating System Concepts	4	25	75	100	3	2	5
2.3	CSS2C03	Computer Networks	4	25	75	100	4		4
2.4	CSS2C04	Computational Intelligence	4	25	75	100	2	2	4
2.5c	CSS2C10	Principles of Software Engineering	4	25	75	100	4		4
2.6	CSS2L02	Practical II	2	25	75	100		4	4
2.7	CSS2A02	Term Paper Term Paper (Professional Competency Audit Course	4	100		100			1
		Total	22				17	8	25

Semester III

No	Course Code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
3.1	CSS3C01	Advanced Database Management System	4	25	75	100	3	1	5
3.2	CSS3C02	Principles of Compilers	4	25	75	100	2	3	4
3.3	CSS3C03	Object Oriented Programming Concepts	4	25	75	100	4		4
3.4c	CSS3E01	Elective I	4	25	75	100	4		4
3.5c	CSS3E02	Elective II	4	25	75	100	4		4
3.6	CSS3L03	Practical III	2	25	75	100		4	4
		Total	22				17	8	25

Semester IV

No	Course Code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
4.1	CSS4E03	Elective III	3	1	4	5	5	0	5
4.2	CSS4E04	Elective IV	3	1	4	5	5	0	5
4.3	CSS4P01	Project Work	8	1	4	1	7	8	15
		Total	14				17	8	25

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.

Semester Grade Point Average - SGPA (Sj) = Σ(Ci x Gi) / Cr

(SGPA= Total Credit Points awarded in a semester / Total credits of the semester)

Where 'Sj' is the jth semester , 'Gi' is the grade point scored by the student in the i th course 'Ci ' is the credit of the ith course, 'Cr' is the total credits of the semester.

*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

"CALICUT UNIVERSITY REGULATIONS FOR CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR UNDERGRADUATE CURRICULUM 2019" (CUCBCSSUG 2019). EFFECTIVE FROM THE 2019 BATCH ADMISSIONS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Semester I

Course	Title	Hours	Credit	Internal	External	Total Marks
Common	ENG1A01- Transactions -Essential English Language Skills	4	3	15	60	75
Common	ENG1A02 - Ways With Words –Literatures in English	5	3	15	60	75
Common	HIN1A 07 (3)- Prose and one act plays	5	4	20	80	100
	MAL1A07(3)- Malayala Bhashayum Sahithyavum 1					
	FRE 1A 07 (2)- Communicative Skills in French					
Core	BCS1B01- Computer Fundamentals and HTML	3	3	15	60	75
Compl.	MTS1C01- Mathematics I	4	3	15	60	75
Compl.	ELE1C01- Electronic Devices	4	3	15	60	75
	Total	25	19	95	380	475

Semester II

Course	Title	Hours	Credit	Internal	External	Total Marks
Common	ENG2A03 - Writing for Academic and Professional Success	4	4	20	80	100
Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	5	4	20	80	100
Common	HIN2A08 (3) - Poetry and short stories	5	4	20	80	100
	MAL2A08(3) - Malayala Bhashayum Sahithyavum 2					
	FRE 2A 08 (2)- Translation and Communication in French					
Core	BCS2B02 - Problem Solving using C	3	3	15	60	75
Core	BCS2B03 - Programming Laboratory I Lab Exam of Ist and 2nd Sem.HTML and Programming in C	0	4	20	80	100
Compl.	MTS2C02- Mathematics II	4	3	15	60	75
Compl.	ELE2C02- Electronic Circuits	4	3	15	60	75
	Total	25	25	125	500	625

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	A11 - Python Programming	4	4	20	80	100
Common	A12 - Sensors and Transducers	4	4	20	80	100
Core	BCS3B04 - Data Structures using C	7	3	15	60	75
Compl.	MTS3C03- Mathematics III	5	3	15	60	75
Compl.	ELE3C03- Digital Electronics	5	3	15	60	75
	Total	25	17	85	340	425

Semester IV

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	A13 –Data Communication and Optical Fibers	4	4	20	80	100
Common	A14 -Microprocessors-Architecture and Programming	4	4	20	80	100
Core	BCS4B05-Database Management System and RDBMS	7	3	15	60	75
Core	BCS4B06 - Programming Laboratory II: Data Structures and RDBMS		4	20	80	100
Compl.	MTS4C04 –Mathematics IV	5	3	15	60	75
Compl.	ELE4C04- Communication Electronics	5	3	15	60	75
	Total	25	21	105	420	525

Semester V

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

Semester VI

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

BACHELOR OF COMPUTER APPLICATION (BCA).

Duration of the programme: Three academic years with six semesters. The course of study leading to the award of BCA shall comprise the following:

Semester I

Course	Title	Hours	Credit	Internal	External	Total Marks
Common	ENG1A01 -Transactions -Essential English Language Skills	4	3	15	60	75
Common	ENG1A02 - Ways With Words –Literatures in English	5	3	15	60	75
Common	HIN1A 07 (3)- Prose and one act plays MAL1A07(3)- Malayala Bhashayum Sahithyavum 1 FRE 1A 07 (2)- Communicative Skills in French	5	4	20	80	100
Core	BCA1B01- Computer Fundamentals and HTML	4	3	15	60	75
Compl.	BCA1C01 - Mathematical Foundation for Computer Applications	4	3	15	60	75
Compl.	BCA1C02 -Discrete Mathematics	4	3	15	60	75
	Total	25	19	95	380	475

Semester II

Course	Title	Hours	Credit	Internal	External	Total Marks
Common	ENG2A03 - Writing for Academic and Professional Success	4	4	20	80	100
Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	5	4	20	80	100
Common	HIN2A08 (3)- Poetry and Short Stories MAL2A08(3)- Malayala Bhashayum Sahithyavum 2 FRE 2A 08 (2)- Translation and Communication in French	4	4	20	80	100
Core	BCA2B02 -Problem Solving using C	2	3	15	60	75
Core	BCA2B03 -Programming Laboratory I: HTML and Programming in C	2	4	20	80	100
Compl.	BCA2C03 - Financial and Management Accounting	4	3	15	60	75
Compl.	BCA2C04 - Operations Research	4	3	15	60	75
	Total	25	25	125	500	625

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	A11 - Python Programming	4	4	20	80	100
Common	A12 - Sensors and Transducers	4	4	20	80	100
Core	BCA3B04- Data Structures using C	7	3	15	60	75
Compl.	BCA3C05- Computer Oriented Numerical and Statistical Methods	5	3	15	60	75
Compl.	BCA3C06 - Theory of Computation	5	3	15	60	75
	Total	25	17	85	340	425

Semester IV

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

Semester V

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

Semester VI

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

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

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

Course with credit	Semester
Environment Studies – 4	1
Disaster Management – 4	2

*Human Rights/Intellectual Property Rights/ Consumer Protection – 4	3
*Gender Studies/Gerontology- 4	4

EVALUATION AND GRADING FOR CUCBCSSUG 2019 admission onwards

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

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

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

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

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

Attendance of each course will be evaluated as below

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

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

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

EXTERNAL EVALUATION

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

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

EVALUATION AND GRADING

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

SGPA = Sum of the Credit points of all courses in a semester
Total Credits in that semester

CGPA Calculation = Total Credit points obtained in six semesters
Total Credits acquired

ACTIVITIES FOR THE ACADEMIC YEAR 2021-22

Criteria Number	Activity	Specific Details	Date of Conduct	Faculty/ Coordinator
2.3.1	Internship (on-line internship) (Experiential learning)	V Semester BSc CS & BCA	09.06.2021-10.06.2021	Mr. Jayakrishnan S
6.3.3	FDP	Faculty Members	14.07.2021	Mr. Jayakrishnan S
2.3.1	H/W Workshop (Participative Learning)	II Semester BSc CS & BCA	03.11.2021	Mr. Deepak K V
1.2.1	MOOC Courses (Experiential Learning)	All Students	June 2021-October 2021	Dr. Sarika S
2.2.1	Bridge course for Mathematics	I Semester BSc CS & BCA	October 2021	Ms. Shajitha T B

2.2.1	WWS 1.Research writing 2.Advanced Python Programming	IV semester BSc CS & BCA III Semester BSc CS & BCA		Mr. Fredy Varghese Dr.S arika S
2.3.1	Aptitude Training (LMS Practice) (Problem solving methodologies)	IV & V Semester BSc CS & BCA	June 2021- March 2022	Ms. Binju Saju
1.3.3	Mini Project on: HTML Python and Graphics (Problem solving methodologies)	I, III & IV Semester BSc CS & BCA	September 2021- January 2022 February 2022- May 2022	Mr. Fredy Varghese Dr. Sarika S
1.1.1	Linways online assignments, seminars etc	All students	June 2021- March 2022	Mr. Jayakrishnan S
1.3.3	Main Project (Problem solving methodologies)	V & VI Semester BSc CS & BCA	June 2021- March 2022	Ms. Laiby Thomas
2.2.1	SSP 1.Remedial Coaching	All students who got less than 50 percent in internal exam	June 2021- March 2022	Mr. Deepak K V
2.2.1	Paper Publication of students (Problem Solving Methodologies)	All students	June 2021- March 2022	Dr. Sarika S
2.2.1	Ability Test-Computer Fundamentals, Mathematics and Electronics	I Semester Students	November 2021- March 2022	Mr. Deepak K V
2.3.1	Industrial Visit (Experiential Learning)	V Semester BSc CS & BCA	17.11.2021	Ms. Laiby Thomas

2.3.1	IT Fest (Participative learning)	All students	August 6th 2021	Mr. Livin P Wilson Ms. Sarithadevi S
3.4.3	Extension and Outreach	All students	June 2021-March 2022	Dr. Sarika S
2.3.1	Industrial Interaction (Participative Learning)	All students	June 2021-March 2022	Ms. Siji Jose
2.3.1	Introduction to Electronics lab (Experiential learning)	III semester BCA	July 12th 2021	Mr. Livin P Wilson
2.2.1	Bridge course for C Programming	II Semester B Sc CS & BCA	June	Mr. Deepak K V
2.3.1	Peer Teaching (Participative Learning)	All students	June 2021-March 2022	Ms. Siji Jose
2.3.1	Inter-Department Competition (Participative Learning)	All students of other departments	June 2021-March 2022	Ms. Siji Jose
3.5.1	Student & Faculty Exchange Program	III & V semester BSc CS & BCA	June 2021-March 2022	Dr. Sarika S
1.2.2 &1.2.3	Add on Course	VI semester B Sc CS & BCA	June 2021-March 2022	Ms. Laiby Thomas
2.3.1	Study Tour	VI semester B Sc CS & BCA	December 2021	Ms. Laiby Thomas
1.1.1	Board of Studies (BOS)	Mr. Jayakrishnan S, Mr. Deepak K V, Ms. Laiby Thomas, Ms. Binju Saju, Ms. Sarithadevi S		
1.1.2 & 2.5.1	CIE-Internal Exam wing	June 2021- March 2022	Mr. Fredy Varghese	
2.1.1	Admission Cell coordinator	Mr. Deepak K V		
3.1.1	Funded Project Team	Ms. Binju Saju		
3.2.1	RQAC	Dr. Sarika S		

3.2.1	Research Committee Team members	Dr, Sarika S, Ms. Binju Saju, Ms. Laiby Thomas, Mr. Fredy Varghese
6.3.3	FDP coordinator	Mr. Jayakrishnan S
5.4.1	Alumni coordinator	Ms. Shajitha T B
2.3.1	Hardware in charge	Mr.Jayakrishnan S

DEPARTMENT OF HOTEL MANAGEMENT

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

PROGRAMMES

- BHA–Bachelor of Hotel Administration (New Programme w.e.f. 2020)
- 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.

PROGRAMMES

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	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	ENG1A01 - Transactions -Essential English Language Skills	3	4	2.5	60	15	75
2	Common	ENG1A02 - Ways With Words –Literatures in English	3	4	2	60	15	75
3	Common	FRE1A 07 (3) - Communicative Skills in French	4	4	2.5	80	20	100
4	Core	BHC 1B01- Introduction to Hospitality Industry	4	5	2.5	80	20	100
5	Complimentary	BSH/C 1CO1- Sales and Marketing	3	4	2	60	15	75
6	Complimentary	BSH/C1C02- Travel and Tourism	3	4	2	60	15	75
Total for semester I			20	25		400	100	500

Semester II

Sl No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	ENG2A03 - Writing for Academic and Professional Success	4	4	2.5	80	20	100
2	Common	ENG2A04- Zeitgeist – Readings On Contemporary Culture	4	4	2	80	20	100
3	Common	FRE 2A 08 (3)- Translation and Communication in French	4	4	2.5	80	20	100
4	Core	BHC 2B02 - Food and Beverage Production	4	4	2.5	80	20	100
5	Core	BHC 2B02 (P)- Food and Beverage Production – Practical	2	2	2	40	10	50
6	Complimentary	BSH/C 2CO3- Event Management	3	4	2	60	15	75
7	Complimentary	BSH/C2C04- Management Principles and Practices	3	3	2	60	15	75
Total for semester II			24	25		480	120	600

Semester III

Sl No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	A11- Basic Numerical Methods	4	4	2.5	80	20	100
2	Common	A12- Professional Business Skills	4	4	2.5	80	20	100
3	Core	BHC 3B03- Food and Beverage Service	3	3	2	60	15	75
4	Core	BHC 3B03 (P)- Food and Beverage Service- Practical	2	2	2	40	10	50
5	Core	BHC3B04- Advanced Food and Beverage Production	3	4	2	60	15	75
6	Core	BHC3B04 (P)- Advanced Food and Beverage Production – Practical	3	2	2	60	15	75
7	Complimentary	BSH/C 3CO5- Nutrition Hygiene and Sanitation	3	3	2	60	15	75
8	Complimentary	BSH/C 3CO6- Facility Planning	3	3	2	60	15	75
Total for semester III			25	25		500	125	625

Semester IV

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	A13-Entrepreneurship Development	4	4	2.5	80	20	100
2	Common	A14- Banking and Insurance	4	4	2.5	80	20	100
3	Core	BHC4B05- Quantity Cooking	3	3	2	60	15	75
4	Core	BHC4B05 (P)- Quantity Cooking Practical	3	2	2	60	15	75
5	Core	BHC 4B06- Bakery and Confectionary	3	3	2	60	15	75
6	Core	BHC 4B06 (P)-Bakery and Confectionary- Practical	3	2	2	60	15	75
7	Complimentary	BSH/C 4CO7- Hotel Laws	3	4	2	60	15	75
8	Complimentary	BSH/C 4CO8-Human Resource Management	3	3	2	60	15	75
	Total for semester IV		26	25		520	130	650

Semester V

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

Semester VI

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

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE

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

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	ENG1A01 - Transactions -Essential English Language Skills	3	4	2.5	60	15	75
2	Common	ENG1A02 - Ways With Words – Literatures in English	3	4	2	60	15	75
3	Common	FRE 1A 07 (3) -Communicative Skills in French	4	4	2.5	80	20	100
4	Core	BSH/C 1B01- Introduction to Hospitality Industry	4	5	2.5	80	20	100
5	Complimentary	BSH/C 1CO1- Sales and Marketing	3	4	2	60	15	75
6	Complimentary	DSI I/C 1C02- Travel and Tourism	3	4	2	60	15	75
Total for semester I			20	25		400	100	500

Semester II

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	ENG2A03 - Writing for Academic and Professional Success	4	4	2.5	80	20	100
2	Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	4	4	2	80	20	100
3	Common	FRE 2A 08 (3)-Translation and Communication in French	4	4	2.5	80	20	100
4	Core	BSH 2B02- Accommodation Operation	4	4	2.5	80	20	100
5	Core	BSH 2B02 (P)- Accommodation Operation- (Practical)	2	2	2	40	10	50
6	Complimentary	BSH/C 2CO3- Event Management	3	3	2	60	15	75
7	Complimentary	BSH/C 2C04- Management Principles and Practices	3	4	2	60	15	75
Total for semester II			24	25		480	120	600

Semester III

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	A11- Basic Numerical Methods	4	4	2.5	80	20	100
2	Common	A12- Professional business skills	4	4	2.5	80	20	100
3	Core	BSH3B03- Food and Beverage Production –I	3	3	2	60	15	75
4	Core	BSH3B03 (P)- Food and Beverage Production –I (Practical)	3	3	2	60	15	75
5	Core	BSH3B04- Food and Beverage Service-I	3	3	2	60	15	75
6	Core	BSH3B04 (P)-Food and Beverage Service-I (Practical)	3	2	2	60	15	75
7	Complimentary	BSH/C 3CO5-Nutrition Hygiene and Sanitation	3	3	2	60	15	75
8	Complimentary	BSH/C 3CO6- Facility Planning	3	3	2	60	15	75
Total for semester III			26	25		520	130	650

Semester IV

Sl No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common	A13- Entrepreneurship Development	4	4	2.5	80	20	100
2	Common	A14-Banking and Insurance	4	4	2.5	80	20	100
3	Core	BSH4B05- Food and Beverage Service-II	3	3	2	60	15	75
4	Core	BSH4B05 (P)- Food and Beverage Service-II (Practical)	3	2	2	60	15	75
5	Core	BSH4B06- Food and Beverage Production–II	3	3	2	60	15	75
6	Core	BSH4B06 (P)- Food and beverage Production–II (Practical)	3	3	2	60	15	75
7	Complimentary	BSH/C 4CO7- Hotel Laws	3	3	2	60	15	75
8	Complimentary	BSH/C 4CO8- Human Resource Management	3	3	2	60	15	75
	Total for semester IV		26	25		520	130	650

Semester V

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

Semester VI

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

BACHELOR OF HOTEL ADMINISTRATION (BHA).
(New Programme w.e.f. 2020)

Duration of the Programme:
Three academic years with six semesters.
Courses of Study:
Total number of courses for the whole BHA Programme is 36
(Common courses, Core courses, Complimentary courses and Open courses)

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

Semester I

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common course	ENG1A01 Transactions -Essential English Language Skills	3	5	2	60	15	75
2	Common course:	ENG1A02 Ways With Words – Literatures in English	3	4	2	60	15	75
3	Common course:	FRE 1A 07 (3) - Communicative skills in French	4	5	2.5	80	20	100
4	Core:	BHA1B01- Introduction to the Hospitality Industry	4	6	2.5	80	20	100
5	Complimentary:	BHA1C01 - Event management	4	5	2.5	80	20	100
	Total for semester I		18	25		360	90	450

Semester II

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common course	ENG2A03 - Writing for Academic and Professional Success	4	5	2.5	80	20	100
2	Common course	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	4	4	2.5	80	20	100
3	Common course	FRE 2A 08 (3) Translation and Communication in French	4	5	2.5	80	20	100
4	Core:	BHA2B02 -Front office Operations- (Theory)	3	4	2	60	15	75
	Core:	BHA2B03(P) -Front office Operations –(Practical)	1	2	2	20	5	25
5	Complimentary :	BHA2C02 - Hospitality law	4	5	2.5	80	20	100
	Total for semester II		20	25		400	100	500

Semester III

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common course	BHA3A11 - Basic Numerical Methods	4	5	2.5	80	20	100
2	Common course	BHA3A12 - Professional business skills	4	5	2.5	80	20	100
3	Core:	BHA3B04- Food Production –I (Theory)	4	4	2.5	80	20	100
	Core:	BHA3B05(P) - Food Production –I (Practical)	2	2	2	20	5	25
4	Core	BHA3B06 - Food &Beverage Service –I (Theory)	4	3	2.5	80	20	100
	Core:	BHA3B07(P) - Food & Beverage service –I (Practical)	2	2	2	20	5	25
5	Complimentary:	BHA3C03 - Nutrition, Hygiene and Sanitation	4	4	2.5	80	20	100
	Total for semester III		24	25		440	110	550

Semester IV

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common course	BHA4A13 - Entrepreneurship Development	4	5	2.5	80	20	100
2	Common course	BHA4A14 - Banking and Insurance	4	5	2.5	80	20	100
3	Core	BHA4B08 - Food Production – II (Theory)	4	4	2.5	80	20	100
	Core	BHA4B09(P) - Food Production –II (Practical)	2	2	2	20	5	25
4	Core	BHA4B10 - Food & Beverage Service –II (Theory)	4	3	2.5	80	20	100
	Core:	BHA4B11(P) - Food &Beverage Service–II (Practical)	2	2	2	20	5	25
5	Complimentary:	BHA4C04- Hotel Accountancy	4	4	2.5	80	20	100
	Total for semester IV		24	25		440	110	550

Semester V

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Core	BHA5B12 - Industrial Exposure Training and Report	4	13	Viva Voce	150	50	200
2	Core	BHA5B13-Comprehensive Self Studies	2	5	2	60	15	75
3	Core	BHA5B14 -Human Resource Management	3	5	2	60	15	75
4	Open:	BHA5D01 - Introduction to Hospitality	3	2	2	60	15	75
Total for semester V			12	25		330	95	425

Semester VI

SI No	Course Type	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Core:	BHA6B15 - Accommodation Operation- (Theory)	3	3	2	60	15	75
	Core:	BHA6B16(P) - Accommodation Operation- (Practical)	1	2	2	20	5	25
2	Core:	BHA6B17 - Food &Beverage Management	4	5	2.5	80	20	100
3	Core:	BHA6B18- Management Principles and Practices	4	4	2.5	80	20	100
4	Core:	BHA6B19 - Sales and marketing	4	5	2.5	80	20	100
5	Core:	BHA6B20 - Room division Management	4	4	2.5	80	20	100
6	Core:	BHA6B21 - Hotel Project Report (Viva-voce)	2	2	Viva Voce	60	15	75
Total for semester VI			22	25		460	115	575

ONE YEAR CRAFTSMANSHIP COURSE IN CATERING MANAGEMENT/HOTEL HOUSEKEEPING

Duration of the Programme: One academic year

The course of study leading to the award of Craftsmanship In Catering Management/Hotel Housekeeping shall comprise the following:

1. Industrial Exposure Training

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

Hotel Report

After the completion of training the students shall immediately be submitting an industrial exposure training report including the training

certificate of 20 weeks issued by the hotels within two weeks' time. This Report shall also carry two hundred and fifty marks.

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

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

2. Project report

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

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

3. MOUs and Linkages

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

4. Add on Programmes

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

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

5. Student Support Programmes

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

6. Student Experiential Learning

- Theme Dinner
- Class Events
- Industrial Visits

7. Teaching methods adopted to improve student learning

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

8. Workshops and Seminars

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

Seminars on -

- IPR
- Tourism
- Latest trends in the Hotel Industry

9. Extension and Outreach activity

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

10. Student Capability Enhancement

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

INFRASTRUCTURAL FACILITIES

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

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2021-22

Criteria Number	Activity	Specific Details	Date of Conduct	Faculty Coordinator
2.3.1	Internship - (Experiential Learning)	20 weeks of I.E.T. 2019 Admn	1.6.2021 to 31.102021	Ms. Amrutha Anilen
2.3.1	Industrial Visits - (Participative Learning)	First year- Induction to core departments	Nov-21	Ms. Amrutha Anilen
6.3.3	Faculty Training	Specialized Training in the industry	1.8.2021 to 31.1.2022	HoD
1.2.2, 1.2.3	Add-on programme- 30 hrs. Second years (Participative learning)	Food Safety- online- III Sem HMCS/HMCA	2 hours on Saturdays from Sept 1	Mr. Richi Thomas
2.3.1	Workshop on Carving. (Participative learning)	Veg and Fruit Carving- Culinary Club	4.12.2021	Mr. Anand Thomas
7.1.11	Tourism Day - Interdepartmental Competitions (Participative learning)	Organised by Final years - HMCS/HMCA	September 27 - Monday	Ms. Renita Fernandez
2.3.1	Class Fest – based on Practical- (Problem Solving)	Innovative Food Presentations by Second years - HMCS/HMCA	October 2021/February 2022	Mr. John Kizhakuden
2.3.1, 7.1.11	World Food Day (Experiential Learning)	Food preparation & distribution by Culinary Club	16-Oct	Mr. Richi Thomas
2.3.1, 7.1.11	World Chef Day (Experiential Learning)	Exhibition on innovative food	20-Oct	Mr. Anand Thomas

3.4.3	Outreach Programmes (CUSSP) (Participative Learning)	3 activity per semester	Semester wise	Mr. Daneesh T
3.4.3	Extension Programme	Baker's Delight-Department	26-Nov	Mr. Prabhakaran K G
3.5.1	Faculty Exchange Programme	Exchange program with Milagress and Morning Star	Aug-21	Ms. Sonia Thomas
2.3.1	Workshop on Wine (Participative Learning)	Wine pairing and Service	27-Aug	Mr. Dhanesh T.N
3.2.2	National Conference (Participative Learning)	Emergence of New Strategy Hotels	7-Jan	Ms. Amrutha Anilen Ms Sonia Thomas
2.3.1	Theme Dinner- Final Years- Workshop on fish Fillet. (Participative Learning)	Theme will be planned later	Feb-22	HoD
2.3.1, 3.2.2	One journal from the Dept - (Participative Learning)	Paper presentations by faculty and students	14-Jan	Ms. Amrutha Anilen Ms. Nusreen N
2.3.1	Workshop on Cocktail and Mock tail (Participative Learning)	Vino d Vino Club- members	31-Jan	Mr. Dhaneesh T N
2.3.1	Study Tour	Visit to Core course-based industry	Jan to Feb 2022	Mr. John Kizhakuden
3.2.2	National Seminar – IPR- Final year students- (Participative Learning)	Online Seminar	Dec-21	Ms. Sonia Thomas
2.3.1	Phoenix - Management Fest- (Experiential Learning)	Organized by Final years	Feb-22	Mr. Jithu Doyal

3.5.1	Student Exchange Programme (Participative Learning)	Institutions will be decided later	Dec-21	Mr. Jithu Doyal
3.3.3	One book to be published by the dept	Open to Faculty members	Jan-22	HoD, Mr. John Kizhakuden
1.1.3	Board of Studies (BOS)	3 meetings in a year, Enhance academic excellence	Academic year	HoD
1.1.2, 2.5.1	CIE-Internal Exam wing	Monitoring and documenting CIE	Semester wise	Ms. Sonia Thomas Mr. John Kizhakuden
2.1.1	Admission Cell coordinator	Monitoring and recording admission	April to October	Mr. Jithu Doyal
2.2.1	Ability test coordinator	Conducting ability test for all first years	July	Ms. Renita Fernandez
2.2.1	Bridge course coordinator	Conducting bridge course for all first years	July-August	Mr. Richi Thomas
2.2.1	Remedial coordinator	Monitoring exams and conducting remedial class and retest	Academic year	Ms. Renita Fernandez Ms. Nusreen N
3.1.1	Funded Project Team	Coordinating with organizations	Academic year	Ms. Amrutha Anilen, Mr. John Kizhakuden Mr. Anand T
3.2.1	RQAC	2 publications of research papers/ faculty	Academic year	Ms. Soniya Thomas, Ms. Amrutha Anilen, Mr. John Kizhakuden
6.3.3	FDP coordinators	Industrial visits, AHLEI examinations	Academic year	HoD

5.4.1	Alumni coordinator	3 meetings in a year, contributions by Alumni, get together	Academic year	Mr. Anand Thomas
3.5.2	MOUs and Linkages	Activities to be conducted with partners	Academic year	HoD Ms. Sonia Thomas
	Department Website Rep	Update and coordinate with IT	Academic year	Mr. Richi Thomas
	Program Coordinator- HMCS, HMCA & BHA	Coordinate all academic concerns	Academic year	Mr. Daneesh T.N (HMCS) Mr. Richi Thomas (HMCA) Ms. Renita Fernandez (BHA)
	Mentoring and Counselling	Coordinate with Ms. Reni	Academic year	Mr. Dhaneesh T N
	SWAS	Coordinate with Ms. Reni	Academic year	Mr. Anand Thomas
	WWS	One event per semester	Academic year	Mr. Jithu Doyal
	Social/Print Media Rep	Coverage of every dept. event	Academic year	Mr. Praveen Antony
	Event Coordinator	Coordinate all events of the department	Academic Year	Mr. Richi Thomas

POST GRADUATE DEPARTMENT OF ENGLISH

The Post Graduate Department of English offers UG and PG Courses under Calicut University CBCSS viz,

- **BA English Language and Literature**
- **MA 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 classroom learning. The employability of the students is improved through various programmes.

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

In 2020, the Dept. of English crossed a splendid academic milestone in its brief history. The Calicut University granted the Post Graduate Programme in English Language and Literature to the Dept. This recognition marks a significant turning point, and the classes commenced in early December. The faculty, rejuvenated with new faces, has embraced the new challenge with zest and is actively engaged in the pedagogical tasks, besides stocking up the library, diversifying online coaching and enhancing project /research orientation with laudable results.

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 - 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.

B.A. 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. ENGLISH LANGUAGE AND LITERATURE is as follows:

Semester I

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG1A01 - Transactions -Essential English Language Skills	4	3	15	60	75
Common	ENG1A02 - Ways With Words –Literatures in English	5	3	15	60	75
Common	HIN1A07(1)- Prose and Drama MAL1A07(1) Malayala Sahithyam 1	4	4	20	80	100
Core	ENG1B01 -Introducing Literature	6	5	20	80	100
Compl.	JOU1(2)CO1 Introduction to Communication and Journalism	6	4	20	80	100
Total		25	19	90	360	450

Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG2A03 -Writing for Academic and Professional Success	4	4	20	80	100
Common	ENG2A04 - Zeitgeist – Readings On Contemporary Culture	5	4	20	80	100
Common	HIN2A08(1)- Grammar and Translation MAL2A08(1) - Malayala Sahithyam 2	4	4	20	80	100
Core	ENG2B02 -Appreciating Poetry	6	5	20	80	100
Compl.	ICP1(2)CO1 Indian Constitution and Politics: Basic Features and Governmental structures	6	4	20	80	100
Total		25	21	100	400	500

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG3A05 Signatures- Expressing the Self	5	4	20	80	100
Common	HIN3A09- Poetry in Hindi MAL3A09- Malayala Sahithyam 3	5	4	20	80	100
Core	ENG3B03 -Appreciating Prose	4	4	20	80	100
Core	ENG3B04 - English Grammar and Usage	5	4	20	80	100
Compl.	ICP4(3)CO3: Indian Constitution and Politics: Federalism, Decentralisation and Political Dynamics	6	4	20	80	100
Total		25	20	100	400	500

Semester IV

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	ENG4B05 Appreciating Fiction	5	4	20	80	100
Common	ENG4A06 Spectrum- Literature and Contemporary Issues	5	4	20	80	100
Common	HIN4A10- Novel And Short Stories MAL4A10- Malayala Sahithyam 4	5	4	20	80	100
Core	ENG4B06 Literary Criticism	4	4	20	80	100
Compl.	JOU4(3)CO1 Journalistic Practices	6	4	20	80	100
Total		25	20	100	400	500

Semester V

Course	Title	Hours	Credits	Internal	External	Total marks
Core	ENG5B07 Appreciating Drama and Theatre	5	4	20	80	100
Core	ENG5B08 Literary Theory	5	4	20	80	100
Core	ENG5B09 Language and Linguistics	5	4	20	80	100
Core	ENG5B10 Indian Writing in English	5	4	20	80	100
Open	Courses from other dept.	3	3	10	40	50
Project	ENG6B21Project/ Research Methodology	2		10	40	50
Total		25	19	100	400	500

Semester VI

Course	Title	Hours	Credits	Internal	External	Total marks
Core	ENG6B11 Voices of Women	5	4	20	80	100
Core	ENG6B12 Classics of World Literature	5	4	20	80	100
Core	ENG6B13 Film Studies	5	4	20	80	100
Core	ENG6B14 New Literatures in English	5	4	20	80	100
Elective	ENG6B17 Writing for the Media	3	2	20	80	100
Project	ENG6B22Project/ Research Methodology	2	3	10	40	50
Total		25	21	110	440	550

ABILITY ENHANCEMENT COURSES/ AUDIT COURSES

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

Courses	Semester	Credit
Environment Studies	1	4
Disaster Management	2	4
*Human Rights / Intellectual Property Rights / Consumer Protection	3	4
*Gender Studies/Gerontology	4	4

* Colleges can opt any one of the courses
* Refer to CBCSSUG 2019 Regulations

EXTRA CREDIT ACTIVITIES

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

INTERNAL ASSESSMENT FRAMEWORK

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

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

SPLIT UP OF MARKS FOR TEST PAPERS/VIVA VOCE

Range of Marks in test paper	Out of 8 (Maximum internal marks is20)	Out of 6 (Maximum internal marks is15)
Less than 35%	1	1
35%- 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

SPLIT UP OF MARKS FOR CLASSROOM PARTICIPATION

Range of Marks in test paper	Range of CRP Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is15)
50% ≤CRP <75%	1	1
75% ≤CRP <85%	2	2
85 % and above	4	3

EXTERNAL ASSESSMENT FRAMEWORK

END SEMESTER TEST DESIGN OF COURSES WITH 80 MARKS

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

END SEMESTER TEST DESIGN OF COURSES WITH 60 MARKS

Sl. No Question Type	No. of Questions	Marks/ Question	Total Marks
Short answers (2/4 sentences)	12	2	Ceiling 25
Paragraph/problem/ Application type	7	5	Ceiling 35
Essay Type	1 out of 2	10	10
Total			**60**
Time			**2 hrs**

M.A. ENGLISH LANGUAGE AND LITERATURE

Name of the Programme :
M.A. EnglishLanguage and Literature.

Duration :
Four semesters.

Types of courses offered:
Core, Elective & Audit courses.

Total	19 courses	(To be taught over 4 semesters)
1	Core compulsory courses	13
2	Elective courses	4
3	Audit courses	2

Semester I

18 elective courses are spread over third and fourth semesters, out of which the students shall be taught four- courses. Audited courses - (Ability Enhancement and Professional competency Course) with 4 credits each, have to be done one each in the first two semesters

SI No	Course Code	Title	Course Tyoe	Hours	Credits	Internal	External	Total marks
1	ENG1CO1	British Literature from Chaucer to 18th century	CORE	5	5	20	80	100
2	ENG1CO2	British Literature - 19th century	CORE	5	5	20	80	100
3	ENG1CO3	History of English Language	CORE	5	5	20	80	100
4	ENG1CO4	Indian Literature in English	CORE	5	5	20	80	100
AEC (Ability Enhanceme nt course	ENG1 A01	Writing Skills	Audit Course		4			

Semester II

SI no	Course Code	Title	Course Tyoe	Hours	Credits	Internal	External	Total marks
1	ENG2 CO5	Twentieth century British Literature up to 1940	CORE	5	5	20	80	100
2	ENG2 CO6	Literary Criticism and Theory - Part 1(up to New Criticism)	CORE	5	5	20	80	100
3	ENG2 CO7	American Literature	CORE	5	5	20	80	100
4	ENG2 CO8	Postcolonial writings	CORE	5	5	20	80	100
Professional Competency Course	ENG2 A02	Translation Theory and Practice	Audit Course		4			

Semester III

	Course Code	Title	Course Tyoe	Hours	Credits	Internal	External	Total marks
1	ENG3 CO9	Twentieth century British Literature post 1940	CORE	6	5	20	80	100
2	ENG3C10	Literary Criticism and Theory - Part 2	CORE	7	5	20	80	100
3	ENG3 E03	Women's Writing	Elective 1	6	5	20	80	100
4	ENG3 E07	World Drama	Elective 2	6	5	20	80	100

Semester IV

	Course Code	Title	Course Tyoe	Hours	Credits	Internal	External	Total marks
1	ENG4 C11	English Literature in the 21st Century	Core	5	4	20	80	100
2	ENG4 P 01	Dissertation / Project	Core	5	4	20	80	100
3	ENG4 V01	Comprehensive viva-voce	Core	5	4	20	80	100
4	Elective 1 ENG4E14	Indian English Fiction	Elective 1	5	4	20	80	100
5	ENG4 E16	Dalit Studies	Elective 2	5	4	20	80	100

DIRECT GRADING SYSTEM

1. Direct Grading System based on a 10 – Point scale is used to evaluate the performance (External and Internal Examination of students)

2. For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and GPA/SGPA/CGPA are given on the following way:

a) First Stage Evaluation for both Internal and External done by the Teachers concerned in the following Scale:

Grade	GradePoints
A+	5
A	4
B	3
C	2
D	1
E	0

b) Grade range for internal examination is as follows

Average grade point (2 tests)	Grade for Tests	Grade Point for Tests
4.5 to 5	A+	5
3.75 to 4.49	A	4
3 to 3.74	B	3
2 to 2.99	C	2
Below 2	D	1
Absent	E	0

c) The Grade Range for both Internal & External shall be :

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 – 5.00	85.00 –100.00	Outstanding
A+	3.75 – 4.24	75.00 –84.99	Excellent
A	3.25 – 3.74	65.00 –74.99	Very Good
B+	2.75 – 3.24	55.00 –64.99	Good

B	2.50 – 2.74	50.00 –54.99	Above Average
C	2.25 – 2.49	45.00 -49.99	Average
P	2.00 -2.24	40.00 –44.99	Pass
F	< 2.00	Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

Semester Grade Point Average (SGPA) – Calculation

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student. 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.

Semester Grade Point Average - SGPA (Sj) = Σ(Ci x Gi) / Cr

(SGPA= Total Credit Points awarded in a semester / Total credits of the semester)

Where 'Sj' is the j th semester , 'Gi ' is the grade point scored by the student in the i th course 'ci ' is the credit of the ith course, 'Cr ' is the total credits of the semester

Cumulative Grade Point Average (CGPA) – Calculation

Cumulative Grade Point Average (CGPA) = Σ(Ci x Si) / Cr(CGPA= Total Credit points awarded in all semesters/Total credits of the programme)

Where C1 is the credit of the Ist semester S1 is the SGPA of the Ist semester and Cr is the total number of credits in the programme. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. The SGPA and CGPA shall be rounded off to 2 decimal points. For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of 2.0. However, the students are permitted to move to the next semester irrespective of their SGPA.

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2021-22

Criteria Number	Activity	Specific details	Date of conduct	Faculty coordinator
1.1.3	Board of studies	Board of studies for Department of English	August	Mr. Philip P.J, Ms. Grace, Dr. Sajo
2.2.1	CIE wing	Follow up with the students and improvement of scores	Continuous throughout the semesters	Ms. Simitha, Ms. Ambily, Mr. Sebastian
2.1.1	Admission cell coordinator	Admissions of 2021-22	July, August	Mr. Anu Rahim
2.2.1	Ability Test Coordinator	Ability test for newly joined batch	September	Ms. Gigy
2.2.1	Remedial Coordinator	Weak student identification and remedial measures	All through the semesters	Ms. Ebilin
3.1.3	Funded project team	Coordination with organizations	All through the semesters	Ms. Smitha, Mr. Aby
3.2		RQAC Enhancing research quality of teacher and student presentation and publication online	All through the semesters	Mr. Aby, Ms. Purnima
6.3.4	FDP	Faculty Development programme		Mr. Anu Rahim
5.4.1	Alumni coordinator	Conduct of Alumni Meet	December	Ms. Rejitha
2.3.1	Literary Fest	Online literary competitions	January	Ms. Ebilin

2.3.1	International seminar	Exposure to literature across the globe	February	Ms. Greena
3.4	Extension programme	Programme for the non-teaching staff	March	Mr. Sebastian
3.4	Outreach programme	As per university regulations	3 per semester	Ms. Gigy
3.5.1	Faculty Exchange programme	Online interactions with students of other colleges	Two each per semester	Ms. Lekha
2.3.1	Peer Teaching	PG students and Final UG students teaching their juniors	Six sessions	Ms. Purnima
2.3.1	Intra Departmental competitions	Literary quiz, competitions	Four in two semesters	Class teachers
2.3.1	Inter Departmental competitions	Literary Competitions	Two Literary programmes	Ms. Tessy
2.3.1	Workshops	Updating with the latest trends in the field of literature: Drama and Theatre. Media studies	One in a semester	Ms. Grace
2.3.1	Study tour	Cultural Visit	Third BA	Ms. Purnima
3.3	Departmental Journal	Contribution of the dept	One	Ms. Lekha, Ms. Simitha, Ms. Ambily
2.2.1	SSP	Support extended to weak students	All through the semesters	Mr. Sebastian
2.2.1	WWS	Enriching the best students providing them more resource material, to perform better in the exams	Four sessions in two semesters	Ms. Ebilin
1.1.1 2.3.2	Language Lab	Offline as the college reopens	Two semesters	Mr. Anu Rahim
1.1.1.	Internship	Placement of the final BA students in reputed organizations		Ms. Purnima
2.3.1	Research forum	Students are given an opportunity to	September	Ms. Lekha, Ms. Greena

		write and present a paper		
3.2.2	Book Publication	A handbook for literature students	January	Mr. Philip PJ
2.3.1	National seminar	National seminar of the department	January	Ms. Grace
5.3.3	College Magazine		June	Mr Sebastian Mr Anu Rahim
5.3.3	Elixir	Newsletter	Twice in an academic year	Ms. Greena
2.3.1	One Book One Naipunnya	Based on a book where students read for a month and then there is a literary quiz based on the book.	Two each in a semester	Mr. Sebastian
2.3.1 1.1.1	Cultural visit	Exposure to students on a literary place of importance		Ms. Simitha

DEPARTMENT OF TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT PROGRAMMES

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

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

Various programs initiated by the department are as follows: -

- **Train the Trainer Program:** To empower the training team with the necessary skills and knowledge to deliver effective classroom training.

- **Skill Enrichment Program (SEP):** Perfectly designed 90 hours of skill training to equip students, to get gainfully employed and excel in their field of endeavor.

- **Leading Hands Program (LHP):** To mold students into transformational and authentic leaders who can lead others with their Head, Heart and Hands .LHP includes 2 major programs:

  Leaders: Tailor made initiatives by and for ,those who aspire to lead

  Scholars (Walk with Scholars): Specially designed for advanced learners.

- **Meraki (Forum):** Well-designed class forum brings a holistic development in a student and also ensures team building in a class.

- **Supersweeps:** An initiative to introduce various competitions to engage the students in productive activities, while exploring and retaining their creative aspects along with their academics.

- **Behavior Enhancement Hub (BE-Hub):** An initiative to mold each student with integrity of virtues and maturity of values, through the concept of associative learning.

- **Freshers Connect:** Orientation and training programs to connect the freshers to the college campus.

- **Finishing Touch:** 15-hour exclusive interview training session by two renowned companies, Rubicon and Mahindra Pride classroom for final years.

Sl. No	Activity	Coordinators
1	Skill Enrichment Program (SEP)	Ms. Rajani Stanley
2	Leading Hands Programme-Leaders (Power talk,Super sweeps, Be-Hub , Selezione, Leaders Thrive)	Ms. Sona Pappachan
	Leading Hands Programme-Scholars (WWS Coordinator)	Ms. Vandana C.H, Department Representatives
3	Language Lab Coordinator	Ms. Lekha Willy
4	Management Fest Coordinator	Ms. Kavitha Vincent
5	Meraki	Ms. Gigy Johnson
6	MC	Ms. Lekha Willy, Ms. Rini Joy
7	Assembly	Mr. Jithu Doyal

DEPARTMENT OF PHYSICAL EDUCATION

The Department of Physical Education offers a comprehensive view of physical education as an educational process which uses physical activity to help students to acquire skills, fitness, knowledge and attitudes that contributes to their overall development and wellbeing. Training is provided to promote overall growth and development of human body thereby attaining harmonious physical development as well as formation of consciousness and behaviour of individual in society. The purpose is generally to promote fitness and health, as well as the benefits of team building, teamwork, sportsmanship and fair play.

Benefits offered by the College to Sports Students:

- Free Education, Food, Accommodation and Sports Kit for all talented sports persons.
- The Department of Physical Education ensures students participation in Calicut University D' zone, Inter-Zone, District and National Level Tournaments.
- Part-Time and Regular coaches for various discipline
- Systematic Training in Morning & Evening

Sports Infrastructure

Multipurpose Ground

1. Athletic Track   2. Cricket Ground   3. Football Field

4. Korfball Area   5. Netball Court

Multipurpose Indoor Stadium

1. Basketball Court   2.Badminton court   3. Netball Court

Other Facilities

1. Outdoor Basketball Court   2. Cricket Practice Net Area

3. Health Club   4. Table Tennis Table

5. Outdoor Volleyball Court (Men & Women)

6. Outdoor Netball Court   7. Tug of War Area

8. Yoga Centre

Department Activities

1. International Yoga Day Celebration

2. National Sports Day celebration

3. State Sports Day celebration

4. National Level Seminar

5. Organizing Calicut University D' Zone, Inter Zone, District level

   Tournaments

PLACEMENT DEPARTMENT

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

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

The major recruiters /Companies in association with Naipunnya are:

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

Placement Coordinators

For the Department of Commerce, Computer Science, English):

Ms. Sarithadevi S.

For the Department of Hotel management):

Ms. Amrutha Anilen

Placement Support team:

Ms. Kavitha Vincent,

Ms. Siji Jose,

Ms. Purnima S. Kumar

LIBRARY

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

Issue of Books

1. Reference Books

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

2. General Books

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

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

FINE

Fine for late return

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

For damages

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

DIGITAL LIBRARY FACILITY:

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

Databases: DELNET: username- krnimit, password- nim7018

Jgate: username- nimituser, password- nimituser1932946529

DIGITAL REPOSITORY DSPACE- access to question papers.

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

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

DEPARTMENT OF IT

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

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

NITA (Naipunnya IT Apprenticeship) is an initiative of the department started in the year 2021, where competent students are hired as apprentices to work with the IT department. This scheme helps the students to earn while learn.

COMPUTER LAB RULES AND REGULATIONS

1. Students are prohibited to enter the lab unless authorized by the faculty or lab -in -charge.

2. Removable storage devices are strictly prohibited

3. Report all problems related to the system to the faculty or lab in charge.

4. Do not attempt to repair or tamper with lab equipment.

5. Be responsible when using equipment, software and facilities in the lab.

6. Do not move any equipment from its original position.

7. Do not remove or load any software into the computer.

8. Do not change the settings in the computer.

9. Save all documents with the help of the faculty-in- charge or lab in-charge

10. Do not bring in bags, food and drinks to the lab.

11. Turn off the computer after use.

12. Switch off all power supplies (computer) before leaving the lab.

13. Internet facility is strictly for educational purposes.

14. Internet users should record the use of computers in the computer logbook.

15. The Lab should be kept clean at all times.

16. Arrange all the chairs before leaving the lab.

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

NATIONAL SERVICE SCHEME (NSS)

A self-funded unit of National Service Scheme under the Calicut University was formally inaugurated in the college on 16 January 2021. It is a student-centered programme which aims at the development of a student's personality through community service. NIMIT NSS unit has already initiated a number of activities establishing a meaningful linkage between the campus and the community.

The motto or watchword of NSS is 'NOT ME BUT YOU'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also shows consideration for fellow human beings. It provides a variety of learning experiences which develop a sense of participation, service, and achievement among the volunteers.

The activities aim at the following:-

i.   Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the college students by bringing them face to face with the rural situation.

ii.   Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums, but also results in the improvement of quality of life of the economically and socially weaker sections of the community.

iii. Encouraging students and non-students to work together along with the adults in rural areas.

iv.   Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (rural and urban) with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps.

v.   Emphasizing dignity of labour and self-help and the need for combining physical work with intellectual pursuits.

vi.   Encouraging youth to participate enthusiastically in the process of national development and promote national integration.

NSS Programme Officer: Mr. Fredy Varghese

Coordinators   :   Ms. Emil George, Mr. Varghese Paul

CENTRE FOR INNOVATION, EXTENSION AND CONTINUING EDUCATION (CIECE)

The Centre for Innovation, Extension and Continuing Education (CIECE) under Naipunnya Institute of Management and Information Technology (NIMIT) has been established to bridge the gap between education and employability. The centre is dedicated to vocational education, training, employment, and entrepreneurship.

Objectives::

i.   To develop industry-academia partnership in strategically important areas through MoUs and internships
ii. To upgrade skills to international standards through significant industry involvements and develop necessary frameworks for standards, curriculum and quality assurance.
iii. To support and encourage start-ups and small-scale industries in specific subjects/sectors and would provide them with necessary infrastructure facilities and other value added services.
iv. To support the institution in implementing add-on programs by contacting various academic bodies/ industries/institutions
v.   To support in incubating ideas with students and faculty members and to search ways for patenting these ideas
vi. To support with short term skill certification program for the students as well as the community
vii. To assist the institution in its endeavor to get funds for NGO and Government Projects
viii. To provide extension training such as financial literacy, computer literacy and non-formal education programs
ix. To formulate programs on specialty training such as music and photography
x.   j)   To develop the institution into a Training Center for incubation and start-ups such as DDU- Kaushal Kendra, Radio station, DDK-MOOC programs

Officer in-Charge   :   Ms.Noble

CENTRE FOR EXAMINATIONS

The Centre for Examinations has been established to manage the conduct of the examinations in the institution. The Centre plans the conduct of the University examinations as per the Calendar and Timetable given by the University. The activities of the Centre include identifying the appropriate location/Examination hall (conforming to the guidelines of the University) for conducting both the University and internal examinations, planning and scheduling internal examinations and communicating to the other staff concerned, ensuring that the answer sheets and questions papers are safeguarded and kept in a vault which fulfills the University requirement, and preparing question papers and ensuring the distribution at the right of the examination. The Centre, under the guidance of the director, will collect the University Examination result, and also will oversee the distribution of hall tickets, and maintenance of attendance of invigilators and students.

Director, Centre for Examinations : Ms. Emily Ittiachan

Supporting Faculty : Ms. Mini Joshy

E CONTENT DEVELOPMENT CENTRE

Technology is continuously advancing in the right direction and because of this; the field of Education has become wider. It is no longer limited to the walls of the classroom. It is important to reach out to students to keep them inspired, motivated and engaged so that they can cope up with this challenging time in a productive way. One such remarkable step is to utilize resources and find new ways of educating.

eContent is any form of learning material available digitally which a learner access or interacts with so as to achieve related learning outcomes. eContent is becoming popular because it allows flexibility in terms of time, place and pace of learning. A resource rich environment is necessary for teaching and learning to be effective. However, many of the educational resources are not easily accessible because of issues related to copyright.

Incharge:Dr.Joy Joseph Puthussery

Coordinator:Mr.Deepak K V

CELLS

Anti-Sexual Harassment Cell:

At NIMIT, we prioritize the safety and well-being of our staff and students. In accordance with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, we have established an Anti-Sexual Harassment Cell to address issues related to sexual harassment on campus. Committed to fostering a healthy and inclusive atmosphere, we vehemently oppose all forms of violence, discrimination, and harassment. The Anti-Sexual Harassment Cell is dedicated to preventing incidents of sexual harassment, providing support to those affected, and ensuring fair resolution of complaints. Upholding confidentiality and fairness, we strive to create a campus environment where every individual feels respected, safe, and empowered to excel.

In charge: Ms.Reni V

Innovation Cell:

Innovation cell aims to encourage entrepreneurship and works towards developing and strengthening entrepreneurial qualities in the budding professionals, create an ecosystem that brings students as young aspiring entrepreneurs by nurturing and empowering their new and growing startups. This envisaged to network people, ideas, experience and resources to motivate the innovation community in the college and these entrepreneurs coordinate and synergize various strands of excellence. This platform provides the required support to the students with innovative ideas to transform into new products and services and also facilitate even in getting funds for the project. Innovation Cell ecosystem with the collaboration of faculty, staff members, students, alumni and invitee members from industry can translate knowledge and technological innovations to the social development and economic growth of the Nation.

Disciplinary Cell:

Assists the Principal in maintaining discipline in the campus. It formulates strategies for improving discipline and meets when required and conducts enquiries and prepares report regarding the action to be taken.

It also coordinates activities linked to discipline during the major events on the campus.

In charge: Mr. Robert Fernandez Coordinators: All HoDs

Anti- Ragging Cell:

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

In charge   : Mr. Robert Fernandez

Coordinators   : Mr. John Kizhakudan, Ms. Nusreen M A,

                 Ms. Mini Joshy, Mr. Sebastian Poonoly

Anti-Drug Cell:

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

In charge   : Mr. Robert Fernandez

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

Women's Cell:

Naipunnya makes sure that all its women members are empowered through the women cell which regularly discusses relevant feminist issues and topics on society at large. The Women's Cell 'ANANYA' takes care of the gender sensitive aspects and empowers women. It creates awareness of rights and duties of women to attain mental, physical and emotional wellbeing and promotes entrepreneurial skills. Self-defence

classes and yoga training are provided exclusively for girl students. It promotes gender equality by focusing on Women's Development . It envisages periodic training and exposure programmes for women's empowerment and gender justice

In charge   : Ms. Bini Rani Jose

Coordinators   : Ms. Purnima S Kumar, Ms.Simitha K.S

ST/SC Cell:

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

In charge   : Dr. Joy Joseph Puthussery

Coordinator   : Ms. Lakshmipriya M.G

OBC Cell:

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

In charge   : Dr. Joy Joseph Puthussery

Coordinator   : Ms. Lakshmipriya M.G

Minority Cell:

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

In charge   : Dr. Joy Joseph Puthussery

Coordinators   : Ms. Lakshmipriya M.G

Grievance Redressal Cell for students:

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

In charge   : Dr. Joy Joseph Puthussery

Coordinator   : Ms. Reni V Kalayil

Grievance Redressal Cell for faculty:

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

In charge   : Rev. Fr. Dr. Paulachan K. J (Principal)

Coordinator   : Ms. Bindu G

Exam Grievance Cell:

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

In charge   : Rev. Fr. Dr. Paulachan K.J (Principal)

Coordinator   : Ms. Teresa Parackal

CLUBS

Bhoomitrasena Club:

The Bhoomitrasena club promotes protection of nature and environment. Various activities are conducted to address environmental issues. The aim of Bhoomitrasena club is to take up environmental protection activities and awareness extension activities in the vicinity of the college. It also aims at encouraging college students to appreciate the environment and to react positively to environmental issues. The club

organizes various activities like seminars, lectures, field visits, vegetable cultivation and talks on environmental issues. Other activities include cleaning and maintaining the polluted or environmentally degraded sites, planting and maintaining trees in the campus.

In charge   : Dr. Joy Joseph Puthussery

Coordinators   : Ms. Siji Jose, Mr. Dhanesh T. N

Electoral Literacy Club:

Naipunnya Institute of Management and Information Technology has had an Electoral Literacy Club since 2020, following guidance from the Election Commission of India, the Government of Kerala, the Thrissur District Administration, and the University of Calicut, focusing on educating students, especially those around eighteen years of age, about democratic rights and electoral processes.

This initiative empowers young individuals to become informed and active participants in India's democratic process. The club at this college strives to strengthen voter education and participation among young voters, engaging them through various activities like debates, Youth Parliament, community surveys, voter registration drives, etc.

In charge   : Dr. Joy Joseph Puthussery

Coordinators   :Dr. Antony George

Dance Club:

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

In charge   : Mr. Robert Fernandez

Coordinators   : Mr.Fredy Varghese, Ms. Vandana C.H

Arts Club:

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

In charge   : Mr. Robert Fernandez

Coordinator   : Ms. Lakshmipriya M. R.

Sports Club:

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

In charge   : Mr. Robert Fernandez

Coordinator   : Mr.Sreejith P.A

Quiz Club:

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

In charge   : Dr.Joy Joseph Puthussery

Coordinator   : Ms. Noble Devassy

Entrepreneurship Development Club

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

In Charge   : Dr. Mathew Jose K,

Coordinator   : Ms. Jeena Antony

Music Club:

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

In charge   : Mr. Robert Fernandez

Coordinator   : Mr. Philip P. J.

Spiritual Club:

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

In charge : Ms. Rajani Stanley

Coordinators : Ms. Roseland Peter, Ms. Laiby Thomas

Ananya:

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

In charge : Ms. Bini Rani Jose

Coordinators : Ms. Purnima S Kumar, Ms. Simitha K.S

SWAS

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

In charge : Ms. Bini Rani Jose

Coordinators : Ms. Reni V. Kalayil, Department Representatives

THE COLLEGE UNION

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

HRD CELL

The Human Resource Development (HRD) cell focuses on planning and administering development activities of the employees of the institution.

The Cell assists the Executive Director in the recruitment, selection, induction, training, career planning & development, performance management and separation of both teaching and non-teaching staff.

The Director of HRD, in consultation with the Executive Director, takes action on the vacancy requests, follows recruitment and selection procedure. Once selected the employee completes the joining procedure and undergoes induction. The employees are provided with general and subject related training. Faculty member's performance is evaluated using a 360-degree appraisal method and the evaluation result is communicated to the faculty member. The rules & regulations to be followed are explained to the employees at the time of induction. At the time of separation, the employee goes through an exit interview.

The Cell maintains the employee data and soft copies of the mandatory and required documents of the employees using HRIS.

Director   : Dr. Sabu Varghese

FINANCE DEPARTMENT

The Department of Finance, under the supervision of the Executive Director, exercises general supervision over the funds of the Institution and advises the Executive Director regarding the finances of the institution. The Department ensures that the limits fixed by the Institution for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.

The Finance Officer ensures that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, departments and stores of the institution are conducted regularly. Managing payroll of all the staff and disbursing monthly salaries of employees are performed by the department.

The Finance Department is responsible for the preparation and maintenance of accounts, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Executive Director. The department is also responsible for preparing financial reports as required by the various authorities or bodies including the Governing body.

The Department carries out the management of the funds and property with the approval of the Executive Director. The tuition fee of the students is collected by the Finance department through appropriate methods. The department monitors the timely payment of the fee and a report of the fee payment is sent to the concerned departments and authorities.

Finance Officer : Mr. Jimmy Joseph

MAINTENANCE AND HOUSEKEEPING DEPARTMENT

The Maintenance and Housekeeping Department administers the maintenance of the infrastructure, buildings, electrical and plumbing equipments and other furnitures. In addition, it manages the up keeping and cleanliness of the building, classrooms, staff rooms and other facilities.

Any staff who identifies a breakdown or damage occurred to a furniture or equipment reports it to the department by registering a complaint. On receipt of the report, the Head of the department assigns the job to a suitable technician to rectify or repair. Once the job is completed, a notification will be sent to the originator of the complaint for verification of the work and he/she will verify and close the work task. A report of the maintenance work will be maintained by the department. During the process or repairing it is oticed that the work should be outsourced which will cost money, it will require approval from either the Head of the Department or Executive Director. The department also plans preventive maintenance and equipment which are on annual maintenance contract are checked for proper functioning as per the schedule.

The housekeeping of the premises, building, classrooms and other facilities are done by sweeping and cleaning and sanitizing when and where required. The housekeeping staff follows a schedule for the cleaning and the work is verified for completion by the supervisor.

Head of the Department:

Rev. Fr. Renson Thekkinezhath,

Assistant Executive Director

COMMON FACILITIES

AUDITORIUM

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

CONFERENCE HALLS

The Conference Halls are located in the Main Block and the MBA Block. Special training programmes and meetings are organised in this hall.

SEMINAR HALLS

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

HOSTEL

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

CHAPEL

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

CAFETERIA / KIOSK

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

DIVYANGJAN CELL

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

PHOTOSTAT

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

COLLEGE STORE / KIOSK

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

GENERAL RULES AND REGULATIONS

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

1. The medium of instruction, examination and communication will be English. Students must speak English in the campus.

2. Students are required to conform to the grooming standards of the college with respect to uniforms, personal grooming and hygiene. The uniform should be worn on all working days.

3. In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct. Misconduct shall include:

   a) Staying away from classes without sufficient reason.

   b) Disrespectful behavior towards the staff,non-compliance with college rules.

   c) Provoking students to strike and participating in strike, dharna etc. in the college.

   d) Loitering in the verandas during free hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of the library)

   e) Disorderly behavior in the class, unruly behavior, loud and aggressive talk

f) Organizing tours without the permission of the Principal.

g) Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.

h) Involvement in violence, manhandling or harassing fellow students.

i) Disturbing the functions in the auditorium by shouting, howling or dancing.

j) Resorting to any kind of malpractice in the examinations.

k) Collecting money from staff or students without the permission of the Principal.

l) Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.

m) Scribbling offensive, abusive or obscene words or figures on blackboards or any kind of writing on the walls or other places in the college or the college campus.

n) Lack of attention and indifference towards any subject, lack of courtesy towards any staff member or outsider which affects the discipline of the college will be viewed seriously.

4. Students must always wear their identity cards on their neck whenever they are in the campus. Students found without Identity card may not be allowed to enter the campus. They are essential for a variety of purposes. Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs. 250/-. Identity card must be surrendered when the T.C. is issued. The identity card must be worn by the student on all days and should be submitted for inspection by any staff member/security. If the Identity Card is lost, the student should re- apply for an ID card at the College Reception and collect it from the IT department.

5. The conduct of the student within the classroom and on the premises must be satisfactory. Indulgence in any act of violence will be considered a breach of discipline that warrants immediate expulsion from the institution along with forfeiture of fees.

6. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) Ragging of any sort is banned in Naipunnya College and any violation of this results in appropriate punishment. If any incident of ragging comes to the notice of the authority, the concerned student shall be given the liberty to explain and if his /her explanation is not found satisfactory, the authority would expel the student from the institution and the incident will be reported to the local police authorities.

7. Students should take care of the properties of the college and help to keep the campus clean. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine. The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus. Scribbling on wall and furniture is strictly prohibited. Any property damaged due to the negligence of the students will be repaired/replaced at the expense of the student concerned.

8. A dignified atmosphere should be maintained in the cafeteria.

9. Students have to occupy their seats by the second bell at the commencement of morning and afternoon sessions. Observance of silence during Morning Prayer is compulsory.

10. Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class. In any case, late comers will not be given attendance. If the teacher is absent, the class leader should inform the Head of the Department / Dean/Principal for alternative arrangements

11. A call to the auditorium or seminar halls for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.

12. The students should neither indulge in Smoking nor consumption of Tobacco/ narcotic drugs in any form inside or outside of the college campus.

13. No society/ club/association will be formed in the college without the Principal's permission.

14. Students should not engage in any kind of unauthorized outdoor celebrations or similar activities inside or outside the college without the written permission of the Principal. Programmes by external agencies/professional groups/ paid programmes such as DJ, musical events are not permitted in the campus. Bike race /motor car race/ processions or similar activities shall not be permitted.

15. Outsiders are not to be invited to address the students of the college without prior permission from the Principal.

16. The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter the classrooms.

17. Students shall not invite Police or Media Persons to the campus on their own.

18. The students will not be permitted within the college building after office hours without permission, except in the library, if the librarian is available.

19. Lockers will be issued to the students who stay away from the college, on the basis of availability and stipulated conditions.

20. A suggestion box is placed in the college lobby. All suggestions and comments may be addressed to the Principal.

21. The Principal reserves the right to suspend/dismiss any student if the Principal feels that the continuance of the student in the college is detrimental to the proper functioning / interest of the college.

22. Noncompliance with the college rules is a serious offence and will be dealt with appropriate disciplinary action.

23. Students willing to avail bus concessions (KSRTC) and railway concessions, should contact the office.

24. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phones, cameras and personal gadgets of any kind in the campus. If students are found with such gadgets they will be fined Rs.1000 and the gadget will not be returned back. However, the student shall be allowed to deposit the gadgets at the reception for special purposes, with the permission of the Principal.

25. The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he/ she feels that the admission of that person is detrimental to the interest and discipline of the college.

26. The vehicles of students will be permitted in the campus only with the vehicle pass issued by the college and have to be parked at the designated parking areas. (Two-wheelers and Four-wheelers).

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

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

    Four Wheelers: - The student should also get a written permission from the Principal in order to park four wheelers (if necessary).

27. Photography / video / audio recording and playing in the campus is strictly prohibited. Programmes in the college shall be covered only by the persons officially authorized by the Principal.

28. The Security Personnel / designated college staff are authorized to inspect 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 from the Principal. He

/ she shall not be sent home without the written request by the parent/guardian.

30. Prior permission from the Principal is essential to take part in inter-collegiate competitions or in live photographic modeling, fashion shows or Radio / T.V. programmes.

31. It is the responsibility of the student to earn a conduct certificate. It is not issued as a matter of right. Conduct certificate is issued on the basis of an overall evaluation by the teachers concerned.

32. The Principal shall have the right to issue Transfer Certificate to a student admitted to the college without an application from the students or the guardian at any time during the course of his /her study in the college without assigning any specific reason.

33. For acts of misbehavior the Principal may impose punishments such as fines, for feature of educational concession and scholarship, suspension and expulsion.

34. The Principal or other duly constituted college or hostel authorities may frame and issue disciplinary rules of permanent or temporary character from time to time regulating the conduct of students within and outside the college and the hostel premises with a view to maintain the discipline and peaceful atmosphere of the hostel.

35. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and 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 Act1984.Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.

37. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.

38. Students from other institutions and outsiders disrupting any academic activity or functioning of the college office or any unit thereof, shall be treated as infringing on the rights of college authorities to run the institution in a good manner or the public interest. All such deeds will be treated as infringement of the rights of students especially those belonging to orphan, SC/ST's and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.

39. Outsiders including police and media shall not enter the campus without the permission of the Principal.

40. Grievance of students will be looked into when they are presented through the proper channel. Collective petitions, however will not be allowed. Students and staff members can make use of the grievance redressal mechanisms available in the college.

41. The college authorities reserve the rights to amend, repeal or modify any of the above rules.

42. It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.

43. The Principal / Staff Council is the final authority to interpret the rules and regulations in the best interest of the institution.

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

GOOD MANNERS AND CODE OF CONDUCT

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and show themselves as lovers of good order and decorum.

2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.

3. Students should keep with them the texts and notebooks required for classes they attend.

4. No student shall leave the classroom during a lecture without the permission of the teacher.

5. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.

6. Students are expected to keep decency and decorum in their behavior, dress, hairstyle etc.

7. No student shall enter another classroom without prior permission.

8. No student is allowed to remain in the campus after 5.30 p.m. unless authorized.

ATTENDANCE AND LEAVE OF ABSENCE

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

1. The College works from 8.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either from the forenoon or the afternoon session will be considered half a day of absence unless otherwise recommended by the class in charge. (Cfr. Handbook, Directorate of Collegiate Education 2014). A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.

2. Leave for one hour may be obtained from the tutor. Application for longer periods of absence must be made to the Principal. Application for sick leave for more than three days should be supported by a medical certificate. The certificate should be submitted immediately after the treatment. Certificates delayed and dubious will be summarily rejected.

3. No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. Absence for ten consecutive working days will result in the removal of the name from the rolls. The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.

4. Duty leave for participating in Arts/Fests/Sports events will be granted only to students representing the College or the University in various competitions. In such cases, leave applications should be submitted to the Principal in advance and it should be recommended by the teacher in charge.

RESIDENCE / HOSTEL

1. Students not residing with parents may reside in approved hostels. They may also reside with local guardians subject to the approval of the Principal. Students are forbidden to reside in unapproved private lodgings. Approved lodges will be subjected to inspection by the staff member appointed for the purpose.

2. They should submit full information regarding the irresidence to the college office at the time of admission. Any subsequent change in residence may be made only after informing the Principal.

3. Hostel accommodation is available for boys in the campus and girls in the adjoining campus run by Rev. Sisters. Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office/ hostel warden. Admission is confirmed only after remitting the prescribed fee. Hostel fee has to

be paid on an early basis and the mess fees has to be paid before 5th of every month. Clearance of hostel dues is essential for issuing Hall ticket, T.C and other certificates.

4. Admission is only for one academic year. The warden reserves the right to grant or deny admission/re- admission, without assigning any reason.

5. Parent / Guardian should be present at the time of admission / re-admission.

6. Hostellers are bound to comply with all the rules of the hostel set down by the warden.

7. Hostellers should strictly observe the study time prescribed by the warden.

8. Hostellers are not permitted to receive or entertain guests including their class/college mates in the hostel.

9. Hostellers should return to the hostel by 5.30p.m. after their classes.

10. Use of mobile phone is strictly controlled in the hostel. Hostellers are directed not to use mobile phone during the stipulated hours.

11. Hostellers will not have the choice to select their room and roommates. The room and roommates will be changed and shuffled after each semester.

12. It is the responsibility of the hostellers to ensure that the rooms allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. They will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.

13. The attitude and relationship of the hostellers with the employees of the hostel should be cordial and positive.

14. Hostellers shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.

15. Hostellers who wish to stay in the hostel during vacation should get prior permission from the warden.

16. Re-admission will strictly be based on performance in the University/ College level examinations, percentage of attendance for the previous semester and their character and behaviour in the hostel and the college.

17. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.

18. Grievances, complaints and suggestions by the hostellers can be brought to notice of the warden.

19. Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.

20. Decision of the warden pertaining to all matters of the hostel will be final.

OFFICE RULES /ISSUE OF CERTIFICATES

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

1. The students are not allowed to enter the office in groups. Coming to the office during class hours is not entertained. They should approach the receptionist/ Superintendent during their break time or after college hours.

2. Transfer certificate, original, etc. will be issued only after the payment of all dues to the College and the College hostel at the end of the course.

CRITERIA TO APPEAR IN THE

FINAL EXAMINATION/PROMOTION

1. Not less than 75% attendance aggregate.

2. Satisfactory performance in the Internal Assessment.

3. Complete and satisfactory performance in the Industrial Training(In the case of Hotel Management students)

4. Satisfactory completion and certification of all assessments, journals and files.

5. The hall ticket has to be collected on the previous day of the examinations after obtaining the no- dues certificate.

6. The following points will receive special consideration in deciding promotion and selection of candidates for University Examinations:-

(a) The progress as testified by marks throughout the course (b)Regularity of attendance (minimum 75%) and

(c) Conduct and behavior.

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 48hours.

10. No tour be organized without the prior permission of the tutor, Head of the Department and the Principal.

11. Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the teacher's in charge. Those who are blacklisted by the college should not be contacted for such services mentioned above.

12. The students shall obey all the directions given by class teacher / teachers accompanying them.

13. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.

14. The use of alcohol, drugs and tobacco is strictly prohibited while on tour. Tours should be fully avoided before 6 a.m. and after 9 p.m. (Govt Order. No.735/2014/H.edn dtd05/04/2014)

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.

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

(b) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.

(c) No student shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, 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 classrooms, 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.

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 Rule1 above and that the Principal is satisfied that there is primafacie 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 all edged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher / teachers to enquire into the matter and to submit the report immediately.

(d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

1. Imposition of fine
2. Issuance of compulsory transfer certificate
3. Dismissal from the college

(d) In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

GOVERNMENT OF KERALA

HIGHER EDUCATION (G) DEPARTMENT

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

(extracts)

No. 26433/Gl/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 classrooms 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 backstrap may be worn during the rainy season, except for the department of Hotel Management.
- Unauthorised alteration of the uniform into baggies / tights/parallels / low waist is prohibited.
- The prescribed uniform has to be worn on all college working days.
- The uniform should be properly washed and ironed.
- The shoes must be neatly polished.
- Black cotton socks should be worn along with shoes
- Identity cards should be worn always in the campus.

College Uniform PG/UG Students

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

A) Food Production (Boys & Girls) White Drill

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

B) F & B Service

Boys

Black terry cotton trousers

White full sleeved shirt (a single pocket on the left without a flap) Black bow tie Black Cotton Socks

Black Leather Shoes with laces Black belt

Girls

Black terry cotton trousers

White full sleeved shirt (frilled in front) Black waist coat

Black ribbon bow tie

Black Leather Shoes (closed)

Boys & Girls

Ivory colour damask napkins White casement waiters cloth Service toolkit

C) Accommodation Operations

Boys

Black terry cotton trousers White full sleeved shirt

Girls

Prescribed uniform

Boys & Girls

Checked Apron Checked Duster Gloves

D) Front Office

Boys

Black terry cotton trousers White full sleeved shirt Black tie

Black Cotton Socks Black Leather Shoes

Girls

Prescribed uniform

HYGIENE (NON-HOTEL MANAGEMENT STUDENTS)

- Daily shower and periodical shampooing are compulsory
- Hair should be neatly cut and combed(no fancy cuts/no skin tight cuts/head should not be shaved)
- Boys should have their moustaches neatly trimmed and side burns properly cut.
- Daily shave is a must for boys
- Spitting in public areas is not allowed
- Littering is not permitted. Drop waste materials in the waste bins.
- No religious signs are allowed.
- Girls should tie their hair properly.
- Light makeup 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.
- Sideburns 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
- Droppinganykindofwastematerialsshouldbedoneintheappropriatewaste bins
- Girls should tie their hair properly and it should be covered with a net always
- Light makeup for girls is not objected to.
- Wearing ornaments (rings / bracelets) and excess make up (nail polish) etc. are not allowed.
- Boys are not allowed to wear any fashion accessories.
- No religious signs are allowed.

PAYMENT OF FEES *

1. Fees will be collected in 2 installments every year.

2. The fee will be collected from the students through the various branches of FEDERAL BANK by way of cash in the various semesters.

3. The students can pay fees on or before the notified dates. Generally it is on the 20th of June and on the 1stof January every year. After the due dates, fees will be accepted for a period of 10 days with a fine of Rs.100/.All the 1stSem/ 1st year students should remit the 1st installment at the time of admission.

4. If the student fails to remit the fees on the due date his/ her name will be removed from the rolls and their attendance shall not be marked until they clear the dues.

5. The fee defaulters are re-admitted once the following conditions are satisfied.

   a) Written application for re-admission from the parent with valid reasons.

   b) Payment of fee dues with a fine of Rs. 1000/- from the due date.

6. On receipt of the request for reinstatement, the Principal in consultation with the Director reviews the application and takes a suitable decision.

7. Students who wish to discontinue the course, after the closing date for admission are liable to pay the whole fees due to the college for the respective course of study in lump sum before applying for the Transfer Certificate.

REFUNDS

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

1. Application fee and admission fee - Non-refundable

2. Tuition fees - Non-refundable

3. Caution Deposit – Refundable (within 6 months after completion of course)

* Subject to change

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.
- M. A English
- BHA

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

1. **Environment Protection Award for the best Higher Secondary school** instituted by NIMIT.

2. **Academic Excellence Award for the best Higher Secondary school** instituted by NIMIT.

3. **Social Welfare Award for the best Higher Secondary school instituted** by NIMIT

4. **Panjikaran Varghese Memorial Endowment** for the best outgoing student

5. **Rev. Fr. Sebastian Kalapurackal Endowment** for the best outgoing student from the Department of Commerce

6. **Rev. Fr. Varghese Kattuparambil Memorial Endowment** for the best outgoing student from the Department of Computer Science

7. **Rev. Fr. Jose Edassery Endowment** for the best outgoing student of the Department of Hotel Management

8. Endowment instituted by NIMIT for the best outgoing student of the department of BA English Literature

9. Endowment instituted by PTWA for academic excellence in B.Sc. HM CA (Graduated Batch)

10. Endowment instituted by PTWA for academic excellence in B.Sc. HM CS (Graduated Batch)

11. Endowment instituted by PTWA for academic excellence in B.Com F (Graduated Batch)

12. Endowment instituted by PTWA for academic excellence in B.Com CA (Graduated Batch)

13. Endowment instituted by PTWA for academic excellence in BBA (Graduated Batch)

11. Endowment instituted by PTWA for academic excellence in B.Sc. Computer Science (Graduated Batch)

12. Endowment instituted by PTWA for academic excellence in BCA Computer Science (Graduated Batch)

13. Endowment instituted by PTWA for academic excellence in M.Com (Graduated Batch)

14. Endowment instituted by NIMIT for academic excellence in M.Sc. Computer Science (Graduated Batch)

15. **Rev. Fr. Jose Paul 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 inB. 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. **Manikath Varkey and Annie Memorial Endowment** for academic excellence in B.Sc. CS (First Year)

40. **Ayrookaran Annamkutty Memorial Endowment** for academic excellence in BCA (First Year)

41. **Pallikal Esthapanos and Rosy Memorial Endowment** for academic excellence in B.Sc.HM CA (First Year)

42. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (A) Batch (First Year)

43. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (B) Batch (First Year).

44. **Kaithottungal Joseph Memorial Endowment** for academic excellence in BBA (First Year)

45. Endowment instituted by NIMIT for academic excellence in BA literature (First Year)

46. Endowment instituted by NIMIT for academic excellence in M.Com (First Year)

47. Endowment instituted by NIMIT for academic excellence in M.Sc. (First Year)

48. Endowment instituted by NIMIT for securing 100 % attendance.

49. **Prof. B T Joy Endowment** for the best outgoing student in sports

50. **Mandanath Mathai Francis Memorial Endowment** for the best outgoing student in arts

51. **Vathikulam Paul J Memorial Endowment** for the best social work coordinator

52. Endowment instituted by NIMIT for the best research project and project guide in BCom (Finance)

53. Endowment instituted by NIMIT for the best research project and project guide in BCom (CO)

54. Endowment instituted by NIMIT for the best research project and project guide in BCom (CA)

55. Endowment instituted by NIMIT for the best research project and project guide in BBA

56. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CS

57. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CA

58. Endowment instituted by NIMIT for the best research project and project guide in B,Sc CS

59. Endowment instituted by NIMIT for the best research project and project guide in BCA

60. Endowment instituted by NIMIT for the best research project and project guide in B.A. English Literature

61. Endowment instituted by NIMIT for the best book lover student

62. Endowment instituted by NIMIT for the best book lover (Faculty)

ACADEMIC CALENDAR 2021-22

JUNE			
Date	Day	Activity	Remarks
1	Tuesday	Global Parents Day	
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday	World Environment Day	
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday	World Day against Child Labor	
13	Sunday	Holiday	
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday	CIE II – First internal Examination (Semester II)	
18	Friday	CIE II – First internal Examination (Semester II)	
19	Saturday	National Reading Day CIE II – First internal Examination (Semester II)	
20	Sunday	Holiday	
21	Monday	International Day of Yoga World Music Day Assignment 2 (Semester V)	
22	Tuesday	Assignment 2 (Semester V)	
23	Wednesday	Assignment 2 (Semester V)	
24	Thursday	Assignment 2 (Semester V)	
25	Friday	Assignment 2 (Semester V)	
26	Saturday	International day against drug abuse and Illicit Trafficking Assignment 2 (Semester V)	
27	Sunday	Holiday, Global Parents Day	
28	Monday		
29	Tuesday		
30	Wednesday	World Social Media Day	

JULY			
Date	Day	Activity	Remarks
1	Thursday	National Doctors Day Chartered Accountants Day	
2	Friday	International Plastic bag free day	
3	Saturday	St. Thomas Day	
4	Sunday	Holiday	
5	Monday	CIE III (Semester II)	
6	Tuesday	CIE III (Semester II)	
7	Wednesday	World Chocolate Day CIE III (Semester II)	
8	Thursday	CIE III (Semester II)	
9	Friday	CIE III (Semester II)	
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday	Assignment 6- First Internal Examination (Semester V)	
16	Friday	Assignment 6- First Internal Examination (Semester V)	
17	Saturday	World Day of International Justice Assignment 6- First Internal Examination (Semester V)	
18	Sunday	Holiday	
19	Monday	CIE IV (Semester II)	
20	Tuesday	CIE IV (Semester II)	
21	Wednesday	CIE IV (Semester II)	
22	Thursday	CIE IV (Semester II)	
23	Friday	CIE IV (Semester II)	
24	Saturday	CIE IV (Semester II)	
25	Sunday	Holiday	
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

AUGUST			
Date	Day	Activity	Remarks
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday	CIE V- Model Examinations (Semester II)	
8	Sunday	Holiday	
9	Monday	CIE V- Model Examinations (Semester II) Assignment 3 (Semester V)	
10	Tuesday	CIE V- Model Examinations (Semester II) Assignment 3(Semester V)	
11	Wednesday	CIE V- Model Examinations (Semester II) Assignment 3(Semester V)	
12	Thursday	CIE V- Model Examinations (Semester II) Assignment 3 (Semester V)	
13	Friday	CIE V- Model Examinations (Semester II) Assignment 3(Semester V)	
14	Saturday		
15	Sunday	Holiday, Independence Day	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday	World Photography Day World Humanitarian Day	
20	Friday	Second Edition of Ideastorme ED Club	
21	Saturday	World Senior Citizen Day	
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday, National Sports Day	
30	Monday		
31	Tuesday		

	SEPTEMBER		
Date	**Day**	**Activity**	**Remarks**
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday, Teacher's Day	
6	Monday		
7	Tuesday		
8	Wednesday	International Literacy Day	
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday	Assignment 4(Semester V)	
14	Tuesday	Assignment 4(Semester V)	
15	Wednesday	Assignment 4(Semester V)	
16	Thursday	World Ozone Day Assignment 4(Semester V)	
17	Friday	Assignment 4(Semester V)	
18	Saturday	Assignment 4(Semester V)	
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday	World Tourism Day	
28	Tuesday		
29	Wednesday	World Heart Day	
30	Thursday		

OCTOBER			
Date	Day	Activity	Remarks
1	Friday	International Day for the Elderly	
2	Saturday	Gandhi Jayanthi (Birth Anniversary of Mahatma Gandhi)	
3	Sunday	Holiday	
4	Monday	World Habitat Day World Animal Welfare Day	
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday	Indian Air Force Day	
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday	World Students Day	
17	Sunday	Holiday, World Food Day	
18	Monday	Assignment 7- Model Examination (Semester V)	
19	Tuesday		
20	Wednesday	Assignment 7- Model Examination (Semester V)	
21	Thursday	Assignment 7- Model Examination (Semester V)	
22	Friday	Assignment 7- Model Examination (Semester V)	
23	Saturday	Assignment 7- Model Examination (Semester V)	
24	Sunday	Holiday	
25	Monday	Assignment 7- Model Examination (Semester V)	
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday	World Thrift Day	
31	Sunday	Holiday	

NOVEMBER			
Date	Day	Activity	Remarks
1	Monday	All Souls Day	
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday, National Cancer Awareness Day	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday	Assignment 2 (Semester VI)	
16	Tuesday	Assignment 2 (Semester VI)	
17	Wednesday	Assignment 2 (Semester VI)	
18	Thursday	Assignment 2 (Semester VI)	
19	Friday	Assignment 2 (Semester VI)	
20	Saturday	Assignment 2 (Semester VI)	
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday	International day for the elimination of violence against women	
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		

DECEMBER			
Date	Day	Activity	Remarks
1	Wednesday		
2	Thursday		
3	Friday	World Day of the Handicapped	
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday	Human Rights Day	
11	Saturday		
12	Sunday	Holiday	
13	Monday	Assignment 6(Semester VI)	
14	Tuesday	National Energy Conservation Day Assignment 6(Semester VI)	
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday	National Mathematics Day	
23	Thursday		
24	Friday	National Consumer Rights Day	
25	Saturday	Christmas	
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		

JANUARY			
Date	**Day**	**Activity**	**Remarks**
1	Saturday		
2	Sunday	Holiday	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday	Holiday	
10	Monday	World Hindi Day	
11	Tuesday		
12	Wednesday	National Youth Day	
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday	Holiday	
17	Monday	Assignment 3 (Semester VI)	
18	Tuesday	Assignment 3 (Semester VI)	
19	Wednesday	Assignment 3 (Semester VI)	
20	Thursday	Assignment 3 (Semester VI)	
21	Friday	Assignment 3 (Semester VI)	
22	Saturday	Assignment 3 (Semester VI)	
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday	Republic Day	
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Holiday, Martyr's Day	
31	Monday		

	FEBRUARY		
Date	**Day**	**Activity**	**Remarks**
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday	World Cancer Day	
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday, World Radio Day National Women's Day	
14	Monday	Assignment 4 (Semester VI)	
15	Tuesday	Assignment 4 (Semester VI)	
16	Wednesday	Assignment 4 (Semester VI)	
17	Thursday	Assignment 4 (Semester VI)	
18	Friday	Assignment 4 (Semester VI)	
19	Saturday	Assignment 4 (Semester VI)	
20	Sunday	Holiday, World Day of Social Justice	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		

MARCH			
Date	Day	Activity	Remarks
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday	International Women's Day	
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday	Assignment 7 (Semester VI)	
15	Tuesday	World Consumer Rights Day Assignment 7 (Semester VI)	
16	Wednesday	Assignment 7 (Semester VI)	
17	Thursday	Assignment 7 (Semester VI)	
18	Friday		
19	Saturday		
20	Sunday	Holiday, International Day of Happiness, World Sparrow Day	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

APRIL			
Date	Day	Activity	Remarks
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday	World Health Day	
8	Friday		
9	Saturday		
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	National Water Day National Fire Service Day	
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday	English Language Day	
24	Sunday	Holiday	
25	Monday		
26	Tuesday	World Intellectual Property Day	
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		

MAY			
Date	**Day**	**Activity**	**Remarks**
1	Sunday	Holiday, International Labor Day	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday, World Red Cross Day	
9	Monday		
10	Tuesday		
11	Wednesday	National Technology Day	
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday, International Day of Families	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
31	Tuesday		

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–
ളൊത്തുചേരാൻ തുണയ്ക്കണേ
ഒത്തുചേരാൻ തുണയ്ക്കണേ

2. എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ

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

പൂവിലൂറുന്ന 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 outstreched 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 greatful heart
With a song of praise
With an outstreched 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 every day,
  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

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