



NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

PONGAM, KORATTY - 680308 THRISSUR - DIST, KERALA

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

HAND BOOK 2020 - 2021

(To be carried to the class everyday)

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PERSONAL MEMO

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

Father

Mother

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

Mobile number of the student :

Siblings associated with Naipunnya (If applicable)

1. Name : Course & Year
2. Name : Course & Year

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

Concession Card : Yes / No

Hostle : Yes / No

Signature of the student

Specimen Signatures

Mother : Father :

(To be handed over to the class in charge)

PERSONAL MEMO

Name of the student :

Class/Course & Year :

Admn. no. :Date of Birth :.....

Email ID : Blood Group

Father

Mother

Name.....

Designation.....

Home Address :

Email ID :

Tel : (Home) :

Mobile :

Office Address :

Mobile number of the student :

Siblings associated with Naipunnya (If applicable)

3. Name : Course & Year

4. Name : Course & Year

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

:

Concession Card : Yes / No

Hostle : Yes / No

Signature of the student

Specimen Signatures

Mother : Father :

COURSES OFFERED

B.Com Finance (2 batches)

B.Com Computer Application

B.Com Co-operation

BBA

M.Com

B.Sc. Computer Science

BCA

M.Sc. Computer Science

B.A. English Language and Literature

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

B.Sc. Hotel Management and Culinary Arts

Craftsmanship Course in Catering Management

PRAYER

Our Heavenly Father,

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

Amen.

PLEDGE TO THE NATION

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

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

COLLEGE ANTHEM

The highways to knowledge and skill

Run through these yards

Wisdom and understanding

Bloom together in these fields

Building lives, spreading smiles

We march forward over every

High hill and low valley.

Reach, reach for the unreachable

Leap, leap for the stars beyond

Naipunnya, we reach for the unreachable Naipunnya, we leap for the stars beyond.

Creative minds unite here

As a family we flourish

Seeing the unseen we attempt Great things together

Our utmost we pledge

To build a better world unyielding spirits seeking minds Setting out for the horizon

(Reach, reach)

Naipunnya... (2)

NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS

(Managed by the Archdiocese of Ernakulam – Angamaly)

Naipunnya Institute of Management & Information Technology (NIMIT), Pongam, Koratty

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

Naipunnya School of Management, Cherthala

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

Naipunnya Public School, Edakunnu, Angamaly

(Affiliated to CBSE, New Delhi)

Naipunnya Public School, Thrikkakara

(Affiliated to CBSE, New Delhi)

NBS Naipunnya Business School, Pongam, Koratty,

(Affiliated to the University of Calicut; Approved by AICTE)

College Working Time*:

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

Office Working Hours

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

* *Subject to change*

MOTTO

To reach the unreachable

VISION

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

MISSION

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

SCOPE

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

CORE VALUES

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

EMBLEM



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

QUALITY POLICY

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

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

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

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

NAIPUNNYA - PROFILE

Opening Doors to Success

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

HISTORY OF NIMIT

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

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

PATRON

His Beatitude Cardinal Mar George Alencherry

GOVERNING BODY

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

ACADEMIC COUNCIL

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

INTERNAL QUALITY ASSURANCE CELL(IQAC)

As per National Assessment and Accreditation Council (NAAC) guidelines every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The Internal Quality Assurance Cell (IQAC) of NIMIT was established in Oct 2017 and has become life blood of the entire institution's quality framework. The IQAC branch out towards realizing the goals of quality enhancement and sustenance in every area of the institution. NIMIT IQAC has developed a conscious, consistent and catalytic movement by creating policies, systems, mechanisms and procedures to ensure that the objectives of NAAC are used in meaningful ways towards channelizing efforts and measures towards educational

outcomes. The IQAC thus coordinates the process of evaluating the syllabus and creates a progressive curriculum including certificate and diploma courses according to the demands of the market. An effective feedback mechanism collects feedback from the different stakeholders and monitors the quality and efficacy of the policies and processes of the institution.

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

IQAC Composition

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

5. Administrative Officers

- i. Mr. Poulouse C.V., Superintendent
- ii. Mr. Jimmy Joseph, Finance Manager.
- iii. Mr. P.V. Mathachan, HR Manager

6. Members from Management

- i. Rev.Fr. Varghese Assin, Asst. Exe. Director
- ii. Rev. Fr. Dr. Varghese Pulickal, Campus Minister
- iii. Ms. Emily Ittiachan, Vice Principal
- iv. Dr. Sabu Varghese, Director IT/Training Development
- v. Ms. Teresa Parackal, Academic Coordinator
- vi. Dr. Jalendran E.S., P.G Coordinator
- vii. Ms. Bindu G. Coordinator Finance Programme

7. Member from Local Body- Ms. Kumari Balan

8. Member from Student Community- Mr. Amal Antony

9. Member from Alumni- Mr. Mestin P.C.

10. External Experts

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

11. Nominees Employers/ Industrialists-

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

12.PTA - Mr. M A Firozkhan

MANAGEMENT REVIEW COMMITTEE MEMBERS

(MR MEMBERS)

Rev. Fr. Dr. Paulachan K J	Executive Director
Ms. Teresa Parackal	Management Representative ISO / Academic Coordinator
Rev. Fr. Varghese Assin	Asst. Executive Director
Rev. Fr. Thomas Valookkaran	Asst. Executive Director
Rev. Fr. Dr. Varghese Pulickal	Campus Minister
Ms. Emily Ittiachan	Vice Principal
Dr. Joy Joseph Puthussery	Dean of Studies / IQAC coordinator
Dr. Sabu Varghese	Director IT / Training Development
Dr. Jacob Mathew	Director, MBA
Ms. Bini Rani Jose	NAAC Coordinator
Dr. Mathew Jose K.	HOD, Commerce
Mr. Jayakrishnan S.	HOD, Computer Science
Mr. Robert Fernandez	HOD, Hotel Management
Ms. Grace Benny	HOD, Language Department
Mr. Shaju P.M.	HOD, IT Dept
Mr. Wilson P.P.	Placement Manager, HM
Mr. Jimmy Joseph	Finance Manager
Mr. Poulouse C.V.	Superintendent
Ms. Dhannya C.N.	Librarian
Ms. Lincy Sojan	Store Keeper

THE FACULTY

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

DEPARTMENT OF COMMERCE

Dr. Mathew Jose K M.Com, M.Phil, LLB, Ph.D.	HoD/ Professor	9446467315
Fr. (Dr.) Paul Kaithottungal MBA, M.Phil, Ph.D.	Executive Director / Principal	9961915050
M.Com Finance		
Dr. Jalendran E.S. M.Com, MBA, Ph .D.	PG Coordinator/Professor	9447673745
Dr. Joy Joseph Puthussery M.Com, FCMA, Ph.D.	Dean of Studies/Professor/IQAC Coordinator	9446947917
Ms. Jeena Antony M.Com, MBA	Associate Professor	9746187264
B.Com Finance		
Ms. Bindu G. M.Com., M. Phil., DCA.,SET, NET	Stream Coordinator/Associate Professor	9446719374
Ms. Rehna John M M.Com, SET, NET	Assistant Professor	8129648375
Ms. Lakshmy Priya M G M.Com, M.Phil., SET	Assistant Professor	9846334188

Ms. Litty Vincent M.Com	Assistant Professor	9995221245
Ms. Lakshmi Priya M R M.Com, NET	Assistant Professor	8714478878
Ms. Jissmol Binu Francis (M.Com, B.Ed, SET)	Assistant Professor	9494627614
Mr. Jiss Jose M.Com	Assistant Professor	9961919353
B.Com Computer Application		
Ms. Anitha Mary Alex M.Com, B.Ed.	Stream Coordinator/Associate Professor	9497682750
Mr. Manikandan A (M.Com, M.Sc, B.Ed., DCFA, DCA, NET)	Assistant Professor	9605089626
Mr. Joseph James M.Com	Assistant Professor	9946275055
Ms. Benu Teresa Baby M.Com	Assistant Professor	9961944881
Ms. Merin Joy M.Com	Assistant Professor	9978142536
B.Com Co-operation		
Dr. Antony George MA Economics, MBA, Ph.D.	Stream Coordinator/Assistant Professor	8594002178
Ms. Noble Devassy M.Com, MBA	Assistant Professor	9746410841
Ms. Dhanya Sasikumar M.Com	Assistant Professor	9946372681
Ms. Anjali Thomas M.Com	Assistant Professor	9496864760
BBA		
Ms. Kavitha Vincent MBA	Stream Co- ordinator/Assistant Professor	8301034527
Mr. Tony V. M. M.Com, MBA, NET	Assistant Professor	9633109511
Ms. Vandana C. H. MBA	Assistant Professor	9656523453
Mr. Varghese Paul (MBA, M.Com)	Assistant Professor	9446800999
Facilitators		
Ms. Teresa Parackal M.Com	Academic Co-ordinator/ Associate Professor	9446741676
Ms. Roseland P M M.Com, MBA, B.Ed., SET	Assistant Professor	9497680126

Ms. Sona Pappachan M.Sc. Maths, B.Ed.	Assistant Professor	9946998599
Ms. Mini Joshy M.Sc. Maths, B. Ed.	Assistant Professor	8078448416
Ms. Maria Antony M.Com	Assistant Professor	8138836347

DEPARTMENT OF COMPUTER SCIENCE

1.	Mr. Jayakrishnan S M.Sc., MCSD.NET, MCP,	HoD/Associate Professor	9995114386
2.	Ms. Emily Ittiachan M.Sc., B.Ed (Maths),	Vice-Principal/Associate Professor	9495248482
3.	Ms. Shajitha T.B. M.Sc., M.Ed., SET	Associate Professor	9895420250
4.	Ms. Binju Saju MCA	Assistant Professor	9567740615
5.	Ms. Bini Rani Jose M.E	Assistant Professor/ NAAC Coordinator	9846666914
6.	Ms. Laiby Thomas MCA	, Assistant Professor	9946347617
7.	Ms. Sarithadevi S. MCA	Assistant Professor	9400723311
8.	Mr. Deepak K.V MCA	Assistant Professor	8089544482
9.	Mr. Livin P Wilson M.Sc. Electronics	Assistant Professor	9846252325
10.	Mr. Fredy Varghese MCA	Assistant Professor	7560938264
11.	Dr. Sarika S. B.Tech ME, Ph.D.	Assistant Professor	9947948987
12.	Ms. Siji Jose Pulluparambil MCA	Assistant Professor	9961068756
13.	Mr. Shaju P. M. MCA	Assistant Professor	9895196900

DEPARTMENT OF HOTEL MANAGEMENT

1.	Mr. Robert Fernandez MA, DHMCT, B.Ed.	HoD /Associate Professor	7012635903
2.	Mr. Wilson P P B.Com, B.H.M, M.A.in History and Tourism Management,	Placement Manager/Associate Professor	9497683327
3.	Mr. John Kizhakuden M.Sc (HM), BHM	Associate Professor	9495040374

4	Ms. Sonia Thomas M.Sc HM, MTM, MHRM, NET	Associate Professor	9886670216
5.	Mr Mathews Paul	Assistant Professor	9605621065
6.	Mr. Jithu Doyal, M.Sc (THM)	Assistant Professor	9895483674
7.	Ms. Amrutha Ailen MBA	Assistant Professor	8129120470
8.	Mr. Anand Thomas BHM	Assistant Professor	9496215152
9.	Ms. Renita Fernandez (MMHM)	Assistant Professor	8129960658
10.	Mr. Richi Thomas B.Sc (HM & CS)	Assistant Professor	8921542075
11.	Mr. Dhanesh T.N. M.Sc HM	Assistant Professor	9544037296

DEPARTMENT OF LANGUAGES

1.	Ms. Grace K Benny MA. in Eng,	HOD/Asst. Professor	9995700825
2.	Ms. Purnima S Kumar MA Eng, MPhil	Assistant Professor	9495933580
3.	Mr. J Sebastian Poonolly MA in Eng., B. Ed	Assistant Professor	8281042073
4.	Ms. Rejitha K Ravi MA Malayalam, B.Ed, SET, NET	Assistant Professor	9847140668
5.	Dr. Tessa Poulose MA Hindi., B.Ed, M.Phil, Ph.D., SET,	Assistant Professor	9744769159
6.	Mr. Anu Rahim MA Eng., B.Ed., SET	Assistant Professor	9847641607
7.	Ms. Ebin Joy MA Eng., NET , Assistant Professor		8301028541
8.	Ms. Annu Mary Cyriac MA Eng.	Assistant Professor	9846749799
9.	Ms. Gigy Johnson MA Eng.	Assistant Professor	9400863648
10.	Ms. Lekha Willy M MA Eng.	Assistant Professor	8921793018
11.	Dr. Ambily M H MA Hindi, B.Ed., Ph.D.	Assistant Professor	8136835535
12.	Ms. Emil George MA (Eng), B.Ed., NET	Assistant Professor	8281322832
13.	Ms. Simitha K.S. MA (Mal)	Assistant Professor	9961605718

14.	Ms. Greena Joseph MA (Eng)	Assistant Professor	9388033747
15.	Ms. Nusreen MA (French)	Assistant Professor	9597492146
16	Mr. Aby John M A	Assistant Professor	9496901532

FACILITATING DEPARTMENTS

DEPARTMENT OF COUNSELLING/SWAS

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

DEPARTMENT OF IT

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

LIBRARY

1.	Ms. Dhannya C. N. M.LISc., NET	Librarian	9995214386
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DEPARTMENT OF PHYSICAL EDUCATION

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

DEPARTMENT OF TRAINING AND DEVELOPMENT

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

NON TEACHING STAFF

SI No	Name	Designation
1	Poulose C.V.	Superintendent
2	Jimmy Joseph	Finance Officer
3	Sreejith P.A.	Director-PE
4	Reni V Kalayil	Counsellor
5	Dhanya C.N.	Librarian
6	Mini P.B.	Office Assistant
7	Regi George	Accountant
8	Vincent T.T.	Asst.Hostel Warden
9	Liji Jose	Office Assistant
10	Lincy Sojan	Store In charge
11	Raju Joseph Pallath	Supervisor
12	Ancy Avarachan	Asst.Supervisor
13	Rani Pappachan	Attender
14	Jekson P.J.	Software Developer
15	Prasanth P.N.	IT support
16	Maria Sona	Library in charge
17	Beena Roy	Receptionist
18	Nishanth	Electrician
19	Seema Subi	Attender
20	Beena Jude	Attender
21	Shobhana Gopi	Attender
22	Lissy Johnson	Attender
23	Shalet M.D.	Attender
24	Daisy Johny	Attender
25	Shiny Ambrose	Attender
26	Valsa Jose	Attender
27	Lissy Varghese	Attender
28	Liju O.V.	Driver
29	James V.J.	Driver
30	Rajan K Nair	Security

ACTIVITIES 2020-21

Admission team	Rev.Fr. Varghese Assin, Ms. Emily Ittiachan, Ms.Teresa Parackal, HoDs
CIE team	Ms. Emily Ittiachan, Dr.Tessy Poulouse , Ms. Sona Pappachan, Mr. Livin P. Wilson, Ms. Mini Joshy
Staff council secretary	Ms. Grace K. Benny
Staff secretary	Mr. Richi Thomas
Alumni Coordinator	Mr. John Kizhakudan
PTWA Coordinator	Ms. Shajitha T. B.
Staff Treasurer	Ms. Roseland Peter
Festal/Birthday celebrations	Mr. Richi Thomas
Staff tour	Rev.Fr. Vaghese Assin, Mr. Shaju P. M.
Hand book	Ms. Siji Jose (Coordinator), Ms. Lakshmi Priya M.R, Ms.Gigy Johnson, Mr. Anoop Paul
Research activity team	Rev. Fr. Dr. Paulachan K.J., Ms. Emily Ittiachan, Dr. Mathew Jose, Dr. Sarika S.
Extension activities	Mr. Jiss Jose, Dr. Ambily M. H., Dr.Sarika S. , Mr. Gladson George
Outreach activities	Ms. Reni V.Kalayil (Coordinator), Ms. Rehna John, Ms. Mini Joshy, Ms. Gigy Johnson, Mr. Dhanesh Kumar, Ms. Laiby Thomas, Ms. Kavitha Vincent , Mr. Gladson George
Incubation center coordinator	Ms. Noble Devassy
Green audit team	Mr. Fredy Varghese, Ms. Gigy Johnson
Programme monitoring coordinator	Ms. Jeena Antony
Splash	Club coordinators
Avani	Ms. Lakshmi Priya M. G
Vismaya	Ms. Binju Saju (Coordinator), Ms. Rejitha K. Ravi, Ms. Litty Vincent
D Zone	Ms. Rejitha (Coordinator), Ms. Litty Vincent , Ms. Binju Saju
Viva	Mr. Sreejith P. A., Mr. Deepak K. V.
Nativity	Ms. Sonia Thomas, Ms. Benu Teresa
College Day	All HoDs
Nidarsana	Ms. Teresa Parackal, First year class in charges

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

DEPARTMENT OF COMMERCE

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

Programmes Offered:

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

Add On Courses Offered:

Tally
Diploma in International Finance and Accounts
MS Excel

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

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

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

Title of the Programme

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

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

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

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

Specialisation Available : Finance / Co-operation /Computer Application

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

Course	Title	Hours	Credits	Internal	External	Total
						Marks
Core	BC6B12 Income Tax Law &					

	GST	6	4	20	80	100
Core	BC6B13 Auditing and Corporate Governance	5	4	20	80	100
Core	BC6B14 Course in Specialisation	5	5	20	80	100
	BC6B15 Course in Specialisation	5	5	20	80	100
Core	BC6B16 Project and Viva-Voce	4	2	10	40	50
Total		25	20	90	360	450

Core Courses in the area of Specialization:

A. Finance

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

B. Co - operation

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

C. Computer Application

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

Title of the Programme

BACHELOR OF BUSINESS ADMINISTRATION (BBA).2017 admission onwards

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

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

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

Specialisation Available : Marketing

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

Semester I

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

Semester II

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

Semester III

Course	Title	Hours	Credits	Internal	External	Total
					Marks	
Common	BBIIIA11 Basic Numerical Skills	5	4	20	80	100
Common	BBIIIA12 General Informatics	5	4	20	80	100
Core	BBIIIB03 Business Regulatory Framework	5	4	20	80	100
Core	BBIIIB04 Human Resource Management	5	4	20	80	100
Compl.	BBIIIC03 Quantitative Techniques for Business	5	4	20	80	100
Total		25	20	100	400	500

Semester IV

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

Semester V

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

Semester VI

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

Core Courses in the area of Specialization:

Marketing

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

OPEN COURSES OFFERED BY THE DEPARTMENT OF COMMERCE TO OTHER DEPARTMENTS

Offered under the B.Com. Programme

BC5D01 E-Commerce Management (Cr-2)

BC5D02 Basics of Entrepreneurships and Management (Cr-2)

BC5D03 Basic Accounting (Cr-2)

Offered under the BBA Programme

BB5D02 Hospitality Management (Cr-2)

STUDENTS EXPERIENTIAL LEARNING

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

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

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

an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

VIVA VOCE

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

INDUSTRIAL VISIT / STUDY TOUR

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

TEACHING METHODS ADOPTED TO IMPROVE STUDENTS LEARNING

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

EVALUATION AND GRADING FOR CUCBCSSUG 2017

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

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

Components with percentage of marks of Internal Evaluation:-

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

Attendance of each course will be evaluated as below:

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

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

Components with percentage of marks for Project Evaluation:-

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

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

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

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

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

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

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

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

Title of the Programme : BACHELOR OF COMMERCE (B.Com).2019 ADMISSION

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

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

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

Specialization Available : Finance / Co-operation /Computer Application

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

Core Courses in the area of Specialization:

A. Finance

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

B. Co - operation

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

C. Computer Application

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

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

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

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

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

Specialization Available : Marketing

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

Core Courses in the area of Specialization:

Marketing

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

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

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

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

VIVA VOCE

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

INDUSTRIAL VISIT / STUDY TOUR

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

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

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

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

EVALUATION AND GRADING FOR CBCSSUG 2019

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 Class Room Paticipation (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 = $\frac{\text{Sum of credit points of all courses in the semester}}{\text{Total credits in that semester}}$

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

C.G.P.A = $\frac{\text{sum of credit points of all completed semesters}}{\text{Total credits acquired}}$

**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). 2019 ADMISSION

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

Functional Electives : Finance

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2020-21

Criteria Number	Activity	Specific details of activity	Date of Conduct/ month/ semester	Faculty coordinator
1.2.1	Certificate/ Add on Programmes	Add on Programmes	7/4/2020	Ms. Anitha Mary Alex
3.2.2	Entrepreneurship Development	Industrial Interaction	7/31/2020	Dr. Mathew Jose K Ms. Jeena Antony
3.2.2	Entrepreneurship Development	Friday market once in a week.	8/7/2020	Dr. Mathew Jose K Ms. Jeena Antony
1.1.1	Experiential Learning	Hands on Industrial experience V Sem B.Com F-Auditing	8/8/2020	Ms. Bindu
1.3.2	Participative Learning	Industrial interaction-Talk by experts/alumni- B.Com F &M.Com(Session I)	8/21/2020	Ms. Mini Joshy
3.2.2	Entrepreneurship Development	Product Launch Event	8/25/2020	Dr. Mathew Jose K Ms. Jeena Antony
3.4.3.	Outreach Programme	"CUSSP- Institutional visits and Local social work.(4)"	9/1/2020	Ms. Rehna Ms. Mini Joshy
2.2.1	Ability Test	For the first year students to know the basic knowledge including plus two syllabus and GK	9/3/2020	Ms. Dhanya Sasikumar
3.2.2	Entrepreneurship Development	IDEASTORME V 2.0	9/4/2020	Dr. Mathew Jose K Ms. Jeena Antony
1.3.3	Experiential Learning	Industrial visit(final year B.Com F (A)	9/5/2020	Mr. Joseph James
2.3.1	Language Lab Training	The training is meant for the first year students with	9/15/2020	Ms. Anitha Mary Alex

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

	Stream wise Seminar	Seminar for BBA	11/2/2020	Ms. Kavitha Vincent
2.3.1	Talk by Experts	To arrange talk by expert people from society or alumni and thereby helping students to take advantage of it.	11/2/2020	Ms. Kavitha Vincent
1.3.3	Outbound Programme Experiential Learning	Outbound Programme -III Sem PG-Campus connect	11/6/2020	Dr. Jalendran E.S.
	Project Work for final year UG and PG students	During VI sem(UG) & IV Sem(PG),Every student shall do a project. The student may choose any topic from the subject he/she has studied. It could be a social issue/company based project. Good projects to be converted into research papers.	11/16/2020	Ms. Lakshmi Priya M. R.
1.1.1	Class wise Paper Publication Experiential Learning	Class wise paper publication- separate department journal (APA) for student's publications	11/20/2020	Dr. Antony George
1.3.2	Industrial Interaction Participative Learning	Industrial interaction-Talk by experts/alumni-BBA(Session I)	11/20/2020	Ms. Mini Joshy
2.3.1	Management Fest	Inter-collegiate fest	11/25/2020	Ms. Jeena Antony
2.2.1(b)	Walk with Scholar	Activities for advanced learners	11/27/2020	Ms. Mini Joshy
2.2.1	Student Support Programme	Activities for slow learners	11/27/2020	Ms. Dhanya Sasikumar
5.1.3	Remedial Coaching	1.Remedial Coaching by including a mandatory sixth hour. 2.Test papers to assess progress. 3.Interaction/Peer learning with advanced learners. 4. Giving opportunities and motivate to take up responsibilities in areas where they are capable. 5.Higher class students performing as tutors for them.	11/27/2020	Ms. Dhanya Sasikumar
2.3.1	Panel Discussion	Externals gather and discuss on some relevant topic	12/7/2020	Ms . Anjali Thomas, Ms. Roseland
2.3.1	Study Tour	Integration with informal environment	12/11/2020	Mr.Jiss Jose
1.3.2	Participative learning	industrial interaction-Talk by experts/alumni- B.Com F &M.Com(Session II)	12/18/2020	Ms. Mini Joshy
1.1.1	Textbook Publication from the Department	EDP- Dr. Mathew &Ms. Teresa	12/31/2020	Dr. Mathew Jose K

1.1.1	One week internship for final year BBA Participative learning	One week internship for BBA	1/4/2021	Mr. Tony V .M.
1.3.2	Participative Learning-	Industrial Interaction-Talk by experts/Alumni- B.Com CA(Session II)	1/22/2021	Ms. Mini Joshy
3.2.2	Entrepreneurship Development	Industrial Visit	1/31/2021	Dr. Mathew Jose K Ms. Jeena Antony
1.3.2	Participative Learning	Industrial Interaction -Talk by experts/Alumni- B.Com Co-op(Session II)	2/19/2021	Ms. Mini Joshy
5.2.1	Placement	1. Placement opportunities to Final year UG &PG students. 2.Job Fair	2/21/2021	Ms. Dhanya Sasikumar
2.3.1	Project-Internal viva voce for Final year UG & PG	Project Work - UG & PG	2/24/2021	Ms.Lakshmi Priya M. R.
3.3.3.	National seminar	National Seminar organised by PG Department of Commerce and Journal Publication	2/25/2021	Ms. Mini Joshy
	Paper Publication from Every Class	Publication for each Stream	2/25/2021	Dr. Antony George
1.1.1	Textbook Publication from the department	Basic Accounting- Dr. Mathew, Ms. Bindu & Ms. Rehna	2/26/2021	Dr. Mathew Jose K
1.3.2	Industrial Interaction Participative Learning	Industrial interaction-Talk by experts/alumni-BBA(Session II)	3/19/2021	Ms. Mini Joshy
5.1.3	Mentoring / Personal Counselling	1. Provided to all UG & PG students 2. Students are divided into small groups (25-30 students in a group). 3.All teachers will be mentors. 4. Proper documentation will be made	3/31/2021	Dr. Mathew Jose K
1.1.1	Textbook Publication from the Department	Managerial Economics-Dr.Antony	3/31/2021	Dr. Mathew Jose K.
3.2.2	Seminar/Workshop	Seminar on Research Methodology- Commerce department	21-09-2020	Ms. Lakshmi Priya M. G.

DEPARTMENT OF COMPUTER SCIENCE

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

PROGRAMMES

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

ADD ON COURSES

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

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

FACILITIES

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

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

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

2017 admission onwards

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

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

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

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

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

2017 admission onwards

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

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

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

Semester II

Course	Title	Hours	Credits	Internal	External	Total
Common	A03 Common English Course III	5	4	20	80	100
Common	A04 - Common English Course II	4	3	20	80	100
Common	A08 - Additional Language Course I	4	4	20	80	100
Core	BCA1B02- Problem Solving using C	4	3	20	80	100

Comp.	BCA2B03-Programming Laboratory I: Lab Exam of 1st& 2nd Sem. HTML & Programming in C		2	20	80	100
Comp.	BCA2C03Financial & Management Accounting	4	3	20	80	100
	BCA2C04Operations Research	4	3	20	80	100
Total		25	22			700

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

EVALUATION AND GRADING FOR CUCBCSSUG 2017 admission onwards

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

Components with percentage of marks of Internal Evaluation:-

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

Attendance of each course will be evaluated as below:

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

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

Examination Hall ticket College Identity card

Dress code should be formal with proper grooming standards

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

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

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

Total credits in that semester

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

CGPA =Total credit points obtained in six semesters

Total credits acquired

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

MASTER OF SCIENCE (MSC) IN COMPUTER SCIENCE 2019 admission

COURSE EVALUATION

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

INTERNAL EVALUATION

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

THEORY PAPERS

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

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

PRACTICAL PAPERS

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

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

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

TERM PAPER

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

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

PROJECT WORK

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

Components	Weightage
Monthly progress	4
Regularity	1
Total	5

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

MASTER OF SCIENCE COMPUTER SCIENCE PROGRAMME STRUCTURE

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

***Evaluation is to be done internally for these papers (by providing 25% weightage for 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 UNDER GRADUATE CURRICULUM 2019” (CUCBCSSUG 2019). EFFECTIVE FROM THE 2019 BATCH ADMISSIONS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (2019 admission)

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

BACHELOR OF COMPUTER APPLICATION (BCA).2019 admission onwards

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

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

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

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

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

* Colleges can opt any one of the courses.

EVALUATION AND GRADING FOR CUCBCSSUG 2019 admission onwards

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

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

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

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

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

Attendance of each course will be evaluated as below

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

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

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

EXTERNAL EVALUATION

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

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

EVALUATION AND GRADING

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

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

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

ACTIVITIES FOR THE ACADEMIC YEAR 2020-21

Date of conduct / month / semester	Activity	Specific details of activity	Faculty coordinator
June 9,10	Internship(on-line internship) (Experiential learning)	V Semester BSc & BCA	Mr. Jayakrishnan S
June 10,11	FDP	CS Department faculty members	Mr. Jayakrishnan S
August 7, 2020	H/W workshop (Participative Learning)	V Semester BSc CS & BCA	Mr. Jayakrishnan S
August	MOOC courses (Experiential Learning)	Enrollment in MOOC courses	Dr. Sarika S

August 29, September 5,12 and 19 (Saturdays)	Bridge course for Mathematics	I Semester BSc CS	Ms. Shajitha T. B.
August - Nov 2020	<u>WWS</u> 1.Research writing	V Semester BSc CS & BCA	Dr. Sarika S
August - Nov 2020	2.Advanced Python Programming	III Semester BSc CS & BCA	Ms. Binju Saju and Mr.Fredy Varghese
August - Nov 2020	3.Java Script	I Semester BSc.CS & BCA	Ms.Siji Jose and Mr. Fredy Varghese
August 2020 to December 2020	Aptitude Training(LMS Practice) (Problem solving methodologies)	V Semester BSc & V Semester BCA	Ms. Laiby Thomas
August 2020-December 2020	Mini Project on Python (Problem solving methodologies)	III Semester BSc and BCA	Ms. Binju Saju and Mr. Fredy Varghese
August 2020 – May 2021	Linways online assignments, seminars etc	All classes	Mr. Jayakrishnan S (Monitoring)
August 2020 – May 2021	Main Project (Problem solving methodologies)	V Semester BSc CS and BCA	Ms. Binju Saju
August 2020 – May 2021	<u>SSP</u> 1.Remedial Coaching	All	Mr. Deepak K. V.
August 2020-May 2021	Paper Publication of students (Problem Solving Methodologies)	All second year and final year class	Class Teachers
September 2020	Communication Skill Training	I Semester BSc CS and BCA	I Semester Class Teachers
September 1st week	Ability Test	I Semester BSc CS &BCA	Ms. Laiby Thomas
September 2020	Training on” Tips for Writing Exams”	I Semester BSc CS and BCA	Ms.Binju Saju
September 16, 2020	Industrial Visit (Experiential Learning)	V Semester BSc CS and BCA	Mr. Jayakrishnan S

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

December 11, 2020(1 year)	Extension and Outreach	Supported by Self	Dr. Sarika S
January 2021 to May 2021	Mini Project on Graphics	IV Semester BSc CS and BCA	Dr. Sarika S
February 2021	Seminar	IV Semester BSc CS and BCA	Mr. Jayakrishnan S
March 2021	Seminar	II Semester BSc CS and BCA	Mr. Jayakrishnan S

DEPARTMENT OF HOTEL MANAGEMENT

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

PROGRAMMES

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

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

FACILITIES

Training Restaurant and Mock Bar

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

Food and Beverage Production Lab

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

Front Office

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

Laundry and Linen

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

Housekeeping Lab

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

Maintenance Workshop

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

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

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

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

Semester I

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A01	Transactions : Essential English Language Skills	4	4	3	80	20	100
2	CommonA02	Ways with words: Literature in English	3	4	3	80	20	100
3	Common FRE1A 07 (3)	Communicative Skills in French	4	4	3	80	20	100
4	CoreBSH/C 1B01	Introduction to Hospitality Industry	4	5	3	80	20	100
5	Complimentary BSH/C 1C01	Sales and Marketing	3	4	3	80	20	100
6	Complimentary BSH/C1C02	Travel and Tourism	3	4	3	80	20	100
Total for semester I			21	25		480	120	600

Semester II

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

Semester III

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A11	Basic Numerical Skills	4	4	3	80	20	100
2	Common A12	General Informatics	4	4	3	80	20	100
3	Core BHC 3B03	Food and Beverage Service	4	3	3	80	20	100
4	Core BHC 3B03 (P)	Food and Beverage Service- Practical	2	2	2	40	10	50
5	Core BHC3B04	Advanced Food and Beverage Production	3	4	3	80	20	100
6	Core BHC3B04 (P)	Advanced Food and Beverage Production – Practical	3	2	3	80	20	100
7	Complimentary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complimentary BSH/C 3CO6	Facility Planning	3	3	3	80	20	100
Total for semester III			26	25		640	160	800

Semester IV

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A13	Entrepreneurship Development	4	4	3	80	20	100
2	CommonA14	Banking and Insurance	4	4	3	80	20	100
3	Core BHC4B05	Quantity Cooking	3	3	3	80	20	100

4	Core BHC4B05 (P)	Quantity Cooking – Practical	3	2	3	80	20	100
5	Core BHC 4B06	Bakery and Confectionary	3	3	3	80	20	100
6	Core BHC 4B06 (P)	Bakery and Confectionary- Practical	3	2	3	80	20	100
7	Complimentary BSH/C 4CO7	Hotel Laws	3	4	3	80	20	100
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	3	80	20	100
Total for semester IV			26	25		600	150	750

Semester V

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

Semester VI

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

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

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

Courses of Study : Total number of courses for the whole BSc HM&CA Programme is 38 which are spread through 120

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

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

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

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

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

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

Semester I

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

Semester II

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A03	Writing for Academics and Professional Success	4	4	3	80	20	100
2	Common A04	Zeitgeist : Reading on Contemporary Culture	3	4	3	80	20	100
3	Common FRE 2A 08 (3)	Translation and Communication in French	4	4	3	80	20	100
4	Core BSH 2B02	Accommodation Operation	4	4	3	80	20	100
5	Core BSH 2B02 (P)	Accommodation Operation- (Practical)	2	2	2	40	10	50
6	Complimentary BSH/C 2CO3	Event Management	3	3	3	80	20	100
7	Complimentary BSH/C 2C04	Management Principles and Practices	3	4	3	80	20	100
Total for semester II			23	25		520	130	650

Semester III

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A11	Basic Numerical Skills	4	4	3	80	20	100
2	Common A12	General Informatics	4	4	3	80	20	100
3	Core BSH3B03	Food and Beverage Production –I	3	3	3	80	20	100
4	Core BSH3B03 (P)	Food and Beverage Production –I (Practical)	3	3	3	80	20	100
5	Core BSH3B04	Food and Beverage Service-I	3	3	3	80	20	100
6	Core BSH3B04 (P)	Food and Beverage Service-I (Practical)	3	2	3	80	20	100
7	Complimentary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	3	80	20	100
8	Complimentary BSH/C 3CO6	Facility Planning	3	3	3	80	20	100
Total for semester III			26	25		640	160	800

Semester IV

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	Common A13	Entrepreneurship Development	4	4	3	80	20	100
2	Common A14	Banking and Insurance	4	4	3	80	20	100

3	Core BSH4B05	Food and Beverage Service-II	3	3	3	80	20	100
4	Core BSH4B05 (P)	Food and Beverage Service-II (Practical)	3	2	3	80	20	100
5	Core BSH4B06	Food and Beverage Production-II	3	3	3	80	20	100
6	Core BSH4B06 (P)	Food and beverage Production-II (Practical)	3	3	3	80	20	100
7	Complimentary BSH/C 4CO7	Hotel Laws	3	3	3	80	20	100
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	3	80	20	100
Total for semester IV			26	25		640	160	800

Semester V

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

Semester VI

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

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

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

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

Semester I

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

Semester II

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

Semester III

Sl No	Course Type & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	CommonA11	Basic Numerical Skills	4	4	2.5	80	20	100
2	CommonA12	General Informatics	4	4	2.5	80	20	100
3	Core BSH3B03	Food and Beverage Production –I	3	3	2	60	15	75
4	Core BSH3B03 (P)	Food and Beverage Production –I (Practical)	3	3	2	60	15	75
5	Core BSH3B04	Food and Beverage Service-I	3	3	2	60	15	75
6	Core BSH3B04 (P)	Food and Beverage Service-I (Practical)	3	2	2	60	15	75
7	Complimentary BSH/C 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 & Code	Subject	Credit	Hours /Week	Exam Hours	External	Internal	Total
1	CommonA13	Entrepreneurship Development	4	4	2.5	80	20	100
2	CommonA14	Banking and Insurance	4	4	2.5	80	20	100
3	Core BSH4B05	Food and Beverage Service-II	3	3	2	60	15	75
4	Core BSH4B05 (P)	Food and Beverage Service-II (Practical)	3	2	2	60	15	75
5	Core BSH4B06	Food and Beverage Production–II	3	3	2	60	15	75
6	Core BSH4B06 (P)	Food and beverage Production–II (Practical)	3	3	2	60	15	75
7	Complimentary BSH/C 4CO7	Hotel Laws	3	3	2	60	15	75
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	2	60	15	75
Total for semester IV			26	25		520	130	650

Semester V

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

Semester VI

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

1. Industrial Exposure Training

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

Hotel Report

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

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

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

2. Project report

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

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

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

3. MOUs and Linkages

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

4. Add on Programmes

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

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

5. Student Support programmes

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

6. Student Experiential Learning

- Theme Dinner
- Class Events
- Industrial Visits

7. Teaching methods adopted to improve student learning

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

8. Workshops and Seminars

Workshop on -

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

Seminars on -

- IPR
- Tourism
- Latest trends in the Hotel Industry

9. Extension and Outreach activity

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

10. Student Capability Enhancement

- Communications skills (Dept. of languages)
- Soft skills (Dept. of Training and Development)
- Clubs

- Cocineros (Culinary Club)
- Vino de Vino (wine Club)
- Tourism Club

INFRASTRUCTURAL FACILITIES

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

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2020-21

Month	Date	Day	Events	Remarks
June	1	Monday	Internship- Final year-1 st June to Oct31 st 2020	
Aug	3	Monday	Faculty Training	
	8	Saturday	Onam - An exposure to Quantity cooking- Culinary Club	
	24	Monday	Certificate Programme in Communication- 30 hrs. - First years- 24.8.2020 to28.8.2020	
Sept	7	Monday	Add-on programme- 30 hrs.- Second years- Sept – Oct- 2020	
	7	Monday	Workshop on Veg and Fruit Carving- Culinary Club	
	25	Friday	Seminar on Tourism (Tourism Day)- Final year	

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

	13	Saturday	Phoenix - Management Fest- Second years	
	18	Thursday	Study Tour- IV semester HMCS-A	
	25	Thursday	Study Tour- IV semester HMCS-B	
Mar	9	Tuesday	Student Exchange Programme	
	29	Monday	One book to be published by the dept.- Department-	

DEPARTMENT OF LANGUAGES

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

- **BA English Language and Literature**

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

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

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

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

Language Lab

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

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

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

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

Semester VI

Course	Title	Hours	Credits	Internal	External	Total marks
Core	ENG6B11 Voices of Women	5	4	20	80	100
Core	ENG6B12 Classics of World Literature	5	4	20	80	100
Core	ENG6B13 Film Studies	5	4	20	80	100

Core	ENG6B14 New Literatures in English	5	4	20	80	100
Elective	ENG6B17 Writing for the Media	3	2	20	80	100
Project	Project/ Research Methodology	2	2	10	40	50
Total		25	20	110	440	550

2018-21 BATCH- B.A. ENGLISH

Semester I

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

Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG2A03 English (Paper -I)	4	4	20	80	100
Common	ENG2A04 English (Paper-II)	5	3	20	80	100
Common	ENG2A08 Other Language	5	4	20	80	100
Core	ENG2B02 Appreciating Poetry	6	5	20	80	100
Compl.	JOU2CO1 News Reporting and Editing	5	4	20	80	100
Compl.	ICP1CO1 Indian Constitution and politics and Governmental structures	3	3	20	80	100
Total		28	23	100	480	600

Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG3A05 Native media and English	5	4	20	80	100
Common	ENG3A09 Other Language	5	4	20	80	100
Core	ENG3BO1 Reading Drama	4	4	20	80	100
Core	ENG3BO2 Reading Fiction	5	4	20	80	100
Compl.	JOU3CO1 History of Mass media	6	4	20	80	100
Compl.	ICP 3 CO3: INDIAN CONSTITUTION AND POLITICS: Political Dynamics	3	3	20	80	100
Total		28	23	120	480	600

Semester IV

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

Semester V

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

Semester VI

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	ENG6B01 Literary criticism and theory	5	4	20	80	100
Core	ENG6B02 Literatures in English : American and Post Colonial	5	4	20	80	100
Core	ENG6B03 Women's writing	5	4	20	80	100
Core	ENG6B04 Writing for the Media	5	4	20	80	100
Electives	ENG6B5E2 Regional Literatures in Translation	3	2	20	80	100
Core	ENG6B06 Project	2	2	10	40	50
Total		25	20	110	440	550

ABILITY ENHANCEMENT COURSES/ AUDIT COURSES

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

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

* Colleges can opt any one of the courses

* Refer to CBCSSUG 2019 Regulations

EXTRA CREDIT ACTIVITIES

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

INTERNAL ASSESSMENT FRAMEWORK

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

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

SPLIT UP OF MARKS FOR TEST PAPERS/VIVA VOCE

Range of Marks in test paper	Out of 8 (Maximum internal marks 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

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

END SEMESTER TEST DESIGN OF COURSES WITH 60 MARKS

Question type	No. of Questions	Marks/ Question	Total Marks
Short answers (2-4 sentences)	12	2	Ceiling 20
Paragraph/problem/application type	7	5	Ceiling 30
Essay Type	1 out of 2	10	10
Total	60		
Time	2 hrs		

ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2020-21

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

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

DEPARTMENT OF IT

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

The IT department oversees the installation and maintenance of computer network systems. The department is also into the development of application software for the institution's use and is looking forward to creating software for other organizations. The department is responsible for creating and maintaining the institution's website and depending on the need of other institutions will create and maintain websites for them. The IT department provides

technical support for all the users who need access to the institution's computer system. This includes installing new software or hardware, repairing hardware that has become faulty, training employees in the use of new software, and troubleshooting problems with the system. The conduct of online classes using various platforms, live streaming various seminars and classes through institution's YouTube channel, maintenance of the institution's social media accounts (Facebook, Instagram, Twitter), and helping teachers to conduct ICT enabled classes are other initiatives of the department. The team members are resourceful enough to train management and staff of other institutions in conducting online classes through different platforms and in the use of G-suite tools.

RULES AND REGULATIONS

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

LIBRARY

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

Issue of Books

1. Reference Books

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

2. General Books

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

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

FINE

Fine for late return

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

For damages

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

DIGITAL LIBRARY FACILITY:

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

Databases : DELNET: username- knimit, password- nim7018

Jgate: username - nimituser, password- nimituser1932946529

DIGITAL REPOSITORY DSPACE- access to question papers.

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

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

DEPARTMENT OF PHYSICAL EDUCATION

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

a. BENEFITS OFFERED BY THE COLLEGE TO SPORTS STUDENTS

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

b. SPORTS INFRASTRUCTURE

Multipurpose Ground

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

Multipurpose Indoor Stadium

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

Multipurpose Auditorium

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

Other Facilities

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

OPEN COURSE OFFERED

Physical Activity Health and Wellness

PLACEMENT DEPARTMENT

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

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

The major recruiters /Companies in association with Naipunnya are:

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

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

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

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

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

DEPARTMENT OF TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT PROGRAMS

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

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

Various programs initiated by the department are as follows:-

- Faculty Rejuvenation Program (FRP): To revitalize the faculty members to meet the quality challenge for providing education.
- Train the Trainer Program: To empower the training team with the necessary skills and knowledge to deliver effective classroom training.
- Faculty Enhancement Program (FEP): To enhance the skills of faculty members by providing a platform for presentation of research papers conduct guidance sessions and interdepartmental quiz competitions.
- Skill Enrichment Program (SEP): Perfectly designed 40 hours of training to equip students, to get gainfully employed and excel in their field of endeavor.
- Leading Hands Program (LHP): To mold students into transformational and authentic leaders.

- Seated Assembly (*Meraki*): well-designed class forum brings a holistic development in a student and also ensures team-building in a class.
- Morning Assembly: The well planned assembly conducted class wise clarifies college activities and programmes, focusing on important days.
- Career Development Programmes: Trainings are provided by career experts to help students to select the right kind of career which suits their skill sets and equip them to excel in their profile.
- Behavior Enhancement Hub (BE-Hub): An initiative to mold each student with integrity of virtues and maturity of values, through the concept of associative learning.

COMMON FACILITIES

AUDITORIUM

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

CONFERENCE HALLS

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

SEMINAR HALLS

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

HOSTEL

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

CHAPEL

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

CAFETERIA / KIOSK

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

DIVYANGJAN CELL

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

PHOTOSTAT

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

COLLEGE STORE / KIOSK

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

CELLS

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

Disciplinary Cell:

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

Coordinators: Dr. Joy Joseph , All HoDs

Anti- Ragging Cell:

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

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

Anti-Drug Cell:

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

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

Women's Cell:

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

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

ST/SC Cell:

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

Coordinator: Ms. Benu

OBC Cell:

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

Coordinator: Ms. Benu

Minority Cell:

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

Coordinator: Ms. Benu

Grievance Redressal Cell for students:

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

Coordinators: Ms. Reni V, Mr. Gladson George

Grievance Redressal Cell for faculty:

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

Coordinator : Ms. Bindu G

Exam Grievance Cell:

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

Coordinator: Ms. Shajitha T. B

CLUBS

Bhoomitrasena club:

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

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

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.

Coordinators: Mr. Fredy Varghese, Ms. Anjali Thomas

Arts club:

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

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

Sports club:

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

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

Quiz club

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

Coordinator : Ms. Noble Devassy

Entrepreneurship Development Club

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

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

Music club:

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

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

Spiritual Club:

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

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

Ananya:

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

Coordinator: Ms. Vandana C .H.

SWAS

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

Coordinator: Ms. Reni V. Kalayil

THE COLLEGE UNION

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

GENERAL RULES AND REGULATIONS

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

1. The medium of instruction, examination and communication will be English. Students must speak English in the campus.
2. Students are required to conform to the grooming standards of the college with respect to uniforms, personal grooming and hygiene. The uniform should be worn on all working days.
3. In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct. Misconduct shall include:
 - a) Staying away from classes without sufficient reason.
 - b) Disrespectful behavior towards the staff, non-compliance with college rules.
 - c) Provoking students to strike and participating in strike, dharna etc. in the college.
 - d) Loitering in the verandas during free hours and creating disturbance to the classes in progress. (During free hours the students are expected to make use of the library)
 - e) Disorderly behavior in the class, unruly behavior, loud and aggressive talk
 - f) Organizing tours without the permission of the Principal.
 - g) Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
 - h) Involvement in violence, manhandling or harassing fellow students.
 - i) Disturbing the functions in the auditorium by shouting, howling or dancing.
 - j) Resorting to any kind of malpractice in the examinations.
 - k) Collecting money from staff or students without the permission of the Principal.
 - l) Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
 - m) Scribbling offensive, abusive or obscene words or figures on blackboards or any kind of writing on the walls or other places in the college or the college campus.
 - n) Lack of attention and indifference towards any subject, lack of courtesy towards any staff member or outsider which affects the discipline of the college will be viewed seriously.
4. Students must always wear their identity cards on their neck whenever they are in the campus. Students found without Identity card may not be allowed to enter the campus. They are essential for a variety of purposes. Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs. 250/-. Identity card must be surrendered when the T.C. is issued. The identity card must

be worn by the student on all days and should be submitted for inspection by any staff member/security. If the Identity Card is lost, the student should re- apply for an ID card at the College Reception and collect it from the IT department.

5. The conduct of the student within the classroom and on the premises must be satisfactory. Indulgence in any act of violence will be considered a breach of discipline that warrants immediate expulsion from the institution along with forfeiture of fees.
6. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) Ragging of any sort is banned in Naipunnya College and any violation of this results in appropriate punishment. If any incident of ragging comes to the notice of the authority, the concerned student shall be given the liberty to explain and if his /her explanation is not found satisfactory, the authority would expel the student from the institution and the incident will be reported to the local police authorities.
7. Students should take care of the properties of the college and help to keep the campus clean. Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine. The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus. Scribbling on wall and furniture is strictly prohibited. Any property damaged due to the negligence of the students will be repaired/replaced at the expense of the student concerned.
8. A dignified atmosphere should be maintained in the cafeteria.
9. Students have to occupy their seats by the second bell at the commencement of morning and afternoon sessions. Observance of silence during Morning Prayer is compulsory.
10. Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class. In any case, late comers will not be given attendance. If the teacher is absent, the class leader should inform the Head of the Department / Dean/Principal for alternative arrangements
11. A call to the auditorium or seminar halls for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.
12. The students should neither indulge in Smoking nor consumption of Tobacco/ narcotic drugs in any form inside or outside of the college campus.
13. No society/ club/association will be formed in the college without the Principal's permission.
14. Students should not engage in any kind of unauthorized outdoor celebrations or similar activities inside or outside the college without the written permission of the Principal. Programmes by external agencies / professional groups/ paid programmes such as DJ, musical events are not permitted in the campus. Bike race/motor car race/processions or similar activities shall not be permitted.
15. Outsiders are not to be invited to address the students of the college without prior permission from the Principal.
16. The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter the classrooms.
17. Students shall not invite Police or Media Persons to the campus on their own.
18. The students will not be permitted within the college building after office hours without permission, except in the library, if the librarian is available.
19. Lockers will be issued to the students who stay away from the college, on the basis of

availability and stipulated conditions.

20. A suggestion box is placed in the college lobby. All suggestions and comments may be addressed to the Principal.
21. The Principal reserves the right to suspend / dismiss any student if the Principal feels that the continuance of the student in the college is detrimental to the proper functioning / interest of the college.
22. Noncompliance with the college rules is a serious offence and will be dealt with appropriate disciplinary action.
23. Students willing to avail bus concessions (KSRTC) and railway concessions, should contact the office.
24. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3-2005 students are not allowed to use mobile phones, cameras and personal gadgets of any kind in the campus. If students are found with such gadgets they will be fined Rs.1000 and the gadget will not be returned back. However, the student shall be allowed to deposit the gadgets at the reception for special purposes, with the permission of the Principal.
25. The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he/she feels that the admission of that person is detrimental to the interest and discipline of the college.
26. The vehicles of students will be permitted in the campus only with the vehicle pass issued by the college and have to be parked at the designated parking areas. (Two-wheelers and Four-wheelers).

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

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

Four Wheelers: - The student should also get a written permission from the Principal in order to park four wheelers (if necessary).
27. Photography / video / audio recording and playing in the campus is strictly prohibited. Programmes in the college shall be covered only by the persons officially authorized by the Principal.
28. The Security Personnel / designated college staff are authorized to inspect 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 destructor cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property Act 1984. Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
37. Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.
38. Students from other institutions and outsiders disrupting any academic activity or functioning of the college office or any unit thereof, shall be treated as infringing on the rights of college authorities to run the institution in a good manner or the public interest. All such deeds will be treated as infringement of the rights of students especially those belonging to orphan, SC/ST's and other backward communities to have uninterrupted education. Legal actions including contempt of court will be initiated in all such cases.
39. Outsiders including police and media shall not enter the campus without the permission of the Principal.
40. Grievance of students will be looked into when they are presented through the proper channel. Collective petitions, however will not be allowed. Students and staff members can make use of the grievance redressal mechanisms available in the college.
41. The college authorities reserve the rights to amend, repeal or modify any of the above rules.
42. It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
43. The Principal / Staff Council is the final authority to interpret the rules and regulations in the best interest of the institution.

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

GOOD MANNERS AND CODE OF CONDUCT

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

ATTENDANCE AND LEAVE OF ABSENCE

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

1. The College works from 8.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either from the forenoon or the afternoon session will be considered half a day of absence unless otherwise recommended by the class in charge. (Cfr.Handbook, Directorate of Collegiate Education 2014). A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.
2. Leave for one hour may be obtained from the tutor. Application for longer periods of absence must be made to the Principal. Application for sick leave for more than three days should be supported by a medical certificate. The certificate should be submitted immediately after the treatment. Certificates delayed and dubious will be summarily rejected.
3. No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day. Students absenting

themselves without leave for more than 10 working days will have their names removed from the rolls. Absence for ten consecutive working days will result in the removal of the name from the rolls. The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.

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

RESIDENCE / HOSTEL

1. Students not residing with parents may reside in approved hostels. They may also reside with local guardians subject to the approval of the Principal. Students are forbidden to reside in unapproved private lodgings. Approved lodges will be subjected to inspection by the staff member appointed for the purpose.
2. They should submit full information regarding their residence to the college office at the time of admission. Any subsequent change in residence may be made only after informing the Principal.
3. Hostel accommodation is available for boys in the campus and girls in the adjoining campus run by Rev.Sisters.Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office/ hostel warden. Admission is confirmed only after remitting the prescribed fee. Hostel fee has to be paid on an early basis and the mess fees has to be paid before 5th of every month. Clearance of hostel dues is essential for issuing Hall ticket, T.C and other certificates.
4. Admission is only for one academic year. The warden reserves the right to grant or deny admission/re-admission, without assigning any reason.
5. Parent/Guardian should be present at the time of admission/re-admission.
6. Hostellers are bound to comply with all the rules of the hostel set down by the warden.
7. Hostellers should strictly observe the study time prescribed by the warden.
8. Hostellers are not permitted to receive or entertain guests including their class/college mates in the hostel.
9. Hostellers should return to the hostel by 5.30p.m. after their classes.
10. Use of mobile phone is strictly controlled in the hostel. Hostellers are directed not to use mobile phone during the stipulated hours.

11. Hostellers will not have the choice to select their room and roommates. The room and roommates will be changed and shuffled after each semester.
12. It is the responsibility of the hostellers to ensure that the rooms allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. They will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.
13. The attitude and relationship of the hostellers with the employees of the hostel should be cordial and positive.
14. Hostellers shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
15. Hostellers who wish to stay in the hostel during vacation should get prior permission from the warden.
16. Re-admission will strictly be on the basis of performance in the University/ College level examinations, percentage of attendance for the previous semester and their character and behaviour in the hostel and the college.
17. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
18. Grievances, complaints and suggestions by the hostellers can be brought to notice of the warden.
19. Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.
20. Decision of the warden pertaining to all matters of the hostel will be final.

OFFICE RULES /ISSUE OF CERTIFICATES

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

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

CRITERIA TO APPEAR IN THE FINAL EXAMINATION/PROMOTION

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

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

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

1. Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
2. Study tours will be organized by the respective Departments.
3. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
4. A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
5. No student from another class will be permitted to join a class going on excursion.
6. For a batch of students having a strength of more than 20, two regular teachers shall accompany the team.
7. A lady escort (regular teaching faculty) is compulsory in case of any girl student in the tour team.
8. As far as possible, study tours shall be conducted during the months of November and December.
9. Final year students are allowed to organize study tours for a maximum period of 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)

1. Prohibition on Political Activity inside the campus

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

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

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

2. Procedure for imposition of punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- (b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule1above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/ students from the college.
- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/ teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable

opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.

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

GOVERNMENT OF KERALA
HIGHER EDUCATION (G) DEPARTMENT
Higher Education - Rules and Regulations for the Smooth
Functioning
of the Campus
(extracts)

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

- All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. Guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.
- Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, and HoDs and Discipline Committee members.
- All students have to wear identity tag in the college.
- No type of vehicles should be used during celebrations inside the college campus/ hostels.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond

that point is strictly prohibited.

- If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
- CCTV Cameras will be installed in selected common places such as Entrance/ Exit gate of the College and Hostel.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds.
- Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus/hostels.
- In the interest of security of students, police may be informed in advance about all festival celebrations.
- For all students' programmes in the campus, presence of teachers is mandatory.

GROOMING STANDARDS

GENERAL INSTRUCTIONS

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

College Uniform PG/UG Students

- ❖ **Uniform as prescribed by the respective departments.**
- ❖ **Practical Uniform(Dept.of Hotel Management)**

❖ **Students of this department should wear their practical uniforms as instructed.**

A) Food Production (Boys & Girls)

White Drill

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

B) F & B Service

Boys

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

Girls

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

Boys & Girls

Ivory colour damask napkins White casement waiters cloth Service toolkit

C) Accommodation Operations

Boys

Black terry cotton trousers
White full sleeved shirt

Girls

Prescribed uniform

Boys & Girls

Checked
Apron
Checked
Duster Gloves

Front Office

Boys

Black terry cotton trousers
White full sleeved shirt
Black tie

Black Cotton
Socks Black
Leather Shoes

Girls

Prescribed uniform

HYGIENE (NON HOTEL MANAGEMENT STUDENTS)

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

HYGIENE (HOTEL MANAGEMENT STUDENTS)

- ❖ Daily shower and periodical shampooing are compulsory
- ❖ Hair should be neatly cut and combed (no fancy cuts/no skin tight cuts/head should not be shaved)
- ❖ Moustaches are not allowed.
- ❖ Side burns should be cut properly
- ❖ Fingernails should be cut
- ❖ There should not be any bad odour from mouth or body
- ❖ Wounds, if any, should be dressed properly
- ❖ Hands should be washed properly and especially after visiting toilets.
- ❖ Daily shave is a must
- ❖ A light cologne should be used
- ❖ Uniform should be washed properly and ironed
- ❖ Spitting in public area is not allowed
- ❖ Dropping any kind of waste materials should be done in the appropriate waste bins

- ❖ Girls should tie their hair properly and it should be covered with a net always
- ❖ Light make up for girls is not objected to.
- ❖ Wearing ornaments (rings / bracelets) and excess make up (nail polish) etc. are not allowed.
- ❖ Boys are not allowed to wear any fashion accessories.
- ❖ No religious signs are allowed.

PAYMENT OF FEES

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

REFUNDS

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

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

NIMIT SCHOLARSHIPS

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

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

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

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

10. Endowment instituted by PTWA for academic excellence in B.Sc. HM CS (Graduated Batch)
11. Endowment instituted by PTWA for academic excellence in B.Com F (Graduated Batch)
12. Endowment instituted by PTWA for academic excellence in B.Com CA (Graduated Batch)
13. Endowment instituted by PTWA for academic excellence in BBA (Graduated Batch)
11. Endowment instituted by PTWA for academic excellence in B.Sc. Computer Science (Graduated Batch)
12. Endowment instituted by PTWA for academic excellence in BCA Computer Science (Graduated Batch)
13. Endowment instituted by PTWA for academic excellence in M.Com (Graduated Batch)
14. Endowment instituted by NIMIT for academic excellence in M.Sc. Computer Science (Graduated Batch)
15. **Rev. Fr. Jose Paul Nellisery Endowment** for academic excellence in B.Com F (Third Year)
16. Endowment instituted by NIMIT for academic excellence in B.Com CA (Third Year)
17. Endowment instituted by NIMIT for academic excellence in B.Com Co (Third Year)
18. **Rev. Dr. Paul Madan Endowment** for academic excellence in B.Sc. CS (Third Year)
19. **Rev. Dr. Paul Kaithottungal Endowment** for academic excellence in BCA (Third Year)
20. **Nellisery Kochu Poulo and Kunjannamma Memorial Endowment** for academic excellence in B.Sc. HM CA (Third Year)
21. Endowment instituted by NIMIT for academic excellence in B.Sc. HM CS (Third Year)
22. **EdasseryPaily and Rosa Memorial Endowment** for academic excellence in BBA (Third Year)
23. Endowment instituted by NIMIT for academic excellence in III BA literature (Third Year)
24. Endowment instituted by NIMIT for academic excellence in M. Com (Final Year)

25. Endowment instituted by NIMIT for academic excellence in M.Sc. (Final Year)
26. Endowment instituted by NIMIT for academic excellence in B.Com F (Second Year)
27. **Elavuthingal Joseph Memorial Endowment** for academic Excellence in B. Com CA (Second Year)
28. Endowment instituted by NIMIT for academic excellence in B.Com Co (Second Year)
29. **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 inBCA
60. Endowment instituted by NIMIT for the best research project and project guide inBA.English Literature
61. Endowment instituted by NIMIT for the best book lover student
62. Endowment instituted by NIMIT for the best book lover (Faculty)

ACADEMIC CALENDAR 2020-21

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

PRAYER SONGS

1. ജീവകോടിയിൽ നിത്യമായ് മേവും

ജീവകോടിയിൽ നിത്യമായ് മേവും
 ജീവിതാനന്ദ ധർമ്മമേ
 ജീവസാഗര കല്ലോലങ്ങൾതൻ
 ഭാവസുന്ദരഗാനമേ
 ഭാവസുന്ദരഗാനമേ

താരിലും താരമണ്ഡലത്തിലും
 കാശിരുമ്പിലും പൂവിലും
 ആരനശ്വരജ്യോതിസ്സേകുന്ന
 ആമഹാശക്തിവന്ദനം
 ആമഹാശക്തിവന്ദനം

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

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 തരണമെ
 സ്നേഹസേവന നിരതരാകുവാൻ

(ഞങ്ങൾ കരം കൂപ്പി.....)

4. There shall be showers of blessing:

There shall be showers of
 blessing This is the promise of
 love;

There shall be seasons
refreshing, Sent from the
saviour above.

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

There shall be showers of blessing;

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

5. Thank You Lord

Thank You Lord
I come before You today
And there's just one thing that I want to
say Thank You Lord

Thank You Lord
For all You've given to me
For all the blessings I can
not see Thank You Lord
Thank You Lord

With a grateful heart
With a song of praise
With an outstretched
arm

I will bless Your
name

Thank You Lord
I just wanna thank
You Lord
Thank You
Lord
I just wanna thank You
Lord
Thank You
Lord

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

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

Thank You Lord
I just wanna thank
You Lord Thank
You Lord
Thank You Lord
I just wanna thank
You Lord
Thank You
Lord

6. Light of the World

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

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

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

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

7. More love, more power

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

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

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

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

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

8. In His time, in His time,

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

That You do just what You say,
in Your time In Your time, in
Your time,
You make all things beautiful, in
Your time. Lord, my life to You I
bring,

May each song I have to sing,
Be to You a lovely thing, in Your time.

9. What a faithful God have I

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

I behold Your face

Singing, "what a faithful God have I"

Chorus

What a faithful God
have I What a faithful
God

What a faithful God
have I Faithful in every
way

Lord of mercy, You have heard my
cry Through the storm You're the
beacon My song in the night
In the shelter of Your
wings Hear my heart's
reply

Singing, "what a faithful God have I"

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

10. Our Father who art in Heaven

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

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

Our Father, who
art in Heaven
Hallowed be thy
name
Our Father, hear us
from Heaven

Forgive our sins we
pray

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

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

