



**NAIPUNNYA INSTITUTE OF MANAGEMENT  
AND INFORMATION TECHNOLOGY (NIMIT)**

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

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

**HANDBOOK 2023-2024**

(To be carried to the class everyday)

## TABLE OF CONTENTS

<b>Particulars</b>	<b>Page No.</b>
Personal Memo 2023-24	4
Courses Offered	6
Prayer	7
Pledge to the Nation	7
College Anthem	8
Naipunnya Group of Educational Institutions	9
Motto	10
Vision	10
Mission	10
Scope	10
Core Values	10
Emblem	11
Quality Policy	11
Naipunnya – Profile	12
Opening Doors to Success	12
History of NIMIT	12
Patron	13
Governing Body	13
Academic Council	14
Internal Quality Assurance Cell (IQAC)	15
IQAC Composition	15
Management Review Committee Members	18
The Faculty	19
Non-Teaching Staff	29
Activities 2023-24	31
Post Graduate Department of Commerce	37
Post Graduate Department of Computer Science	59
Department of Hotel Management	77

Post Graduate Department of English	105
Department of Training and Development	120
Department of Physical Education	123
Placement Department	125
Library	126
Department of IT	127
National Service Scheme (NSS)	129
Centre for Innovation, Extension and Continuing Education (CIECE)	130
Centre for Examinations	132
Cells	133
Clubs and Committee	140
HRD Cell	144
Finance Department	146
Maintenance and Housekeeping Department	147
Common Facilities	147
General Rules and Regulations	149
Good Manners and Code of Conduct	156
Attendance and Leave of Absence	157
Residence/Hostel	158
Office Rules /Issue of Certificates	160
Government of Kerala: Higher Education - Rules and Regulations for the smooth functioning of the Campus	164
Grooming Standards	165
Payment of Fees	168
NIMIT Scholarships	169
Academic Calendar 2023-24	174
Prayer Songs	186

## PERSONAL MEMO 2023-24

Name of the student: .....

Class/Course & Year: .....

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

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

### **Father**

### **Mother**

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

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

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

.....

Home Address:.....

.....

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

Tel: (Home):.....

Mobile (Father): .....

Mobile (Mother): .....

Mobile number of the student: .....

### **Siblings associated with Naipunnya (If applicable)**

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

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

### **Mode of Transport:**

College Bus Private Public Transport Bicycle Motor Bike Bus

Route: .....

Concession Card: Yes / No Hostler: Yes / No

Signature of the student: .....

Specimen Signatures

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

*(To be handed over to the class in charge)*

## PERSONAL MEMO 2023-24

Name of the student: .....

Class/Course & Year: .....

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

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

### **Father**

### **Mother**

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

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

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

.....

Home Address:.....

.....

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

Tel: (Home):.....

Mobile (Father): .....

Mobile (Mother): .....

Mobile number of the student: .....

### **Siblings associated with Naipunnya (If applicable)**

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

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

### **Mode of Transport:**

College Bus Private Public Transport Bicycle Motor Bike Bus

Route: .....

Concession Card: Yes / No Hostler: Yes / No

Signature of the student: .....

Specimen Signatures

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

*(To be handed over to the class in charge)*

## **COURSES OFFERED**

*B. Com Finance (2 batches)*

*B. Com Computer Application*

*B. Com Co-operation*

*BBA*

*M.Com*

*B.Sc. Computer Science*

*BCA (2 batches)*

*M.Sc. Computer Science*

*B.A. English Language and Literature*

*M.A English Language and Literature*

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

*B.Sc. Hotel Management and Culinary Arts*

*Bachelor of Hotel Administration (BHA)*

*Craftsmanship Course in Catering Management*

## **PRAYER**

Our Heavenly Father,

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

Amen.

## **PLEDGE TO THE NATION**

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

To my country / and to my people, / I pledge my devotion. / In their 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 Business School NBS, Pongam, Koratty**

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

College Working Time\*:

Monday – Friday : 8.50 am- 4.00 pm

Office Working Hours

Monday - Friday : 8.50 am – 4.30 pm

Saturday : 9.00 am - 4.00 pm

\*Subject to change

## **MOTTO**

**To reach the unreachable**

## **VISION**

The first global choice for affordable, skill-based, and holistic education that transforms societies.

## **MISSION**

We turn individuals to socially sensitive leaders by upskilling, experiential learning, student-centric approach, and research & innovation. We provide a global learning environment at competitive costs.

## **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 by maintaining exemplary standards in higher education.

## **CORE VALUES**

- Personal and professional integrity
- Commitment to mission
- Determination for excellence
- Socially responsive
- Clean and Green campus
- Happy community
- Holistic formation
- People-centric approach
- Learning environment

## 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 students' achievement quotient in various careers.

This is achieved by:

- Purposive mentoring.
- Competent and committed teachers.
- Effective teaching and evaluation methodologies.

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

## **NAIPUNNYA - PROFILE**

### *Opening Doors to Success*

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

### **HISTORY OF NIMIT**

Naipunnya Institute of Management and Information Technology (NIMIT) managed by the Archdiocese of Ernakulam- Angamaly was launched back in 1998 as a Vocational Training Centre addressing the needs of the people around the campus. From its very inception, the college worked with an educational vision with a keen focus on career prospects and employability.

NIMIT was formally inaugurated on 3rd of June 2002 as an affiliated college to the University of Calicut. Within a short span of time, NIMIT has spread its wings in the higher education sector and has attained the status of Centre of Excellence along with its sister concerns, Naipunnya School of Management at Cherthala in Alleppey district 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 with B++ grade by NAAC.

**PATRON**  
**His Beatitude Cardinal Mar George Alencherry**  
**GOVERNING BODY**

<b>His Grace Mar Antony Kariyil</b> (ArchBishop, Archdiocese of Ernakulam-Angamaly)
<b>Very Rev. Dr. Jose Puthiyedath</b> (Syncellus)
<b>Very Rev. Fr. Sebastian Manickathan</b> (Finance Officer, Archdiocese of Ernakulam-Angamaly)
<b>Rev. Fr. Dr. Paulachan K. J.</b> (Exe. Director and Principal, NIMIT)
<b>Rev.Fr.Jimmy Kunnathoor</b> (Asst.Exe. Director, NIMIT)
<b>Rev.Fr. Arun George Valiyaveettil</b> (Asst.Exe. Director, NIMIT)
<b>Prof. Dr. Sam Thomas</b> (Professor ,School of Management Studies, CUSAT)
<b>Ms. Aswathy Govind</b> (Management/Business Consultant)
<b>Mr. Jijo G John</b> (CEO, Calpine Group, Info park, Kochi)
<b>Prof. Arun Kumar</b> (Head of Management Studies, IIT, Chennai, India)
<b>Mr. Nobin Thomas</b> (Asst. Professor, IIM , Indore)
<b>Mr. Naveen Dogra</b> (Operations Manager, Marriott International, Kochi)
<b>Adv. Renil Anto</b> (Advocate, High court)
<b>Dr. Jacob P M</b> (Director, Naipunya Business School)
<b>Ms. Teresa Parackal</b> (Vice Principal - Academics, NIMIT)
<b>Mr. Robert Fernandez</b> (Vice Principal - Campus Management, NIMIT)
<b>Ms. Emily Ittiachan</b> (Director, Centre for Examinations, NIMIT)
<b>Dr. Joy Joseph Puthussery</b> (Dean of Studies/ IQAC Coordinator, NIMIT)
<b>Dr. Sabu Varghese</b> (Director, IT/ HRD Cell, NIMIT)
<b>Ms. Sonia Thomas</b> (NAAC Coordinator, NIMIT)

## **ACADEMIC COUNCIL**

1. Rev.Fr. Dr. Paulachan K. J. (Exe. Director and Principal)
2. Rev.Fr.Jimmy Kunnathoor (Asst.Exe.Director)
3. Rev.Fr. Arun George Valiyaveetil (Asst.Exe. Director)
4. Ms. Teresa Parackal (Vice Principal - Academics)
5. Mr. Robert Fernandez  
(Vice-Principal - Campus Management / HoD, Hotel Management)
6. Dr. Joy Joseph Puthussery (IQAC Coordinator/Dean of Studies)
7. Ms. Sonia Thomas (NAAC Coordinator)
8. Dr. Mathew Jose K (HoD, PG Department of Commerce)
9. Mr. Jayakrishnan S (HoD, PG Department of Computer Science)
10. Dr. Purnima S Kumar (HoD, PG Department of English)
11. Dr. Tessy Poullose (HoD, Department of Additional Languages)
12. Mr. Shaju P.M. (HoD, Department of IT)
13. Mr. Sreejith P.A. (HoD, Department of Physical Education)
14. Ms. Rajani Stanley (HoD, Department of Training and Development)
15. Dr. Sarika S (Secretary, Academic Council)
16. Mr. Santosh Peter (Placement Officer)
17. Dr. Jose Poullose (Librarian)

## **PLANNING BOARD MEMBERS**

1. Fr. Dr. Paulachan K J, Exe.Director / Principal - Chairman
2. Mr. Robert Fernandez, Member- Department of Hotel Management
3. Dr. Mathew Jose K, Member - PG Department of Commerce
4. Mr. Jayakrishnan S, Member - PG Department of Computer Science
5. Dr.Purnima S, Member- PG Department of English
6. Dr. Jose Poullose (Librarian)
7. Mr. Jimmy Joseph, Finance Officer

## **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 October 2017 and has become the lifeblood of the entire institution's quality framework. The IQAC focuses on 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 evaluation of the syllabus and creates a progressive curriculum including certificate and diploma courses according to the changing trends in the higher education sector. 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 organizes workshops and seminars to promote quality enhancement of the institution as well as its peer institutions. The members of the Faculty, NIMIT, participate in workshops and seminars conducted by NAAC and offer Institutional mentoring to other colleges. IQAC conducts institutional mentoring programmes in 2 ways, that incorporates training and technical assistance, a one- to-one model and a collaborative model, to facilitate peer institutions.

### **IQAC COMPOSITION**

#### **1. Chairperson**

Rev. Fr. Dr. Paulachan K.J.

#### **2. IQAC Coordinator**

Dr. Joy Joseph Puthussery

#### **3. NAAC Coordinator**

Ms. Sonia Thomas

#### **4. Teaching Staff**

- i. Dr. Mathew Jose K., HoD, PG Department of Commerce
- ii. Mr. Robert Fernandez, Vice Principal -Campus Management/HoD, Department of Hotel Management
- iii. Mr. Jayakrishnan S., HoD, PG Department of Computer Science
- iv. Dr. Purnima S Kumar (HoD, PG Department of English)
- v. Dr. Tessy Poulouse, HoD, Department of Additional Languages
- vi. Mr. Shaju P.M., HoD, Department of IT
- vii. Dr. Jose Poulouse, Librarian
- viii. Ms. Siji Jose, IQAC Secretary
- ix. Mr. Towin Mathai, IT Support
- x. Ms. Sarithadevi S., Asst. Professor, Criteria 1 Head
- xi. Ms. Nithya Paul, Asst. Professor, Criteria 2 Head
- xii. Ms. Noble Devassy, Asst. Professor, Criteria 3 Head
- xiii. Mr. J. Sebastian Poonolly, Asst. Professor, Criteria 4 Head
- xiv. Ms. Shajitha T.B., Asso. Professor, Criteria 5 Head
- xv. Mr. Jithu Doyal, Asst. Professor, Criteria 6 Head
- xvi. Ms. Anitha Mary Alex, Asso. Professor, Criteria 7 Head

#### **5. Administrative Officers**

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

#### **6. Members from Management**

- i. Rev.Fr.Jimmy Kunnathoor,Asst Exe Director
- ii. Rev.Fr.Arun George Valiyaveetil,Asst Exe Director
- iii. Ms. Teresa Parackal, Vice Principal -Academics
- iv. Ms. Emily Ittiachan, Director, Centre for Examinations
- v. Dr. Sabu Varghese, Director, IT/ HRD Cell
- vi. Ms. Bindu G., PG Department of Commerce



## **7. Member from Local Body**

Mr. Biju P C (President, Koratty Panchayat)

## **8. Members from Student Community**

- i. Ms. Evina Paul, B. Com Finance A
- ii. Ms.Minnu Mary Thomas,BCA
- iii. Mr.Mithun George,B.Sc HM CS B

## **9. Member from Alumni**

Mr. Mestin P.C.

## **10. External Experts**

- i. Rev. Fr. Dr. Varghese Kalaparambath (Former Director, BMC)
- ii. Rev. Fr. Saje Peter Kannamparamban, Former Principal, NIMIT
- iii. Dr. Jacob P.M., Director, Naipunnya Business School
- iv. Dr. Bindiya Varghese, IQAC Coordinator, Rajagiri college of Social Sciences
- v. 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. P. V. Pappachan

**MANAGEMENT REVIEW COMMITTEE MEMBERS**  
**(MR MEMBERS)**

1. Rev. Fr. Dr. Paulachan K J (Executive Director/Principal)
2. Rev.Fr.Jimmy Kunnathoor (Asst.Exe. Director)
3. Rev.Fr. Arun George Valiyaveetil (Asst.Exe. Director)
4. Dr. Nijo Varghese (ISO Coordinator)
5. Ms. Teresa Parackal (Vice Principal – Academics)
6. Mr. Robert Fernandez (Vice Principal -Campus Mgmt. / HoD, HM)
7. Ms. Emily Ittiachan Director, Centre for Examinations
8. Dr. Joy Joseph Puthussery (Dean of Studies / IQAC coordinator)
9. Dr. Sabu Varghese (Director, IT/ HRD Cell)
10. Dr. Jacob Mathew (Director, MBA)
11. Ms. Sonia Thomas (NAAC Coordinator)
12. Dr. Mathew Jose K. (HoD, Commerce)
13. Mr. Jayakrishnan S. (HoD, Computer Science)
14. Dr.Purnima S Kumar (HoD, English)
15. Dr. Tessy Poullose (HoD, Additional Languages)
16. Mr. Shaju P.M. (HoD, IT Dept.)
17. Ms. Rajani Stanly (HoD, Training Department)
18. Mr. Sreejith P A (HoD, Physical Education)
17. Mr. Jimmy Joseph (Finance Officer)
18. Mr. Poullose C.V (Superintendent)
19. Dr. Jose Poullose (Librarian)
20. Ms. Lincy Sojan (Storekeeper)

## THE FACULTY

Rev.Fr. Dr. Paulachan K. J. (MBA, M.Phil., Ph.D.)	Executive Director/Principal	9605001987
Ms. Teresa Parackal (M.Com, ADIIFA)	Vice Principal - Academics	9446741676
Mr. Robert Fernandez (MA, DHMCT, B.Ed., MBA(THM))	Vice Principal - Campus Management	7012635903
Ms. Emily Ittiachan (M.Sc., B.Ed. (Mathematics))	Director, Centre for Examinations	9495248482
Dr. Joy Joseph Puthussery (M.Com, FCMA, Ph.D.)	Dean of Studies / IQAC Coordinator	9446947917
Ms. Sonia Thomas (MHRM, M.Sc.HM, MTM, NET)	NAAC Coordinator	9886670216

### POST GRADUATE DEPARTMENT OF COMMERCE

Dr. Mathew Jose K (M.Com, M.Phil. LLB, Ph.D.)	HoD/Professor	9446467315
Rev.Fr. Dr. Paulachan K. J. (MBA, M.Phil., Ph.D.)	Executive Director /Principal	9961915050
Ms. Teresa Parackal (M.Com, ADIIFA)	Vice Principal - Academics /Associate Professor	9446741676
<b>M.Com Finance</b>		
Ms. Jeena Antony (M.Com, MBA, SET)	PG Coordinator /Associate Professor	9746187264
Dr. Joy Joseph Puthussery (M.Com, FCMA, Ph.D.)	Dean of Studies/ Professor/ IQAC Coordinator	9446947917
Dr. Jalendran E.S. (M.Com, MBA, Ph.D.)	Professor	9447673745

<b>B.Com Finance</b>		
Ms. Bindu G. (M.Com., M.Phil., DCA., SET, NET)	Stream Coordinator/ Associate Professor	9446719374
Ms. Kavitha Vincent (M.Com, MBA, M.Phil., SET)	Assistant Professor	9846334188
Dr.Remya Cheriyan (M.Com, DCFA)	Assistant Professor	9961919353
Dr. Jesney Antony (M.Com, Ph. D, NET)	Assistant Professor	9495340484
Ms. Revathy A.R (M.com, NET and SET)	Assistant Professor	9745659389
Ms. Rinku K Vithayathil (M.Com, NET, B.Ed)	Assistant Professor	9446753170
<b>B.Com Computer Application</b>		
Ms. Anitha Mary Alex (M.Com, MBA, SET, B.Ed.,NET)	Stream Coordinator/ Associate Professor	9497682750
Mr. Joseph James (M.Com)	Assistant Professor	9946275055
Dr. Fairouz Ashareff (M. Com, Ph.D)	Assistant Professor	8714545451
Ms. Reshma Bhaskaran (M.Sc. Mathematics)	Assistant Professor	8289875926
Ms. Reeta Babu (M.Com , NET)	Assistant Professor	9567949459
Mr. Githin T James (M.Com,NET)	Assistant Professor	7012781224
<b>B.Com Co-operation</b>		
Ms. Noble Devassy (M.Com, MBA, SET)	Stream Coordinator/ Assistant Professor	9746410841
Dr. Antony George	Assistant	8594002178

(MA Economics, PGDMSM,MBA, PGDIB, M.Phil., Ph.D.)	Professor	
Ms. Roseland P M (M.Com, MBA, B.Ed., SET)	Assistant Professor	9497680126
Ms. Mini Joshy (M.Sc. Mathematics, B.Ed)	Assistant Professor	8078448416
Ms. Jissmol Binu Francis (M.Com, B.Ed, SET)	Assistant Professor	9494627614
Mr.Shanmughadas K. G (M. Com , MBA, M. Phil., NET)	Assistant Professor	7907051401
<b>BBA</b>		
Rev.Fr. Arun George Valiyaveettil (MSW,M.Phil,MA,PGDEM)	Stream Coordinator/ Assistant Professor	6282161332
Ms. Vandana C. H. (MBA, PGDBA, M.Phil)	Assistant Professor	9656523453
Mr. Varghese Paul (MBA, M.Com)	Assistant Professor	9446800999
Mr.Jithin Scaria (M. Com (CA), MBA (Finance), MSW)	Assistant Professor	7559959721
Ms. Cibiny Bibin (MBA, NET)	Assistant Professor	9539078181
Ms. Kripa Suresh (M.Com, NET, SET)	Assistant Professor	7994166763

## POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE

Mr. Jayakrishnan S (M.Sc., MCSD.NET, MCP)	HoD / Associate Professor	9995114386
Ms. Shajitha T.B. (M.Sc. Mathematics, M.Ed., SET)	Associate Professor	9895420250
Ms. Sarithadevi S. (MCA,NET)	Assistant Professor	9400723311
Mr. Deepak K.V (MCA)	Assistant Professor/Stream Coordinator(BCA)	8089544482
Mr. Livin P Wilson (M.Sc. Electronics)	Assistant Professor	9846252325
Mr. Fredy Varghese (MCA)	Assistant Professor	7560938264
Dr. Sarika S. (B.Tech, ME, Ph.D.,NET)	Associate Professor/ Stream Coordinator(M.Sc. CS)	9947948987
Ms. Siji Jose Pulluparambil (MCA)	Assistant Professor	9961068756
Ms. Stinphy Maxon (M.Sc. Mathematics)	Assistant Professor	8891945509
Ms. Nithya Paul (M.Tech)	Assistant Professor	8086377672
Dr. Soni P.M (MCA,PhD)	Assistant Professor/ Stream Coordinator(B.Sc. CS)	9961270970
Ms. Anna Diana (MCA)	Assistant Professor	8281350286
Ms. Dhanya G S (M E)	Assistant Professor	9020222255
Ms. Neenu Thomas (MCA)	Assistant Professor	9539541468
Ms. Anusha (M Tech)	Assistant Professor	9539523790

## DEPARTMENT OF HOTEL MANAGEMENT

Mr. Robert Fernandez (MA, DHMCT, B.Ed., MBA THM)	HoD/ Associate Professor	7012635903
Mr. John Kizhakuden (BHM, M.Sc.HM, PGDTM)	Associate Professor/ Stream Coordinator (B.Sc. HMCA)	9495040374
Ms. Sonia Thomas (M.Sc. HM, MTM, MHRM, NET)	Associate Professor	9886670216
Mr. Richi Thomas (B.Sc. HMCS)	Assistant Professor/ Stream Coordinator (B. Sc. HMCS)	8921542075
Ms. Renita Fernandez (MMH)	Assistant Professor/ Stream Coordinator (BHA)	8129960658
Mr. Jithu Doyal (M.Sc. THM))	Assistant Professor	9895483674
Mr. Dhanesh T. N ( M.Sc. THM)	Assistant Professor	9544037296
Mr. Anand Thomas (BHM)	Assistant Professor	9496215152
Mr. Rahul T.R. (M.Sc. THM)	Assistant Professor	9744758176
Ms. Julin Mary Jacob (MA French, DELF B1, SET)	Assistant Professor	8075313249
Ms. Akhila Sijo (MBA)	Assistant Professor	9169160019
Ms. Anna Binny (MA French)	Assistant Professor	8289933925

## POST GRADUATE DEPARTMENT OF ENGLISH

Dr. Purnima S Kumar (MA English, M.Phil., Ph.D.)	HoD/Assistant Professor	9495933580
Mr. J Sebastian Poonolly (MA English, B.Ed.)	Assistant Professor	8281042073
Ms. Gigy Johnson (MA English)	Assistant Professor	9400863648
Ms. Emil George (MA English, B.Ed,SET, NET)	Assistant Professor	8281322832
Ms. Annie Sebastian (MA English, B. Ed.)	Assistant Professor	9497686325
Ms.Jesleen Jose (MA,B.Ed,SET,NET)	Assistant Professor	7025382770
Ms.Vandana Martin (MA)	Assistant Professor	7510278795
Dr. Viji Vijayan (M A, PGDCJ,PhD)	Assistant Professor	9048073590
Mr.Kattookaran Mathew Antony (M A, M Phil,B.Ed)	Assistant Professor	9447631158
Ms.Nina Ann Mathew (M A)	Assistant Professor	7907766460
Ms. ALEENA BABU (M A)	Assistant Professor	9038547737
Dr.Dhanumol (M A, PhD)	Assistant Professor	8547360729
Dr. Tessy Poulse (MA Hindi., B.Ed., M.Phil., Ph.D., SET)	HoD/ Assistant Professor	9744769159
Ms. Rejitha K Ravi (MA Malayalam, B.Ed., SET, NET)	Assistant Professor	9847140668



Dr. Sonia.S (MA Hindi, M.Phil., Ph.D.)	Assistant Professor	9037221271
Ms.Neethu Valsan (M A, Mphil, NET)	Assistant Professor	9633932283
Ms.Sabina Leo (MA)	Assistant Professor	9548742356
Ms.Sreelakshmi (MA)	Assistant Professor	8084785236
Ms.Veena Vijaya (MA)	Assistant Professor	9856321478

## FACILITATING DEPARTMENTS

### DEPARTMENT OF COUNSELLING/SWAS

Ms. Reni V Kalayil (MSW)	Assistant Professor/ Student Counsellor	9447306055
Mr. Gladson George (M.Com.MBA)	PRO/Extension Activity Coordinator	9744224910

### DEPARTMENT OF IT

Dr. Sabu Varghese (M.Sc., MBA, Ph.D.)	Director IT	9497202277
Mr. Shaju P. M. (PGDCA, MCA)	HoD / System Administrator	9895196900
Mr. Towin Mathai (MCA)	Senior Software Developer, & Project Coordinator	9544365245
Mr. Prasanth P.N (BA,Dipl in Hardware and Networking,DCA,MCP)	IT Technician	9874595844
Mr. Jekson P.J (MCA)	Software Developer	7736285966
Mr. Arun Paul (BCA)	Lab Assistant	8075229536

## LIBRARY

Dr. Jose Poullose (M.LISc., Ph.D.)	Librarian	8921074732
---------------------------------------	-----------	------------

## DEPARTMENT OF PHYSICAL EDUCATION

Mr. Sreejith P. A. (M.PEd., M.Phil., M.Sc. (Yoga), M.A Education ,P.G.D. in Yoga, IAAF Level 1 Coach	HoD	8111832514
Mr. Abdul Majeed V A (Kerala Volleyball Association Certified Coach)	Certified Coach, Volleyball (Women)	8921323831
Mr. Disil Davis (Kerala Tug of War Association Certified Coach)	Certified Coach Tug of War (Men & Women)	9645303640
Mr. Jithin Mathew (Kerala Netball Association Certified Coach)	Certified Coach, Netball (Women)	9048022550
Mr. Alan Mathew Tom (Short NIS Certificate Coach)	Certified Coach, Korfball (Mixed)	8089355450
Mr.Anukrishna M.S	Certified Coach, Gym , Volleyball	8848077381
Mr. Iththisham Quraishi B A	Certified Coach, Netball	9400294948
Mr. Niya Scaria	Certified Coach, Basketball	9961263073
Mr. Jacob Thomas	Certified Coach, Baseball, Softball	7907733662

## DEPARTMENT OF TRAINING AND DEVELOPMENT

Ms. Rajani Stanley (HOD) MTA, MA (Clinical Psychology)	8086511977
Ms. Elsa Jose MA (English)	9847046258
Ms. Agnes Beneeta D'Silva MA (English)	9447091722
Ms. Vandana C.H	9656523453
Ms. Gigy Johnson	9400863648
Ms. Renita Fernandez	8129960658
Ms. Anitha Mary Alex	9497682750
Ms. Noble Devassy	9746410841
Mr. Richi Thomas	8921542075
Mr. Shanmugadas K G	7907051401
Ms. Rinku K Vithayathil	9446753170
Ms. Vandana Martin	7510278795
Mr. Livin P Wilson	9846252325
Ms. Neenu Thomas	9539541468
Ms. Anusha. S	9539523790
Mr. Githin T James	7012781224

## BOARD OF STUDIES

### List of Members

Sl.No	Name of the Faculty	Designation	Responsibility
1	Rev.Fr. Dr. Paulachan K. J	Principal and Exe. Director	Chairman
2	Dr.Jacob P M	Director, NBS	External Expert Member
3	Ms. Teresa Parackal	Vice Principal - Academics	Member
4	Mr. Robert Fernandez	Vice Principal - Campus Management / HOD, Hotel Management	Member
5	Ms.Sarithadevi S	Asst.Professor	Secretary
6	Dr. Joy Joseph Puthussery	IQAC Coordinator/Dean of Studies	Member
7	Ms.Sonia Thomas	NAAC Coordinator/Management Representative ISO	Member
8	Dr. Mathew Jose K	HOD, Department of Commerce	Member
9	Mr. Jayakrishnan S	HOD, Department of Computer Science	Member
10	Dr.Purnima S Kumar	HOD, Department of English	Member
11	Ms. Rajani Stanley.	HOD, Department of Training and Development	Member

## NON-TEACHING STAFF

SI No	Name	Designation/Position	Department
1.	Poulose C V	Superintendent	Administrative Office
2.	Jimmy Joseph	Finance Officer	Administrative
3.	Sreejith P.A.	Director-Physical Education	Physical Education
4.	Reni V Kalayil	Counsellor	Dept of Counselling
5.	Santosh Peter	Placement Officer	Placement
6.	Greeshma Valsan	Librarian	Library
7.	Sony Antony	Office Assistant	HR
8.	Regi George	Accountant	Accounts
9.	Mini P B	Office Assistant	Administrative Office
10.	Shiny S	Office Assistant	IQAC/NAAC
11.	Praveen Antony	Lab Instructor	Department of Hotel Management
12.	Beena Roy	Receptionist/ Office Assistant	Administrative Office
13.	Vincent T T	Hostel Warden (Men)	Hostel
14.	Jekson P J	System Administrator	IT
15.	Prasanth P N	Technical Staff	IT
16.	Arun Paul	Technical Staff	IT
17.	Raju Joseph	Supervisor	Maintenance
18.	Liji Jose	Office Assistant	Examination Cell
19.	Jose M D	Driver	Transportation
20.	Rajan K Nair	Security	Security
21.	Beena Jude	Attender	PG Department of Commerce

22.	Gijo T Kuriakose	Driver	Transportation
23.	Lincy Sojan	Store In-charge	Store
24.	Kochurani Pappachan	Attender	Canteen
25.	Mary Paulson	Hostel Warden (Ladies)	Hostel
26.	Kiran Rajeswaran	Asst. Electrician cum plumber	Maintenance
27.	Rosily Peter	Attender	PG Department of Commerce
28.	Shiny Ambrose	Attender	PG Department of English
29.	Valsa Jose	Attender	PG Department of Computer Science
30.	George P.V	Security cum Driver	Transportation
31.	Ahil E M	Lab Assistant	Department of Hotel Management
32.	Betty Johnson	Library Assistant	Library
33.	Lissy Biju	Attender	Administrative Office
34.	Shalet M D	Attender	Department of Hotel Management
35.	Seema Subi	Attender	Administrative Office

## ACTIVITIES 2023-24

<b>Activity</b>	<b>Supervisor</b>	<b>Coordinator</b>
Feedback /Appraisal Analysis Committee	Principal	HR Cell
Admission Team	Principal, VPs	Dr. Antony George (Nodal Officer), HoDs, Superintendent, FO, Mr. Tovin, Mr. Arun, Mr. Gladson & Ms. Beena Roy
Curriculum Planning Team- Board of Studies (BOS)	Dr. Joy Joseph Puthusseri, Ms. Sonia Thomas	Ms. Sarithadevi S
CIE Team	Ms. Emily Ittiachan, Ms. Teresa Parackal-HoDs	Ms. Emily Ittiachan, Mr. Jekson P J & Dept. Rep.
University Examinations Support Team	Ms. Emily Ittiachan & Fr. Arun Valiyaveetil	Ms. Anitha Mary Alex, Ms Annie Sebastian, Ms Dhanya GS & Mr Jithu Doyel
Academic Council Secretary	Ms. Teresa Parackal	Dr. Sarika S
Staff Secretary/Staff Treasurer/Birthday Celebration	Mr. Robert Fernandez	Ms. Lakshmipriya M G
Result Analysis Team / Remedial	Ms. Teresa Parackal	HoDs,
Placement Team	Principal and Mr. Robert Fernandez	Mr. Santhosh Peter, Dr.Soni PM Mr. Githin T James and Dr. Viji Vijayan

Research Activity Team	Dr Joy Joseph Puthussery	Dr Sarika S (Secretary),Dept. Representatives
Incubation Centre Coordinator, Extension and Continuing Education cell	Dr Joy Joseph Puthussery	Ms. Siji Jose, Dr. Sajith K S & Ms. Noble Devassy
NSS	Dr. Joy Joseph Puthussery	Dr.Sajith K S, Ms. Emil George & Mr. Jithin Scaria
Mentoring and Counselling	Principal	Ms. Reni V Kalayil & Dept. Representatives
College Union Faculty Representative / Student Body	Ms. Teresa Parackal, Dr. Joy Joseph Puthussery	Dr. Antony George
PTWA Coordinator	Dr. Joy Joseph Puthussery	Mr John Kizhakuden & Dr. Tessa Paulose
Open Course Coordinator	Ms. Teresa Parackal	Mr. Livin P Wilson
Audit Course Coordinator	Ms. Teresa Parackal	Mr. Livin P Wilson
Chronicler / Elixir	Ms. Teresa Parackal	Ms. Anna Binny, Dr.Viji & Mr.Shaju PM
Proofreading Team	Ms. Teresa Parackal	Mr. Kattookarran Mathew Antony
Earn While Learn Team	Dr. Joy Joseph Puthussery	Ms Nithya Paul, Ms Reeta Babu & HODs
Unnath Bharath Abiyaan Coordinator	Dr. Joy Joseph Puthussery, Ms. Sonia Thomas	Dr.Sajith K S & Mr. Gladson
Alumni Coordinator	Dr. Joy Joseph Puthussery	Ms.Agnes Beneeta D'Silva, Mr. Richi Thomas & Mr. Jiss Jose
Library Council	Dr. Joy Joseph Puthussery	Dr. Jose Paulose, Mr. Sebastian Poonoly
College Magazine	Ms. Teresa Parackal	Rejitha K Ravi



Green Audit Team	Dr. Joy Joseph Puthussery	Mr. Fredy Varghese
Staff Day	Fr. Jimmy Kunnathoor	Mr. Shaju P M & Ms.Revathy A R
Resource Mobilisation Committee	Dr. Joy Joseph Puthussery	Dr.Sajith K S
Handbook	Ms. Siji Jose	Mr. Deepak K V (Coordinator), Ms. Mini Joshi, Ms. Gigy Johnson & Mr. Dhanesh T N
Extension Activity	Dr. Joy Joseph Puthussery	HoDs, Mr. Gladson
Outreach Activity	Dr. Joy Joseph Puthussery	Ms. Reni V Kalayil (Coordinator)
Outcome Team (LMS)	Ms. Sonia Thomas	Ms. Nithya Paul, Ms. Mini Joshy & Mr. Jeckson
Commemorative Days Tourism Day	Ms. Rajani Stanley	Ms. Gigy Johnson & Ms. Agnes Beneeta D'Silva. Ms. Renita Fernandez & Mr. Anand Thomas
College Website / Promotional Activities	Dr. Sabu Varghese	Mr. Shaju P M, Mr. Towin Mathai & Dept. Rep.
Medical Aid Team	Mr. Robert Fernandez	Ms. Reni V Kalayil
Grievance Redressal Cell - Faculty	Principal, Dr.Sabu Varghese	Ms. Bindu G (Secretary)
Exam Grievance cell	Principal	Fr.Arun & Ms Teresa Parackal
Innovation cell	Dr.Joy Joseph	Dr.Sajith
Disciplinary cell	Mr. Robert Fernandez	HoDs
Anti- Ragging cell	Mr. Robert Fernandez	Dr. Fairouz Ashraff, Mr. Sebastian Poonoly, Mr.Sebin Varghese & Ms. Stinphy Maxon

Scholarship Cell	Dr. Joy Joseph Puthussery	Ms. Jissmol Binu Francis
Foreign Language Training Cell	Dr. Joy Joseph Puthussery	Dr. Sonia S & Ms. Julin Mary Jacob
Anti-drug cell	Mr. Robert Fernandez	Mr. Joseph James & Mr. Dhaneesh T N
SC/ST Cell	Dr. Joy Joseph Puthussery	Ms. Kripa Suresh
OBC Cell	Dr. Joy Joseph Puthussery	Ms. Kripa Suresh
Minority cell	Dr. Joy Joseph Puthussery	Ms. Kripa Suresh
MoU and Linkage Coordinators	Ms. Sonia Thomas	HoDs
Student Grievance Redressal Cell	Dr. Joy Joseph Puthussery	Ms. Reni V Kalayil
Competitive Examination Cell	Dr. Joy Joseph Puthussery	Ms. Noble Devassey
Women's Cell	Dr. Joy Joseph Puthussery	Ms. Revathy A R & Ms Joicy Joy
Electoral Literacy Club	Dr. Joy Joseph Puthussery	Dr. Antony George
Dance Club	Ms. Jeena Antony	Mr. Fredy Varghese & Ms Cibiny Bibin
Arts Club	Ms. Jeena Antony	Ms. Vandana CH
Music Club	Ms. Jeena Antony	Ms. Julin Mary Jacob
Sports Club	Fr. Arun Valiyaveettil	Mr. Sreejith P A & Mr. Deepak KV
Quiz Club	Dr. Joy Joseph Puthussery	Mr. Shanmughadas K.G.
Bhoomithrasena Club	Dr. Joy Joseph Puthussery	Ms. Anna Daina and Ms. Jesleen Jose
ED Club	Dr Mathew Jose K	Ms Reeta Babu and Mr. Joseph James
Spiritual club	Ms. Rajani Stanley	Ms. Roseland Peter & Mr. Githin T James

Ananya	Dr. Joy Joseph Puthussery	Ms. Revathy A R & Ms Joicy Joy
SWAS	Dr. Joy Joseph Puthussery	Ms. Reni V Kalayil & Dept. Representatives
Nidarsana	Ms. Teresa Parackal, Mr. Robert Fernandez	Ms. Sarithadevi S, Mr. Rahul T R & First Year Class Teachers
Avani	Mr. Robert Fernandez	Ms. Shajitha T.B. & Mr. Shanmughadas K.G
Vismaya	Ms. Teresa Parackal	Ms. Jeena Antony & Mr. Fredy Varghese
D Zone	Ms. Teresa Parackal	Ms. Jeena Antony & Ms. Kripa Suresh
Viva	Fr. Arun Valiyaveettil	Mr. Sreejith P A & Mr. Deepak K V
Nativity	Mr. Robert Fernandez	Mr. Richi Thomas & Dr. Soni P. M
College Day	Ms. Teresa Parackal, Mr. Robert Fernandez	Dr. Purnima S & HoDs
Snehasangamam	Dr. Joy Joseph Puthussery	Ms. Reni V.K, Ms. Rejitha K Ravi & Ms. Reshma Bhaskaran
Freshers' Day	Mr. Robert Fernandez	HoDs, First year class teachers
Expressions	Mr. Robert Fernandez	Ms. Akhila Thomas & First year class teachers
Aarohan (Programme Completion Ceremony)	Ms. Teresa Parackal	Mr. Jayakrishnan S & Final Year Class Teachers
Students Training SEP	Ms. Rajani Stanley	SEP Trainers

Leading Hands Programme (Power Talk, Super Sweeps, Be-Hub , Selezione, Leaders Thrive)	Ms. Rajani Stanley	Ms. Elsa Jose
Language Lab Coordinator	Ms. Rajani Stanley	Ms. Elsa Jose
WWS Coordinator	Ms. Rajani Stanley	Ms. Vandana C.H & Dept. representatives
Management fest coordinator	Fr. Arun Valiyaveettil	HoDs - Report -Ms. Agnes Beneeta DSilva
Meraki (UG) Synergies (PG)	Ms. Rajani Stanley	Ms C M Meera and Ms.Vandana Martin
Assembly in charge	Mr. Robert Fernandez	Mr J.Sebastian Poonolly and Mr. Varghese Paul
Daily Prayer - Reception	Ms Teresa Parackal	Main Block -Ms Reni V Kalayil MBA Block -Ms. Jesleen Jose
Media Cell	Principal, VPs	Mr. Gladson G, Ms. Nina Ann Mathew & Ms.Neethu Valsan (Malayalam)
FEP	Dr. Sabu Varghese	Ms. Rinku Kunjachan
FRP	Dr. Sabu Varghese	Ms. Rinku Kunjachan
Faculty Training	Dr. Sabu Varghese	Ms. Rinku Kunjachan
Faculty- Quiz/Debates	Dr. Sabu Varghese	Ms. Ninu Anna Mathew and Ms DianaThomas
HRPD functions	Dr. Sabu Varghese	HR Executive
System Administrator, Promotional assistance	Dr. Sabu Varghese	Mr. Shaju P M

IT Technician, Photography	Dr. Sabu Varghese	Mr. Prasanth PN and Mr Arun
Project Coordination	Dr. Sabu Varghese	HoD-CS
Website Monitoring and Software Development	Dr. Sabu Varghese	Mr Towin Mathai and Mr Jekson P J
LMS	Dr. Sabu Varghese	Mr. Jeckson P J and Ms. Anusha Sivanandan
Lab Assistant- Digital marketing	Dr. Sabu Varghese	Mr. Arun Paul
Student IT team	Dr. Sabu Varghese	Mr. Shaju P M
Naipunnya Fest	Fr. Arun Valiyaveettil	HoDs-Dept.Coordinator
Naipunnya Digital	Ms. Rajani Stanley	Ms Neenu Thomas
College Bus	Fr. Jimmy Kunnathoor	Ms. Sarithadevi, Ms.Noble
College Uniform	Fr. Jimmy Kunnathoor	HoDs and Dept. Rep.
Commemorative Lectures	Principal	Dr. Tessy Paulose & Dr. Jesney Antony
Internal Complaint Committee	Dr Joy Joseph Puthussery/Ms Sonia Thomas	HRD Cell
Electoral Literacy Club	Dr Joy Joseph Puthussery	Dr.Antony George

## **POST GRADUATE DEPARTMENT OF COMMERCE**

Commerce, a very pertinent and promising subject, entrenched in the daily lives of human beings, is primarily related to the economy which shapes an industry. Therefore, for any concern which has transaction of money involved enables a commerce graduate to find his/her footing here. The Commerce department provides a proficient environment to

nurture commerce professionals with a high level of knowledge and competence to contribute effectively to the society with commitment and integrity. 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:**

**For final year UG students**

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

**For second year UG students**

- Event Management
- Digital Marketing
- Logistics and Supply Chain Management

**Optional**

- CMA
- ACCA
- CPA

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.

- International/National Conferences, Seminars and Workshops
- Entrepreneurship Training
- Internships/ Training for placements
- Panel Discussions and Corporate Interface Events
- Out-bound Programme for PG / Industrial Visit for UG/ Study Tour
- Commerce and Management Fest
- Community Services
- Orientations and Career Guidance
- El-Comercio – Monthly students’ publication

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

Title of the Programme:

**BACHELOR OF COMMERCE (B. Com).**

Duration of the Programme:

Three academic years with six semesters.

Courses of Study:

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

Specialization Available:

Finance / Co-operation / Computer Application

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

Semester I

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM1A01(English)	4	3	15	60	75
Common	BCM1A02 (English)	5	3	15	60	75

Common	BCM1A07 (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	18	90	360	450

### Semester II

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM2A03(English)	4	4	20	80	100
Common	BCM2A04 (English)	5	4	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	20	100	400	500

### Semester III

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



## Semester IV

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

## 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	15	60	75
	<b>Total</b>	<b>25</b>	<b>23</b>	<b>115</b>	<b>460</b>	<b>575</b>

## Semester VI

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

Core Courses in the area of Specialization:

### A. **Finance**

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

### B. **Co - operation**

1. Co-operative Theory and Practice
2. Legal Environment for Co-operatives

3. International Co-operative Movement
4. Co-operative Management and Administration
- C. **Computer Application**
  1. Computer Applications in Business
  2. Business Information Systems
  3. Office Automation Tools
  4. Computerized Accounting with Tally

Title of the Programme:

**BACHELOR OF BUSINESS ADMINISTRATION (BBA).**

Duration of the Programme:

Three academic years with six semesters.

Courses of study:

Total number of courses for the BBA Programme is 31. (Common courses, Core courses Complementary courses and Open courses)

Specialisation Available: Marketing

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

Semester I

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BBA1A01(English)	4	3	15	60	75
Common	BBA1A02 (English)	5	3	15	60	75
Common	BBA1A07 (Language)	5	4	20	80	100
Core	BBA1B01 Management Theory and Practices	6	4	20	80	100
Compl.	BBA1C01 Managerial Economics	5	4	20	80	100
	Total	25	18	90	360	450

## Semester II

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BBA2A03(English)	4	4	20	80	100
Common	BBA2A04 (English)	5	4	20	80	100
Common	BBA2A08 (Language)	5	4	20	80	100
Core	BBA2B02 Financial Accounting	6	4	20	80	100
Core	BBA2B03 Marketing Management	5	4	20	80	100
	Total	25	20	100	400	500

## Semester III

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

## Semester IV

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

## Semester V

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

## Semester VI

Course	Title	Hours	Credits	Internal	External	Total Marks
Core	BBA6B12 - 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 jointly be done 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-voce 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 to obtain a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent examinations through the department, as per the existing rule of the University examinations.

## **VIVA VOCE**

At the end of sixth semester candidates 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 the members of the faculty 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 a part of the curriculum. A report on the same shall be prepared by the students and submitted to the department. A report on the same shall be prepared and submitted to the department by the students.

Ability Enhancement courses/Audit courses: These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. Audit courses are mandatory but not counted. 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: -	
Attendance	20%
Assignment	20%

Seminar	20%
Test paper	40%
Total	100%

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

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

Split up of marks for Classroom Participation

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
$50\% \leq \text{CRP} < 75\%$	1	1
$75\% \leq \text{CRP} < 85\%$	2	2
85 % and above	4	3

### GRADING SYSTEM - Ten Point Indirect Grading System

Evaluation (both internal and external) is carried out using the 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	Range of grade points	Letter Grade
95 and above	9.5 -10	O (Outstanding)
85 to below 95	8.5 -9.49	A+ (Excellent)
75 to below 85	7.5 -8.49	A (Very Good)
65 to below 75	6.5 -7.49	B+ (Good)
55 to below 65	5.5 -6.49	B (Above average)
45 to below 55	4.5 -5.49	C (Average)
35% to below 45% aggregate	3.5 -4.49	P (Pass)
Below an aggregate of 35%	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).**

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+5.2+5.2.1+5.3+5.4)	17.6	70.4	88		

Electives for Finance:

- 1: Investment Management
- 2: Financial Markets and Institutions
- 3: International Finance
- 4: Advanced Strategic Financial Management

### **EVALUATION AND GRADING FOR CBCSSPG 2019**

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

<b>Internal Assessment: 20% Weight</b>	<b>External Evaluation: 80% Weight</b>
--	--

<b>Component</b>	<b>Percentage</b>	<b>Weightage</b>
Attendance	20%	1
Assignment	20%	1
Seminar /Presentation/Viva- Voce	20%	1
Test paper	40%	2
Total	100%	5

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

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

<b>Grade</b>	<b>Grade Points</b>
A+	5
A	4
B	3
C	2
D	1
E	0

Grade range for internal examination is as follows;

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

The Grade Range for both Internal & External shall be :

Range of Percentage (%)	Grade Range	Letter Grade
85-100	4.25 to 5	O (Outstanding)
75-84.99	3.75 – 4.24	A+ (Excellent)
65-74.99	3.25 – 3.74	A (Very Good)
55-64.99	2.75 – 3.24	B+ (Good)
50-54.99	2.50 – 2.74	B (Above average)
45-49.99	2.25 – 2.49	C (Average)
40-44.99	2.00 -2.24	P(Pass)
Below 40	< 2.00	F (Failed/RA (Reappear))
—	0	Ab (Absent)
—	0	I (Course incomplete)

Remarks: The cut-off mark for Grade B+ (Good) is 55% marks and the cut-off mark for Grade B (Above Average) is 50% marks under this grading system

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 =  $\frac{\text{Sum of credit points of all completed semesters}}{\text{Total credits acquired}}$

## ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2023-24

Criteria	Sl. No.	Activity	Specific details about the activity	Tentative Date of Conduct	Faculty Coordinator
<b>June</b>					
1.2.1	1	Skill Development Programmes	Final year UG students on DIFA/Tally/Data Analytics/SAP	June 27	Ms. Noble, Ms. Jissmol, Ms. Roseland
3.2.2	2	Collaborative learning	Industrial Interaction for finance stream	June 15	Ms. Revathy
1.1.1 /2.3.1	3	Experiential learning/ ED Development	Friday Market	Every Friday	Ms. Reeta babu/Mr. Joseph James
3.2.2	4	Faculty Development	Training Program for Research Data Analysis	June 8 and 9	Mr. Jithin Scaria
1.3.2	5	Participative learning	National Statistics Day Celebration	June 29	Ms. Mini Joshy/Ms. Cibiny Bibin
2.2.1	6	Book distribution	Book distribution at a reduced price for UG students for odd sem	June 1	Mr. Jefin Antony/ Ms. Lakshmy Priya MG
<b>July</b>					
1.1.1 /2.3.1	1	Publication	El-Comercio	July 5	Mr. Githin T James

2.3.1	2	Collaborative learning	Industrial Interaction for Computer Application	July 18	Ms. Jeena Antony
5.1.3 /2.3.1	3	Students Support	Career Guidance for Final UG & PG	July 21	Mr. Shanmughadas K.G./Ms. Reshma Bhaskaran
1.1.1 /2.3.1	4	Experiential learning/ ED Developmnet	Friday Market	Every Friday	Ms. Reeta babu/Mr. Joseph James
1.3.3 /2.3.1	5	Experiential learning	Workshop on Share trading	10th July	Ms. Jeena Antony
<b>August</b>					
1.3.3	1	Problem solving	Project work for final year UG and PG students	August 1	Dr. Jesney Antony
1.1.1 /2.3.1	2	Publication	El-Comercio	August 4	Mr. Githin T James
1.2.1	3	Add on Course	Language Skill Development	August 5	First year class teachers
1.3.3	4	FEP	Faculty Exchange Program	August 8	Ms. Bindhu G
3.2.2	5	Faculty Development Programme	Virtual Mode Technique for Effective Teaching	August 10	Mr. Jithin Scaria

	6	Collaborative learning	Industrial Interaction for BBA Students	August 19	Ms.Vandhana C.H.
1.3.2	7	Participative learning	Industrial Visit	August 16	Dr. Fairouz Ashraf
1.2.1	8	Skill Development Programmes	2nd year UG students in Entrepreneurship /GST/Logistics/ Digital marketing	August 16 onwards	Ms. Jissmol
1.1.1 /2.3.1	9	Experiential learning/ ED Development	Friday Market	Every Friday	Ms. Reeta babu/Mr. Joseph James
<b>September</b>					
1.1.1 /2.3.1	1	Publication	El-Comercio	September 5	Mr. Githin T James
2.2.1	2	Students support	Ability Test	September 4	Mr. Githin T James
2.2.1 /5.1.3	3	Remedial Programme	Peer Teaching	September 18 to 21	Ms. Mini Joshy
3.4.1	4	Extension Programme	Conducting Onam Chandha	September 4	Ms. Reeta Babu/Mr. Joseph James
5.1.3 /2.2.1	5	Capability enhancement Bridge Course	Bridge Course for basic accounting	September 18	Mr. Jefin Antony

1.1.1 /2.3. 1	6	Experiential learning/ ED Development	Friday Market	Every Friday	Ms. Reeta Babu/Mr. Joseph James
2.3.1	7	Collaborative learning	Industrial Interaction for Co-operation stream	September 22	Mr. Varghese Paul
3.2.2	8	Faculty Development Programme	One week online programme on GST	September 21	Ms. Rinku Vidayathil
<b>October</b>					
1.1.1 /2.3. 1	1	Publication	El-Comercio	October 3	Mr. Githin T James
1.3.3	2	Student progression	Alumni Meeting	October 2	Mr. Jiss Jose
	3	Extension Programme	Awareness class for elderly people on using Technology Apps	13-Oct	Mr. Joseph James
1.1.1 /2.3. 1	4	Experiential learning/ ED Development	Friday Market	Every Friday	Ms. Reeta Babu/Mr. Joseph James
5.1.3 /2.2. 1	5	Students Support	Competitive Exams Training	10-Oct	Ms. Noble Devassy
<b>November</b>					

1.1.1 /2.3. 1	1	Publicati on	El-Commercio	Novembe r 2	Mr. Githin T James
1.1.1 /2.3. 1	2	Experien tial learning/ ED Develop ment	Friday Market	Every Friday	Ms.Reeta Babu/Mr. Joseph James
1.1.1 /2.3. 1	3	Experien tial learning	Commerce and Management Fest	24-Nov	Mr.Joseph James
2.2.1	4	Students support	Book distribution at a reduced price for UG students for even sem	20-Nov	Mr. Jefin Antony/Ms. Reshama Bhaskaran
3.2.2	5	Collabor ative learning	Industrial Interaction for finance stream	Novembe r 17	Ms. Revathy
1.3.2	6	Participa tive learning	Outbound programme for PG Students	27-Nov	Ms. Jeena Antony
<b>December</b>					
1.1.1 /2.3. 1	1	Publicati on	El-Comercio	Decembe r 2	Mr. Githin T James
3.4.1 /2.3. 1	2	Extensio n Program me	Conducting Christmas Fair	Decembe r 16	Ms. Reeta Babu/Mr. Joseph James
1.1.1 /2.3. 1	3	Experien tial learning/ ED Develop ment	Friday Market	Every Friday	Ms.Reeta Babu/Mr. Joseph James



3.4.1	4	Exhibition Programme	Exhibition	December 16	Ms. Jeena Antony
2.3.1	5	Collaborative learning	Industrial Interaction for Computer Application	December 12	Ms. Jeena Antony
1.1.1 /2.3.1	6	Experiential learning/Skill Development	Internship for UG and PG students	December 20 onwards	Mr. Shanmughadas K.G.
<b>January</b>					
1.1.1 /2.3.1	1	Publication	El-Comercio	January 3	Mr. Githin T James
2.2.1	2	Collaborative learning	Faculty Exchange Program	January 16	Ms. Bindhu G
1.3.2	3	Participative learning	Study Tour	January 30	Mr. Jefin Antony
1.1.1 /2.3.1	4	Experiential learning/ED Development	Friday Market	Every Friday	Ms. Reeta Babu/Mr. Joseph James
	5	Collaborative learning	Industrial Interaction for BBA Students	January 27	Ms. Vandhana C.H.
5.1.3 /2.2.1	6	Remedial Programme	BODHANA - Peer Teaching / (For first year students)	January 27 to 31	Ms. Reshama Bhaskaran

<b>February</b>					
1.1.1 /2.3. 1	1	Publicati on	El-Commercio	February 2	Mr. Githin T James
3.3.3	2	Internati onal Conferen ce	Innovative Trends In business , Commerce and management	15-Feb	Dr.Antony George
1.3.2	3	Participa tive learning	Budget Analysis/Pannel Discussion	February 9	Ms. Anitha Mary Alex
2.3.1	4	Collabor ative learning	Industrial Interaction for Co-operation stream	February 19	Mr. Varghese Paul
1.1.1 /2.3. 1	5	Experien tial learning/ ED Develop ment	Friday Market	Every Friday	Ms. Reeta Babu/Mr. Joseph James
<b>March</b>					
1.1.1 /2.3. 1	1	Publicati on	El-Commercio	March 1	Mr. Githin T James
1.3.2	2	Partricip ative Learning	World Consumer's Right Day Celebration	March 13	Ms. Kavitha Vincent
2.3.1	3	Collabor ative learning	Industrial Interaction for Co-operation stream	March 26	Mr. Varghese Paul

1.1.1/2. 3.1	4	Experiential learning/ ED Development	Friday Market	Every Friday	Ms. Reeta Babu/Mr. Joseph James
1.1.1	5	Publication	Text book for Basic Accounting	March 22	Dr. Mathew Jose k

## **POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE**

The Department of Computer Science provides quality education in both theoretical and applied foundations of Computer Science and trains students to apply effectively 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 implemented

- 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 labs for UG and PG programmes.

- **Electronics Labs**

The Department has well-equipped electronics labs. The students are given practical training in the lab.

- **Digital and Microprocessor Labs**

The Digital and Microprocessor labs are furnished with modern equipment.

- **Hardware and Network Labs**

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 UNDERGRADUATE CURRICULUM 2019” (CUCBCSSUG 2019). EFFECTIVE FROM THE 2019 BATCH ADMISSIONS**

## **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

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

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

## Semester I

Sl.NO	Course Type and Code	Subject	Credit	Hours/Week	External	Internal	Total
1	Common A01	Common English	3	5	60	15	75
2	Common A02	Common English	3	4	60	15	75
3	Common A07	Languages other than English	4	4	80	20	100
4	Core BCS1B01	Computer Fundamentals & HTML	3	4	60	15	75
5	Compli XXXXC01	Complementary Mathematics I	3	4	60	15	75
6	Compli XXXXC01	Optional Complementary I	3	4	60	15	75
Total for Semester I			19	25	380	95	475

## Semester II

Sl.NO	Course Type and Code	Subject	Credit	Hours/Week	External	Internal	Total
1	Common A03	Common English	4	5	80	20	100
2	Common A04	Common English	4	4	80	20	100
3	Common A08	Literature in Languages other than English	4	4	80	20	100
4	Core BCS2B02	Problem Solving using C	3	4	60	15	75
5	BCS2B03	Programming Laboratory I: HTML and Programming in C	4	0	80	20	100
6	Compli XXXXC02	Complementary Mathematics II	3	4	60	15	75
7	Compli XXXXC02	Optional Complementary II	3	4	60	15	75
Total for Semester I			25	25	500	125	625

## Semester III

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

## Semester IV

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

## Semester V

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

## Semester VI

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

## BACHELOR OF COMPUTER APPLICATION (BCA).

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

### Semester I

Sl.NO	Course Type and Code	Subject	Credit	Hours/Week	External	Internal	Total
1	Common A01	Common English	3	5	60	15	75
2	Common A02	Common English	3	4	60	15	75
3	Common A07	Languages other than English	4	4	80	20	100
4	Core BCA1B01	Computer Fundamentals & HTML	3	4	60	15	75
5	Compli BCA1C01	Mathematical Foundation for Computer Applications	3	4	60	15	75
6	Compli BCA1C02	Discrete Mathematics	3	4	60	15	75
Total for Semester I			19	25	380	95	475

### Semester II

Sl.NO	Course Type and Code	Subject	Credit	Hours/Week	External	Internal	Total
1	Common A03	Common English	4	5	80	20	100
2	Common A04	Common English	4	4	80	20	100

3	Common A08	Literature in Languages other than English	4	4	80	20	100
4	Core BCA2B02	Problem Solving using C	3	4	60	15	75
5	BCA2B03	Programming Laboratory I: HTML and Programming in C	4	0	80	20	100
6	Compli BCA2C02	Financial and Management Accounting	3	4	60	15	75
7	Compli BCA2C03	Operations Research	3	4	60	15	75
Total for Semester I			25	25	500	125	625

### Semester III

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

### Semester IV

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



## Semester V

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

## 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
	<b>Total</b>	<b>25</b>	<b>23</b>			<b>600</b>

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

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

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

## EVALUATION AND GRADING FOR CUCBCSSUG 2019 admission onwards

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

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

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

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

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

Attendance of each course will be evaluated as below

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

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

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

## **EXTERNAL EVALUATION**

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

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

### **EVALUATION AND GRADING**

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

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

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

## **MASTER OF SCIENCE (MSC) IN COMPUTER SCIENCE**

### **COURSE EVALUATION**

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

## INTERNAL EVALUATION

The internal evaluation shall be based on a 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:

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

### PRACTICAL PAPERS

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

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

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

## PROJECT WORK

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

Components	Weightage
Monthly progress	4
Regularity	1
Total	5

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

## MASTER OF SCIENCE COMPUTER SCIENCE PROGRAMME STRUCTURE

### Semester I

No	Course code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
1.1	CSS1C01	Discrete Mathematical Structures	4	1	4	5	4	0	4
1.2	CSS1C02	Advanced Data Structures	4	1	4	5	3	2	5
1.3	CSS1C03	Theory of Computation	4	1	4	5	4	0	4
1.4	CSS1C04	The Art of Programming Methodology	4	1	4	5	2	2	4

1.5	CSS1C05	Computer Organization Architecture	4	1	4	5	4	0	4
1.6	CSS1L01	Practical I	2	1	4	5	0	4	4
1.7	CSS1A01	Introduction to Research (Ability Enhancement Audit Course)	4	5	0	5	0	0	0
Total Credits							17	8	25

### Semester II

No	Course code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
2.1	CSS2C06	Design and Analysis of Algorithms	4	1	4	5	4	0	4
2.2	CSS2C07	Operating System Concepts	4	1	4	5	3	2	5
2.3	CSS2C08	Computer Networks	4	1	4	5	4	0	4
2.4	CSS2C09	Computational Intelligence	4	1	4	5	2	2	4
2.5	CSS2C10	Principles of Software Engineering	4	1	4	5	4	0	4
2.6	CSS2L02	Practical II	2	1	4	5	0	4	4
2.7	CSS2A02	Term Paper (Professional Competency Audit Course)	4	5	0	5	0	0	0
Total Credits							17	8	25

### Semester III

No	Course code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
3.1	CSS3C11	Advanced Database Management System	4	1	4	5	3	1	4
3.2	CSS3C12	Object Oriented Programming Concepts	4	1	4	5	2	3	5
3.3	CSS3C13	Principles of Compilers	4	1	4	5	4	0	4
3.4	CSS3E01	Elective I	4	1	4	5	4	0	4
3.5	CSS3E02	Elective II	4	1	4	5	4	0	4
3.6	CSS3L03	Practical III	2	1	4	5	0	4	4
Total Credits							17	8	25

### Semester IV

No	Course code	Course Name	Credit	Weightage			Hrs/wk		
				I	E	T	L	P	T
4.1	CSS4E03	Elective III	3	1	4	5	5	0	5
4.2	CSS4E04	Elective IV	3	1	4	5	5	0	5
4.3	CSS4P01	Project Requirements Analysis & Design Related Discussion Project Coding, Testing & Implementation Related Discussion Project Evaluation & Assessment Project Lab Work	8	1	4	5	7	8	15
Total Credits							17	8	25

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

$$\text{Semester Grade Point Average - SGPA (S}_j\text{)} = \Sigma(\text{C}_i \times \text{G}_i) / \text{Cr}$$

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

Where ‘S<sub>j</sub>’ is the jth semester , ‘G<sub>i</sub>’ is the grade point scored by the student in the i th course ‘C<sub>i</sub> ‘ is the credit of the ith course, ‘Cr’ is the total credits of the semester.

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

The student should also carry the following during Viva Voce by the External Examiner: Duly signed personal copy of the project, examination hall ticket and the college identity card. Dress code should be formal with proper grooming standards

### ACTIVITIES FOR THE ACADEMIC YEAR 2023-24

Criteria Number	Activity	Specific details of activity	Date of Conduct/ month/ semester	Faculty coordinator
2.3.1	Internship (Experiential learning)	II semester BSc CS & BCA	June 2023	Mr.Jayakrishnan S
	Earn while Learn	III & V Semester BSc CS & BCA	June 2023 – March 2024	Mr.Jayakrishnan S Dr.Soni P M
6.3.3	FDP	Faculty members	06.06.2023 - 01.07.2023	Mr.Jayakrishnan S



2.3.1	H/W workshop (Participative Learning)	I Semester BSc CS & BCA	07.09.2023	Dr.Soni P M
1.2.1	STED Council course (Experiential Learning)	I Semester BSc CS & BCA	2023	Dr.Sarika S Class teachers
2.2.1	Bridge course for Mathematics	I Semester BSc CS & BCA	July 2023	Ms.Shajitha T B
2.2.1	<u>WWS</u> 1. Advanced Python Programming  2.Research writing	III Semester BSc CS & BCA  IV semester BSc CS & BCA	August 2023 - December 2023  January 2024- April 2024	Mr. Fredy Varghese  Dr.Sarika S
2.3.1	Aptitude Training (Problem solving methodologies)	III & IV Semester BSc CS & BCA	August 2023- March 2024	Mr.Livin P Wilson
1.3.3	Mini Project on :HTML, Python and Graphics (Problem solving methodologies)	I Semester BSc CS & BCA  III Semester	July 2023- November 2023  August 2023- December	Mr. Fredy Varghese Dr. Sarika S

	es)	BSc CS & BCA IV Semester BSc CS & BCA	2024 January 2024- April 2024	
1.3.3	Main Project (Problem solving methodologies)	V & VI Semester BSc CS & BCA	June 2023- March 2024	Dr.Soni P M
2.2.1	<u>SSP</u> 1.Remedial Coaching	All students who got less than 50 percent in internal exam.	June 2023- March 2024	Mr. Deepak K V
2.2.1	Paper Publication of students (Problem Solving Methodologies)	All students	June 2023- March 2024	Dr.Sarika S
2.2.1	Ability Test Computer Fundamentals, Mathematics and Electronics	I Semester students	July 2023	Mr.Deepak K V
2.3.1	Industrial Visit	V Semester	September 2023	Dr. Soni P M

	(Experiential Learning)	BSc CS & BCA		
2.3.1	IT Club (Participative learning)	All students	August 2023	Ms.Shajitha T B,
3.4.3	Extension and Outreach	All students	June 2023- March 2024	Ms.Soni P M
2.3.1	Industrial Interaction (Participative Learning)	All students	June 2023- March 2024	Dr.Sarika S
2.3.1	Introduction to Electronics lab (Experiential learning)	III semester BCA	August 2023	Mr.Livin P Wilson
2.2.1	Bridge course for C Programming	II Semester B Sc CS & BCA	December 2023	Mr.Deepak K V
2.3.1	Peer Teaching (Participative Learning)	All students	June 2023- March 2024	Ms.Soni P M
2.3.1	Inter-Department Competition (Participative Learning)	All students of other departments	June 2023- March 2024	Ms.Shajitha T B, Ms.Anusha S
3.5.1	Student & Faculty Exchange Program	III & V semester BSc CS & BCA	July 2023- March 2024	Dr.Sarika S

1.2.2&1.2.3	Add on Course	All semesters of B Sc CS & BCA	June 2023-March 2024	Ms.Sarithadevi S
2.3.1	Study Tour	VI semester B Sc CS & BCA	December 2023	Ms.Nithya Paul
2.3.1	Hardware in charge	NA		Mr.Jayakrishna n S
1.1.1	Board of Studies(BOS)	NA		Mr.Jayakrishna n S, Mr.Deepak K V ,Dr.Soni P M, Dr.Sarika S Ms.Sarithadevi S
1.1.2 & 2.5.1	CIE-Internal Exam wing	NA	June 2023-March 2024	Ms.Stinphy Maxon
2.1.1	Admission Cell coordinator	NA		Mr.Deepak K V
3.1.1	Funded Project Team	NA		Dr.Sarika S
3.2.1	RQAC	NA		Dr.Sarika S
3.2.1	Research Committee Team members	NA		Dr.Sarika S, Dr.Soni P M, Ms.Sarithadevi S, Mr.Fredy Varghese
3.2.2	National Conference	NA	<b>October 2023</b>	Ms.Dhanya G S
6.3.3	FDP coordinator	NA		Mr.Jayakrishna n S
5.4.1	Alumini cordinator	NA		Ms.Shajitha T B

## **DEPARTMENT OF HOTEL MANAGEMENT**

The hospitality industry is steadily advancing and its growth is fostering job opportunities globally. Students who have completed their degree in Hotel Management have always found themselves employed. If you are customer oriented and have a desire to work in the service industry, then Hotel Management programme is the best choice.

The degree is about learning and developing hospitality skills in the Department of Food & Beverage production, Food & Beverage Service, Accommodation and Housekeeping and Front Office Management. Once, you have acquired these skills, you become highly employable. Skill learning is the trend of the days and for years to come. Employers across the globe are in search of skilled candidates. If you have these hospitality skills, you will never miss the opportunity.

At HM Naipunnya, apart from in-house training, we empower our students for confirmed employment in the following ways-

- By placing them for jobs in branded hotels in the weekends while pursuing their studies. The students are also paid and certified well by the hotels.
- By enrolling them for certified Add-on programs on Food Safety by Govt. of India.
- By registering them for seminars and webinars on hospitality subjects.
- By placing them in International hotels of global chain for their 5 months Industrial Exposure & Training (I.E.T.)

### **PROGRAMMES**

- BHA–Bachelor of Hotel Administration (New Programme w.e.f. 2020)
- B.Sc. Hotel Management and Catering Science (2 batches)
- B.Sc. Hotel Management & Culinary Arts
- One Year 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.

## **PROGRAMMES**

### **BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CULINARY ARTS**

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

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

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Calicut University or that of any other University or Board of examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with no less than 45% marks in aggregate is eligible for admission, However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules. The course of study leading to the award of BSc HM & CA shall comprise the following:

Semester I

Sl.NO	Course Type and 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	Complementary BSH/C 1C01	Sales and Marketing	3	4	2	60	15	75
6	Complementary BSH/C1C0 2	Travel and Tourism	3	4	2	60	15	75
Total for Semester I			21	25		420	105	525

## Semester II

Sl.NO	Course Type and 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 FRE2A 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	Complementary BSH/C 2CO3	Event Management	3	4	2	60	15	75
7	Complementary 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 and Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common A11	Basic Numerical Methods	4	4	2.5	80	20	100
2	Common A12	Professional Business Skills	4	4	2.5	80	20	100
3	Core BHC 3B03	Food and Beverage Service	3	3	2	60	15	75
4	Core BHC 3B03 (P)	Food and Beverage Service- Practical	2	2	2	40	10	50
5	Core BHC3B0 4	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 and Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common A13	Entrepreneurship Development	4	4	2.5	80	20	100
2	Common A14	Banking and Insurance	4	4	2.5	80	20	100
3	Core BHC4B05	Quantity Cooking	3	3	2	60	15	75
4	Core BHC4B05 (P)	Quantity Cooking – Practical	3	2	2	60	15	75
5	Core BHC 4B06	Bakery and Confectionary	3	3	2	60	15	75
6	Core BHC 4B06 (P)	Bakery and Confectionary Practical	3	2	2	60	15	75
7	Complimentary BSH/C 4CO7	Hotel Laws	3	4	2	60	15	75
8	Complimentary BSH/C 4CO8	Human Resource Management	3	3	2	60	15	75
Total for Semester IV			26	25		520	130	650

### Semester V

Sl.NO	Course Type and Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Core BHC5B07	Advanced Garde manger	3	5	2	60	15	75
2	Core BHC5B07 (P)	Advanced Garde manger-Practical	3	3	2	60	15	75

3	Core BHC5B0 8	Kitchen Management	3	5	2	60	15	75
4	Core BHC5B0 9	Banquets and Buffets	3	4	2	60	15	75
5	Core BSH/C 5B10	Food and Beverage Management	3	5	2	60	15	75
6	Open Course		3	3	2	60	15	75
Total for Semester V			18	25		360	90	450

### Semester VI

Sl.NO	Course Type and Code	Subject	Credi t	Hours/ Week	Exam Hours	Exter nal	Internal	Total
1	Core BHC6B1 1	Industrial Exposure Training and Report	3	15	Viva voce	60	15	75
2	Core BHC6B1 2	Comprehensive Self Study	2	5	2	100		100
3	Core BHC 6B13	Project Report and Viva	2	5	Viva voce	40	10	50
Total for Semester VI			7	25		200	25	225

## **BACHELOR OF SCIENCE IN HOTEL MANAGEMENT AND CATERING SCIENCE**

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

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

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Calicut University or that of any other University or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with no less than 45% marks in aggregate are eligible for admission, However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules. The course of study leading to the award of BSc HM&CS shall comprise the following

### Semester I

Sl.NO	Course Type and 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 BSH/C 1B01	Introduction to Hospitality Industry	4	5	2.5	80	20	100
5	Complementary BSH/C 1C01	Sales and Marketing	3	4	2	60	15	75
6	Complementary BSH/C1C02	Travel and Tourism	3	4	2	60	15	75
Total for Semester I			21	25		420	105	525

## Semester II

Sl.NO	Course Type and 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 FRE2A 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	Complementary BSH/C 2CO3	Event Management	3	3	2	60	15	75
7	Complementary BSH/C2C04	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 and Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common A11	Basic Numerical Methods	4	4	2.5	80	20	100
2	Common A12	Professional Business Skills	4	4	2.5	80	20	100

3	Core BSH3B03	Food and Beverage Production-I	3	3	2	60	15	75
4	Core BSH3B03 (P)	Food and Beverage Production – Practical-I	3	3	2	40	10	50
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	Complimen tary BSH/C 3CO5	Nutrition Hygiene and Sanitation	3	3	2	60	15	75
8	Complimen tary 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 and Code	Subject	Credi t	Hours/ Week	Exam Hours	Exter nal	Internal	Total
1	Common A13	Entrepreneurshi p Development	4	4	2.5	80	20	100
2	Common A14	Banking and Insurance	4	4	2.5	80	20	100
3	Core BSH4B0 5	Food and Beverage Service-II	3	3	2	60	15	75
4	Core BSH4B05 (P)	Food and Beverage	3	2	2	60	15	75

		Service-II (Practical)						
5	Core BSH4B0 6	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	Complimen tary BSH/C 4CO7	Hotel Laws	3	3	2	60	15	75
8	Complimen tary 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 and Code	Subject	Credi t	Hours/ Week	Exam Hours	Exter nal	Internal	Total
1	Core BSH5B0 7	Front Office Operation	3	5	2	60	15	75
2	Core BSH5B07 (P)	Front Office Operation Practical	2	3	2	40	10	50
3	Core BSH5B08	Accommodatio n Management	3	5	2	60	15	75
4	Core BSH5B 09	Rooms Division Management	3	5	2	60	15	75
5	Core BSH/C 5B10	Food and Beverage Management	3	5	2	60	15	75
6	Open Course		3	2	2	60	15	75

Total for Semester V			17	25		340	85	425

### Semester VI

Sl.No	Course Type and Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Core BSH6B1 1	Industrial Exposure Training and Report	3	15	Viva voce	60	15	75
2	Core BSH6B1 2	Comprehensive Self Study	2	5	2	100		100
3	Core BSH6B13	Project Report and Viva	2	5	Viva voce	40	10	50
Total for Semester VI			7	25		200	25	225

## **BACHELOR OF HOTEL ADMINISTRATION (BHA).**

### Duration of the Programme:

Three academic years with six semesters.

### Courses of Study:

Total number of courses for the whole BHA Programme is 36 (Common courses, Core courses, Complementary courses and Open courses)

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

### Semester I

Sl No	Course Type & Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common course: A01	English-1	3	5	2	60	15	75
2	Common course: A02	English-2	3	4	2	60	15	75



3	Common course: FRE1A07(3)	French-1	4	5	2.5	80	20	100
4	Core: BHA1B01	Introduction to the Hospitality Industry	4	6	2.5	80	20	100
5	Complimentary : BHA1C01	Event management	4	5	2.5	80	20	100
Total for semester I			18	25		360	90	450

### Semester II

Sl No	Course Type & Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common course: A03	English-3	4	5	2.5	80	20	100
2	Common course: A04	English-4	4	4	2.5	80	20	100
3	Common Course: FRE2A08(3)	French	4	5	2.5	80	20	100
4	Core: BHA2B02	Front office Operations- (Theory)	3	4	2	60	15	75
	Core: BHA2B03(P)	Front office Operations – (Practical)	1	2	2	20	5	25
5	Complimentary: BHA2C02	Hospitality law	4	5	2.5	80	20	100
Total for semester II			20	25		400	100	500

### Semester III

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

### Semester IV

Sl No	Course Type & Code	Subject	Credit	Hours/Week	Exam Hours	External	Internal	Total
1	Common course	Entrepreneurship Development	4	5	2.5	80	20	100

2	Common course : BHA4A14	Banking and Insurance	4	5	2.5	80	20	100
3	Core: BHA4B08	Food Production – II (Theory)	4	4	2.5	80	20	100
	Core: BHA4B09(P)	Food Production – II (Practical)	2	2	2	20	4	3
4	Core: BHA4B10	Food & Beverage Service –II (Theory)						
	Core: BHA4B11(P)	Food & Beverage Service–II (Practical)	2	2	2	20	5	25
5	Complimentary: BHA4C04	Hotel Accountancy	4	4	2.5	80	20	100
Total for semester IV			24	25		440	110	550

### Semester V

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

## Semester VI

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

## ONE YEAR CRAFTSMANSHIP COURSE IN CATERING MANAGEMENT/HOTEL HOUSEKEEPING

Duration of the Programme: One academic year

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

Sl.No	Course Type and Code	Hour/Week	Exam Hours	External marks
1	Communication Skills	4	2	100
2	Food and Beverage Production-II (Theory)	4	2	100

3	Food and Beverage Production-II (Practical)	4	2	100
4	Food and Beverage Service- Theory	4	2	100
5	Food and Beverage Service-(Practical)	4	2	100
6	Catering Management/Hotel Housekeeping	5	2	100
Total		25		

## 1. Industrial Exposure Training

Each student has to undergo Industrial Exposure Training of 20 weeks' duration in a Hotel of national or global repute. Training may start from 1st December of the academic year soon after the 5th Semester Examinations. Students shall be reporting to the college by the first week of May for regular classes for the sixth Semester. The sixth 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 a relevant topic related to the 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 AMAL COLLEGE OF ADVANCED STUDIES, Santhigramam, Myladi, Eranhimangad (PO), Nilambur, Malappuram
- MOU with Morning Star College Dept of Home science
- MOU with Zampa Grovers Vineyard
- MOU with Hotel Sheraton and Hotel Hyatt
- MOU with Naval Force, Cochin

### **4. Add on Programmes**

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

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

### **5. Student Support Programmes**

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

## **6. Student Experiential Learning**

- Theme Dinner
- Class Events
- Industrial Visits

## **7. Teaching methods adopted to improve student learning**

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

## **8. Workshops and Seminars**

Workshop on -

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

Seminars on -

- IPR
- Tourism
- Latest trends in the Hotel Industry

## **9. Extension and Outreach activity**

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

## **10. Student Capability Enhancement**

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

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

## INFRASTRUCTURAL FACILITIES

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

## ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2023-24

Sl. No	Criteria	Activity	Specific details of activity	Proposed Date	Facilitator	Remarks.
<b>Experiential Learning</b>						
1	3.5.1/ 1.3.2/2.3. 1	Internship - (Experiential Learning)	20 weeks of I.E.T. 2021 Admn.	1.11.2022 to 31.3.2023	Mr. Santosh Peter	



3	3.5.1/ 2.3.1	World Food Day	Food preparation & distribution by Culinary Club	16-Oct 23	Mr. Anand Thomas	
4	3.5.1 .2.3.1	World Chef Day	Exhibition on innovative food	20-Oct 2023	Mr John K	
5	2.3.1	Finishing Touch by Mahindra Pride	30 hrs Interview skill training	Last week of October	Mr Richi Thomas	
6	2.3.1	Meilleur Ouvrier	Hospitality Skill Competition	Last week of Oct 23	Ms Renita Fernandez	
7	3.5.1/ 2.3.1	Phoenix - Management Fest- (Experiential Learning)	Organized by Final years	Feb-28 , 2024	Mr Jithu Doyal	
8	3.2.1/5.3.1	Event in Book of Records	Organized by Final years	September 2023	Mr John K	
9	2.3.1	Theme Dinner	Organized by Final years	Feb 2024	Mr Dhanesh TN & Mr Rahul TR	

10	3.2.1	Study Tour	All second years	January 2024	Mr Dhanesh	
<b>Participative Learning</b>						
1	3.2.2/ 2.3.1	World Food Safety Day	Webinar on “Safe food now for healthy tomorrow”	7.6.2023	Mr Dhanesh	
2	3.2.2/ 2.3.1	Webinar on Chocolate making	World Chocolate Day	7 July 2023	Mr Richi Thomas	
3	3.2.2/ 2.3.1	Workshop on Chocolate presentations	World Chocolate Day	10 July 2023	Mr Prabhakaran K G	
4	3.2.2/ 2.3.1	Alumni Interactions	Alumni Interactions	Academic year	Mr Santosh Peter	
5	3.2.2/2.3.1	Aloha – Fresher’s Connect	Briefing Hospitality Industry	Aug 2022	Ms Akhila Thomas	
6	2.2.1	Bridge Course	BNM	Aug 2022	Mr Dhanesh	

7	2.2.1	Ability test	Core courses	Semester wise	Ms Renita Fernandez	
8	3.5.1/ 2.3.1/1.3. 2	Industrial Visits -	1st year 2023 Admn – induction to core depts..	Sept 2023	Mr Santosh Peter	
9	3.2.2/1.2.1&1.2.2	Add-on programme- 30 hrs.-	Final years – 2021 Admn – Fostac – Bakery Level 1	20.3.2024	Mr Robert Fernandez	
10	3.2.2/1.2.1&1.2.2		2nd years – 2022 Admn – Fostac – Food Safety Level 1	5.4.2024	Mr Robert Fernandez	
11	3.2.2 / 2.3.1	Workshop on Carving	2nd years 2021 Admn - Veg and Fruit Carving- Culinary Club	Feb 2024	Mr Anand Thomas	
12	3.2.2 / 2.3.1	Tourism Day	Webinar - Organised by Final years - HMCS/H MCA	27 Sept 2023	Ms Renita Fernandez	

13	3.4.3/2.3.1	Outreach Programmes (CUSSP)	3 activity per semester	Semester wise	Mr Dhanesh TN	
14	3.2.2 / 2.3.1	Workshop on Wine	Wine pairing and Service	03.02.2024	Mr Richi Thomas	
15	3.2.2,6.3.2,6.3.3	International Conference	Innovation and transformation in Hospitality and Tourism Industry	11.3.2024	Ms Akhila Thomas	
16	3.5.1	Industrial interaction with experts	Core and complementary courses	Monthly	Mr Santosh Peter	
17	3.2.2 / 2.3.1	Workshop on Cocktail and Mock tail	Vino d Vино Club-members	11/12.1.2024	Mr Dhanesh TN	
18	3.2.2/ 2.3.1	Workshop on Flower Arrangement	Arrangement of flowers	15 & 16 Feb 2024	Mr Dhanesh	
19	2.3.1	Career Guidance - Final years-students	Industrial Interaction – Career opportunities	Academic year	Mr Santosh Peter	

20	2.3.1	and Parents	Career Guidance by hospitality academic partner	Academic year	Mr Santosh Peter	
<b>Problem Solving</b>						
1	2.3.1	Class Fest - based on Practical s-	IV sem HMCS A	8.2.2024	Class Teacher	
2	2.3.1	Class Fest- based on Practical s	- IV sem HMCA	23.2.2024	Class Teacher	
3	2.3.1	Class Fest – based on Practical s-	IV sem HMCS B	26.2.2024	Class Teacher	
4	2.3.1	Class Fest - based on Practical s-	IV sem BHA	26.2.2024	Class Teacher	
<b>Extension Programme</b>						
1	3.4.1	Extension Programme	Baker's Delight- Department	27-Nov 2023	Mr Prabhakara n K G	
2	3.4.1,6.3.3		Housekeeping operations	20 Nov 2023	Mr Dhanesh	

3	3.4.1,6.3. 3		Table Etiquette	30 Dec 2023	Mr Robert Fernandez	
<b>MOUs and Linkages - Activities</b>						
1	3.5.2/ 2.3.1	Flair wizard	Cocktail and Mock tail Demo	11/12..01.2 024	Mr Dhanesh TN	
2	3.5.2/ 2.3.1	Internati onal School of carving	Workshop on fruit and vegetable carving- VI sem HMCS/H MCA	Feb 2024	Mr Anand Thomas	
3	3.5.2./ 2.3.1	Amal College of Hotel Manage ment, Nilambur	Workshop , seminar and competitio ns	09.08.2023	Mr John K	
4	3.5.2/ 2.3.1	Food Health and Environ ment Manage ment Solutions (FHEMS )	Food Safety training	12.01.2024	Mr Robert Fernandez	

5	3.5.2	Bharath Matha, School of legal Studies.	Faculty Exchange	06.09.2023	Ms Akhila Thomas	
6	3.5.2/ 2.3.1	Inter-Continental Hotels Group Academy - Kochi	Week end training, ODC, Training and Placement	01.04.2024	Mr Jithu Doyal	
7	3.5.2	Inter-Continental Hotels Group Academy - Dubai	Training and Placement	30.08.2023	Mr Santosh Peter	
8	3.5.2,6.3.3	Morning Star College Dept of Home science Linkage	Faculty Exchange Programme	15/16.02.2024	Ms Akhila Thomas	
9	3.5.2,2.3.1	Zampa Grovers Vineyard	Training	03.02.2024	Mr Dhanesh T N	
<b>Best Practices</b>						
1.	7.2	Earn While you Learn.	To support the student community financially – An	June 2023 to 31st May 2024	Mr Rahul TR	

			amount of 6 lakhs Supported to the students.			
2.	3.2.1/5.3.1	Universal Record Forum(URF)	Organized by Final years	September 2023	Mr John K	
3.	2.2.1	WWS	1. Peer Teaching 2. Peer Teaching 3. Peer Teaching 4.3 Peer Teaching 5. Event Supervision- Excellence awards 6. Event Supervision-Phoenix 7. Out Door Catering- WWS 8. Out Door Catering- WWS 9. Out Door Catering- WWS 10. Paper presentation	June 2023 to 31st May 2024	Mr Jithy Doyal	



			11.Industrial Visit		
			12.Event Supervision-World tourism day		
5.	3.3.2	Research Papers Presentation and Publication in UGC Care.	By Faculty members – Academic year		
6.	3.3.3	Book Publication.	By Faculty members – Academic year		
7.	3.3.3	7 days online webinar on Research and Publication	By Faculty members – Academic year		

## **POST GRADUATE DEPARTMENT OF ENGLISH**

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

- BA English Language and Literature
- MA English Language and Literature

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

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

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

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

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

### **Add- on Programmes**

The Department offers the following 30 hour add- on programmes:

- English Language Enrichment Course
- Course on Content Writing
- Course on History of English Literature

## Language Lab

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

## B.A. ENGLISH LANGUAGE AND LITERATURE

### Duration of the Programme:

Three academic years with six semesters.

### Courses of study:

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

The course of study leading to the award of B.A. ENGLISH LANGUAGE AND LITERATURE is as follows:

### Semester I

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG1A01 - Litmosphere: The World Of Literature	4	3	15	60	75
Common	ENG1A02 – Functional Grammar and Communication in English	5	3	15	60	75
Common	HIN1A07(1)- Prose and Drama	4	4	20	80	100
	MAL1A07(1)- Malayala Sahithyam 1					
Core	ENG1B01 -Introducing Literature	6	5	20	80	100
Comp.	JOU1(2)CO1 Introduction to Communication and Journalism	6	4	20	80	100
Total		25	19	90	360	450

## Semester II

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG2A03 – Readings from the Fringes	4	4	20	80	100
Common	ENG2A04 – Readings on Kerala	5	4	20	80	100
Common	HIN2A08(2)- Grammar and Translation	4	4	20	80	100
	MAL2A08(2)- Malayala Sahithyam 2					
Core	ENG2B02 – Appreciating Poetry	6	5	20	80	100
Comp.	ICP1(2)CO1 Indian Constitution and Politics: Basic Features and Governmental structures	6	4	20	80	100
Total		25	21	100	400	500

## Semester III

Course	Title	Hours	Credits	Internal	External	Total Marks
Common	ENG3A05 – Readings on Indian Literatures	5	4	20	80	100
Common	HIN3A09- Poetry in Hindi	5	4	20	80	100
	MAL3A09- Malayala Sahithyam -3					
Core	ENG3B03 Appreciating Prose	4	4	20	80	100
Core	ENG3B04 English Grammar and Usage	5	4	20	80	100
Comp.	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
Common	ENG4A06 – Songs and Stories of our World	5	4	20	80	100
Core	ENG4B05 Appreciating Fiction	5	4	20	80	100
Common	HIN4A10 - Novel and Short Stories	5	4	20	80	100
	MAL4A10- Malayala Sahithyam 4					
Core	ENG4B06 Literary Criticism	4	4	20	80	100
Compulsory	JOU4(3)CO1 Journalistic Practices	6	4	20	80	100
Total		25	20	100	400	500

## Semester V

Course	Title	Hours	Credits	Internal	External	Total marks
Core	ENG5B07 - Appreciating Drama and Theatre	5	4	20	80	100
Core	ENG5B08- Literary Theory	5	4	20	80	100
Core	ENG5B09 - Language and Linguistics	5	4	20	80	100
Core	ENG5B10 - Indian Writing in English	5	4	20	80	100
Open	Courses from other dept.	3	3	10	40	50
Project	Project/ Research Methodology	2	2	15	60	75
Total		25	21	105	420	525

## 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	ENG6B15 Literature of the Marginalized	3	3	15	60	75
Project	Project/ Research Methodology	2	2	15	60	75
Total		25	21	110	440	550

## ABILITY ENHANCEMENT COURSES/ AUDIT COURSES

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

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

\* Colleges can opt any one of the courses

\* Refer to CBCSSUG 2019 Regulations

## EXTRA CREDIT ACTIVITIES

Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above

activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

## INTERNAL ASSESSMENT FRAMEWORK

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

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

## SPLIT UP OF MARKS FOR TEST PAPERS/VIVA VOCE

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

## SPLIT UP OF MARKS FOR CLASSROOM PARTICIPATION

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

## EXTERNAL ASSESSMENT FRAMEWORK

### END SEMESTER TEST DESIGN OF COURSES WITH 80 MARKS

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

### END SEMESTER TEST DESIGN OF COURSES WITH 60 MARKS

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

## M.A. ENGLISH LANGUAGE AND LITERATURE

Name of the Programme :

M.A. English Language and Literature.

Duration :

Four semesters.

Types of courses offered:

Core, Elective & Audit courses.

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



## Semester I

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

## Semester I

Sl No	Course Code	Title	Course Type	Hours	Credits	Internal	External	Total marks
1	ENG1C01	British Literature from Chaucer to 18th century	CORE	5	5	20	80	100
2	ENG1C02	British Literature - 19th century	CORE	5	5	20	80	100
3	ENG1C03	History of English Language	CORE	5	5	20	80	100
4	ENG1C04	Indian Literature in English	CORE	5	5	20	80	100
AEC (Ability Enhancement course)	ENG1 A01	Writing Skills	Audit Course		4			

## Semester II

Sl no	Course Code	Title	Course Type	Hours	Credits	Internal	External	Total marks
1	ENG2 C05	Twentieth century British Literature up to 1940	CORE	5	5	20	80	100
2	ENG2 CO6	Literary Criticism and Theory - Part 1 (up to New Criticism)	CORE	5	5	20	80	100
3	ENG2 CO7	American Literature	CORE	5	5	20	80	100
4	ENG2 CO8	Postcolonial writings	CORE	5	5	20	80	100
Professional Competency Course	ENG2 A02	Translation Theory and Practice	Audit Course		4			

## Semester III

	Course Code	Title	Course Type	Hours	Credits	Internal	External	Total marks
1	ENG3 C09	Twentieth century British Literature post 1940	CORE	6	5	20	80	100
2	ENG3C10	Literary Criticism and Theory - Part 2	CORE	7	5	20	80	100
3	ENG3 E03	Women's Writing	Elective 1	6	5	20	80	100
4	ENG3 E07	World Drama	Elective 2	6	5	20	80	100

## Semester IV

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

## DIRECT GRADING SYSTEM

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

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

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

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

b) Grade range for internal examination is as follows

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

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

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 – 5.00	85.00 –100.00	Outstanding
A+	3.75 – 4.24	75.00 –84.99	Excellent

A	3.25 – 3.74	65.00 –74.99	Very Good
B+	2.75 – 3.24	55.00 –64.99	Good
B	2.50 – 2.74	50.00 –54.99	Above Average
C	2.25 – 2.49	45.00 -49.99	Average
P	2.00 -2.24	40.00 –44.99	Pass
F	< 2.00	Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

### Semester Grade Point Average (SGPA) – Calculation

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{Semester Grade Point Average - SGPA (S}_j\text{)} = \Sigma(\text{C}_i \times \text{G}_i) / \text{Cr}$$

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

Where ‘S<sub>j</sub>’ is the j<sup>th</sup> semester , ‘G<sub>i</sub> ‘ is the grade point scored by the student in the i<sup>th</sup> course ‘C<sub>i</sub> ‘ is the credit of the ith course, ‘Cr ’ is the total credits of the semester

### Cumulative Grade Point Average (CGPA) – Calculation

Cumulative Grade Point Average (CGPA) =  $\Sigma(\text{C}_i \times \text{S}_i) / \text{Cr}$  (CGPA= Total Credit points awarded in all semesters/Total credits of the programme)

Where C<sub>1</sub> is the credit of the Ist semester, S<sub>1</sub> is the SGPA of the Ist semester and Cr is the total number of credits in the programme. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme.

The SGPA and CGPA shall be rounded off to 2 decimal points. For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of 2.0. However, the students are permitted to move to the next semester irrespective of their SGPA.

### ACTIVITIES PLANNED FOR THE ACADEMIC YEAR 2023-24

	Criteria Number	Activity	Specific details of activity	Date of conduct	Faculty coordinator
1.	1.1.3	Board of studies		August	Dr. Purnima,
2	2.2.1	CIE wing	Follow up with the students and improvement of scores	Continuous throughout the semesters	Ms Anna
3	2.1.1	Admission cell coordinator		July, August	Dr. Sonia
4	2.2.1	Ability Test Coordinator		September	Ms Anna
5	2.2.1	Remedial Coordinator	Weak student identification and remedial measures	All through the semesters	Ms. Jesleen
6	3.1.3	Funded project team		Coordination with organisations	Dr. Viji Vijayan
7	3.2	RQAC	Enhancing research quality of teacher and student presentation and publication online.		Dr. Viji, Dr Purnima

8		FDP			Ms Anna
9	5.4.1	Alumni coordinator		December	Ms Rejitha Mr. Sebastian
10	2.3.1	Literary Fest	Literary competition fest	January	Ms Nina Ann Mathew, Ms. Jesleen
11	2.3.1	International seminar	Exposure to literature across the globe.	February	Ms. Annie Sebastian
12	3.4	Extension programme	Programme for the non teaching staff	March	Mr Sebastian
13	3.4	Outreach programme	As per university regulations	3 per semester	Ms Gigy
14	3.5.1	Faculty Exchange programme	Online interactions with students of other colleges.	Two each per semester	Ms. Emil / Ms. Jesleen
15		Peer Teaching	PG students and Final UG students teaching their juniors.	Six sessions	Dr Purnima
16	2.3.1	Intra Departmental competition	Literary quiz, competitions	Four in two semesters	Ms Annie, Ms Gigy

		s			
17	2.3.1	Inter Departmental competitions	Literary Competitions	Two Literary programmes	Dr Tessy
18	2.3.1	Workshops	Updating with the latest trends in the field of literature: Drama and Theatre. Media studies	One in a semester.	Ms Anna
19	2.3.1	Study tour		Third BA	Ms Gigy Johnson
20	3.3	Departmental Journal	Contribution of the dept	One	Ms Gigy Johnson
21	2.2.1	SSP	Support extended to weak students	All through the semesters	Mr Sebastian
22	2.2.1	WWS	Enriching the best students providing them more resource material, to perform better in the exams.	Four sessions in two semesters.	Ms Anna
23		Internship	Placement of the final BA students in reputed organisations		Mr Antony

2 4	2.3.1	Research forum	Students are given an opportunity to write and present a paper.	September	Ms Anna
2 5		Book Publication	A handbook for literature students.	January	Ms. Nina
2 6	2.3.1	National seminar		January	Dr. Purnima
2 7		College Magazine		June	Ms Anna
2 8		Elixir	Newsletter		Ms Anna Binny/ Dr. Viji
2 9	2.3.1	One Book One Naipunnya	Based on a book where students read for a month and then there is a literary quiz based on the book.	Two each in a semester	Ms. Vandana/ Ms. Nina
3 0	2.3.1 1.1.1	Cultural visit	Exposure to students on a literary place of importance.		Ms. Annie Sebastian

## DEPARTMENT OF TRAINING AND DEVELOPMENT

### TRAINING AND DEVELOPMENT PROGRAMMES

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

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

Various programs initiated by the department are as follows: -

- **Skill Enrichment Program (SEP):** A perfectly designed 75-hour STED council certified training program to equip students with the skills they need to get gainfully employed and excel in their field of endeavor.
- **Finishing Touch:** A 30-hour certified interview skills training session by Rubicon Skill Development Pvt.Ltd, for final year students.
- **Aarambh:** An orientation program for those who are new to a leadership role. It deepens leadership capabilities, enhances managerial skills and develops an awareness of the responsibilities required for success in a new leadership role.
- **Language Lab Training:** Software based training that helps students improve their English communication by developing their LSRW skills
- **Leading Hands Program (LHP):** Includes tailor-made initiatives to mold students into transformational and authentic leaders who can lead all activities of the campus with their head, heart and hands.



- **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.
- **YES:** An inter university student exchange training program to mold young talents. It provides students with the opportunity to learn, to prosper and to work with others in a different cultural milieu.
- **Power Talk:** Short pep talks by the students intended to make them feel more courageous, enthusiastic and encourage the audience to feel positive and confident.
- **Selezione:** A fabulous ceremony with various rounds of competition to select the best outgoing students of the campus.
- **Leaders Thrive:** Series of leadership trainings and workshops to enhance the leadership skills of the LHPs.
- **Walk with Scholars (WWS):** Specially designed programs to ensure the academic and career growth for advanced learners.
- **Expert Nxt:** Seminars and workshops that provide high quality information and insights by experts.
- **Student Guru:** The student led teaching program provides an opportunity for the senior Scholars to teach their juniors and thus enhance their presentation and tutorial skills.
- **Meraki:** A well-designed class forum for UG students, to enhance their personality, creativity, team-building and presentation skills .
- **Synergia:** A well-designed class forum for PG students, to enhance their personality, creativity, team-building and presentation skills.
- **Nexus:** Orientation program for freshers to get connected with the college ,their field of study and their peers.
- **Face2Face:** Provides the entire student community the opportunity to meet the candidates of the college union election.

- **Naipunnya Digital:** A platform that gives students an opportunity to showcase their potential and spread positive vibes.

Sl.No	Activity	Coordinators
1	Skill Enrichment Program (SEP) Finishing Touch	Ms. Rajani Stanley SEP Trainers
2	Leading Hands Programme (LHP) (Aarambh ,Power talk, Be-Hub, Selezione, Leaders Thrive)	Ms. Elsa Jose Ms. Rinku K Vithayathil
3	Walk With Scholars (WWS) (YES, Student Guru, Expert Nxt)	Ms. Vandana C.H & Dept. representatives
4	Language Lab Coordinator	Ms. Elsa Jose
5	Synergia(PG Forum) Meraki (UG Forum)	Ms. Vandana Martin
6	Commemorative Days	Ms. Gigy Johnson Ms. Agnes Beneeta D'Silva
7	Face 2 Face	Ms.Rajani Stanley
8	Naipunnya Digital	Ms. Rajani Stanley Ms. Neenu Thomas
9	Department Coordinators for training activity & Naipunnya Digital	
	Commerce	Ms. Anitha Mary Alex
	Computer Science	Ms. Anusha. S
	English	Ms. Gigy Johnson
	Hotel Management	Mr. Richi Thomas

## **DEPARTMENT OF PHYSICAL EDUCATION**

The Department of Physical Education is committed to providing students with skills, fitness, knowledge and attitudes that contribute to their overall development and well being. The curriculum includes training in the development and care of the human body with an emphasis on personal hygiene. A variety of physical activity courses are also offered which promote fitness and health, as well as the benefits of team work, sportsmanship and fair play. The department is staffed by experienced and qualified professionals who are passionate about helping students reach their full potential.

### **Benefits offered by the College to Sports Students:**

- Free Education: The college provides free education to all talented sportspersons.
- Food and Accommodation: The college provides free food and accommodation to all talented sportspersons.
- Sports Kit: The college provides free sports kit to all talented sportspersons.
- Participation in tournaments: The Department of Physical Education ensures that students participate in Calicut University D' zone, Inter-Zone, District and National Level Tournaments.
- Coaches : The college provides part time and regular coaches for various discipline
- Training: The college provides systematic training in the morning and evening
- Yoga :The college provides daily yoga for all sports persons.

### **Sports Infrastructure**

#### **Multipurpose Ground**

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

4. Korfball Area

5. Netball Court

### **Multipurpose Indoor Stadium**

1. Basketball Court

2. Badminton court

3. Netball Court

4. Korfball Court

### **Other Facilities**

1. Outdoor Basketball Court

2. Cricket Practice Net Area

3. Health Club

4. Table Tennis Table

5. Outdoor Volleyball Court (Men & Women)

6. Outdoor Netball Court

7. Tug of War Area

8. Yoga Centre

9. Sports complex

### **Department Activities**

1. International Yoga Day Celebration (“YAMA”)

2. National Sports Day Celebration (“CORSA”)

3. State Sports Day Celebration (“CORRER”)

4. National Level Seminar (“VERDURE”)

5. Annual Sports Meet (“VIVA”)

6. Intramural Games (“VIVA”)

7. Naipunnya Football League (“NFL”)

8. First Year Induction ceremony (“MILAANA”)

9. Sports Merits Award Ceremony (“FLAIR”)

10. Silver Jubilee Memorial Basketball Championship (“Radiance”)

11. Organizing Calicut University D’ Zone, Inter Zone, Thrissur District and State Level Tournaments

## **PLACEMENT DEPARTMENT**

The Placement Department of Naipunnya works to ensure a professional career for all its students by shaping their vocational goals and providing employment opportunities. It fosters a professional climate in the campus by organizing career counselling, aptitude tests and workshops thereby moulding students to meet industry expectations. The Placement Department of Naipunnya has a Placement Committee comprising one faculty member and one student from each programme, selected by the Heads of the Department, in consultation with the Principal. It caters an easily accessible platform for all the final year students to fulfill their dream of being 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. MA English and M.Com. The department facilitates the placement for all eligible students who are validly enrolled in their respective programmes. The eligibility criterion is clearly stated in the Placement Policy.

The major recruiters /Companies in association with Naipunnya are:

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

### **Placement Coordinators**

Mr.Santhosh Peter(Placement Officer,HM)

Dr.Soni P M (PG Department of Computer Science)

Mr. Githin T James, (PG Department of Commerce)

Dr Viji Vijayan (PG Department of English)

## **LIBRARY**

The college Library is housed in the spacious basement in the main block. It has an extensive collection of print and online resources to support the teaching, learning and research process of the institution. The collection is constantly updated with the latest publications. The wide range of collections of books, journals and periodicals on various subjects are available for reference by students and academics. Online collection includes ebooks and databases of journals such as JGate, DELNet etc. Library has also procured licensed institutional access to ebooks from well-known publishers like Pearson. In order to support and improve the quality of the research, we also provide plagiarism checking service. It is open 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 use reference books should strictly enter the names, batch and course details in the reference register. The details of the book will be available online. Students must return the books before leaving the library. The librarian will check all the books before returning them to their 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 three books at a time.

Faculty members can take up to eight books at a time. They can keep these books for one month. In addition, faculty members can take one book per subject 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 a book is needed again, it can be renewed for another term.

## **FINE**

### **Fine for late return**

A fine of Rs.5/- is imposed for failure to return the book on the prescribed date. If the book is lost or found missing, the borrower will be asked to pay a fine equivalent to three times the actual price of the book. The borrower must also replace the book with the permission of the Principal. This policy applies to all staff members.

### **For damages**

If books are found damaged, the one who last used the book is liable to pay the cost of damage. This applies to all staff members also.

### **DIGITAL LIBRARY FACILITY:**

Students can access e-resources through the NIMIT LIBRARY WEB OPAC ([www.koha.naipunnya.ac.in](http://www.koha.naipunnya.ac.in))

#### **Databases:**

- DELNET: username- krnimit, password- nim7018
- Jgate: username- nimituser, password- nimituser1932946529
- DIGITAL REPOSITORY DSPACE- access to question papers.

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

Readers can consult this computerized catalogue (OPAC) to know the availability of books. The library also gives a Best Reader Award given every year.

### **DEPARTMENT OF IT**

The IT department of NIMIT augments the efficient mode of operation and enhanced performance of the institution.. The IT department is responsible for providing the infrastructure for automation. It implements the governance for the use of network and operating systems, and it assists various departments by providing them with the functionality they need. The 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 and has created software for other organizations. Smart Support is a software developed by the IT team for receiving maintenance complaints, planning, tracking and reporting maintenance of electronic and electrical equipment. The department is responsible for creating and maintaining the institution's website and will create and maintain websites for other institutions as needed. 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 faculty hardware, training employees in the use of new software, and troubleshooting problems with the system. Other initiatives of the department include conducting online classes using various platforms, live streaming various seminars and classes through the institution's YouTube channel, maintaining the institution's social media accounts (Facebook, Instagram, Twitter), and helping teachers to conduct ICT enabled classes.. The team members are resourceful enough to train management and staff of other institutions in conducting online classes through different platforms and in the use of G-suite tools.

NITA (Naipunnya IT Apprenticeship) is an initiative of the department started in 2021, The scheme hires students as apprentices to work with the IT department. This allows students to earn while they learn.

### **COMPUTER LAB RULES AND REGULATIONS**

1. Students are prohibited to enter the lab unless authorized by the faculty or lab -in -charge.
2. Removable storage devices are strictly prohibited.
3. All problems related to the system must be reported to the faculty or lab in charge.
4. Do not attempt to repair or tamper with any lab equipment.
5. Students must be responsible while using equipment, software and facilities of 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 into the lab.
11. Turn off the computer after use.
12. Switch off all power supplies (computer) before leaving the lab.
13. Internet use is strictly for educational purposes.
14. Internet users should record the use of computers in the computer logbook.
15. The Lab should be kept clean at all times.
16. Arrange all the chairs before leaving the lab.
17. Students can access the lab from 8.45 am to 5 pm on all working days.

### **NATIONAL SERVICE SCHEME (NSS)**

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

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

The activities aim at the following: -

- i. Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the college students by bringing them face to face with the rural situation.
- ii. Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums, but also results in the improvement of quality of life of the economically and socially weaker sections of the community.
- iii. Encouraging students and non-students to work together along with the adults in rural areas.
- iv. Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (rural and urban) with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps.
- v. Emphasizing dignity of labour and self-help and the need for combining physical work with intellectual pursuits.
- vi. Encouraging youth to participate enthusiastically in the process of national development and promote national integration.

NSS Programme Officer: Dr.Sajith K S

Coordinators : Ms. Emil George, Mr. Jithin Scaria

## **CENTRE FOR INNOVATION, EXTENSION AND CONTINUING EDUCATION (CIECE)**

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

## **Objectives:**

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

Officer in charge: Dr.Sajith K S

Coordinators : Ms. Siji Jose and Ms. Noble Devassy

## **YOUNG INNOVATORS PROGRAMME (YIP) 5.0**

Young Innovators Programme (YIP) is a specially designed programme under the Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to invent new products, services, or models to more effectively meet emerging

requirements, unarticulated needs, unarticulated needs, or existing market needs more effectively through an innovative challenge. YIP provides a perfect platform for our students across all disciplines in UG, PG, and Ph.D. programmes to propose innovative solutions to societal challenges and get recognized across the state with various opportunities to develop and implement their solutions.

### **CENTRE FOR EXAMINATIONS**

The Centre for Examinations has been established to manage the conduct of the examinations in the institution. The Centre plans the conduct of the University examinations as per the Calendar and Timetable issued by the University. The activities of the Centre include identifying the appropriate location/examination hall in accordance with University guidelines) for conducting both the University and internal examinations, planning and scheduling internal examinations and communicating this information to the staff concerned, ensuring that the answer sheets and questions papers are safeguarded and stored in a vault that meets the University requirement, and preparing question papers and ensuring that they are distributed correctly.. The Centre, under the guidance of the director, will collect the University Examination result, will oversee the distribution of hall tickets, and will maintain the attendance of invigilators and students.

Director, Centre for Examinations: Ms. Emily Ittiachan

Supporting Faculty: Mr. Towin & Dept. Rep.

### **E CONTENT DEVELOPMENTR CENTRE**

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

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

Incharge:Dr.Joy Joseph Puthussery

Coordinator:Mr.Deepak K V

## CELLS

### **Student Grievance Redressal Cell:**

According to the Regulations of UGC, 2012, NIMIT has established Students Grievance Redressal Cell in order to look into the grievances of students and to ensure the redressal of it within the stipulated time. It provides a platform for the students to voice their grievances on academic as well as non-academic matters. The Grievance Cell is also empowered to look into the matters of anti-ragging and sexual harassment. Whenever a grievance is reported, the Cell will look into it and actions will be taken based on the authenticity and gravity of the problem. The time frame for grievance may vary according to the nature of the issue and the institution makes sure that the students are provided with quick and effective resolution in a non-discriminatory and just manner. Grievances regarding administration, teaching, learning, and infrastructure and so forth are also dealt by this cell.

### **Objectives:**

- To develop an organizational framework to resolve the grievances of students.
- To provide the students access to immediate and hassle free recourse to address their grievances.
- To identify systemic flaws in the design and administration of various departments and to resolve them.
- To promote cordial student-student relationship and student-teacher relationship etc.

- To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- To make avail an online feedback mechanism maintaining the anonymity of the lodger.
- To respect the right and dignity of every individual irrespective of caste, creed and culture.
- To advise staff not to behave in a vindictive manner towards any of the students for any reason.

The grievance management mechanism is carried out in three levels in the institution: Tier I, II & III. Depending upon the severity, the issue will be handled by the concerned level.

## **Grievance Management Mechanism**

### **TIER I- Class teacher and stream coordinators**

The departmental level grievances should first be addressed to the concerned class teacher and the stream coordinators. These grievances should be resolved at this level.

Details of the grievance and resolution should be maintained in the department. In case any student is not satisfied with the decision, the issue shall be forwarded to Tier II. Record of complaints taken to Tier II should also be kept in the department.

### **TIER II- HoD level**

- In case any student is not satisfied with the decision of the Tier I, the issue shall be forwarded to Tier II, which will be addressed by the department head.
- Record of complaints taken to Tier II should also be kept in the department.

**TIER III- Grievance Redressal Cell** (List of members are available in the college website)

- Unresolved issues at the departmental level are forwarded to the Grievance Redressal Cell of the institution.
- Record of the complaints received and resolved should be maintained by Ms. Reni, Convenor, Grievance Redressal Cell.

## Grievance Redressal Procedure

- Students may also lodge their grievances online under Academic Management System in Linways.
- Link for the same is also provided in the college website. **For online submission of grievances:**  
<https://naipunnya.ac.in/grievance-redressal-cell-for-students/>
- In the Tier I level of grievance management, the grievance should be written and proceeded to the class teacher/HoD. It could also be submitted via Linways.
- In Tier II mechanism it is preferable to submit the Principal /Convenor via Linways. This could also be done in the form of a written document addressed to the Convenor of Grievance Redressal Cell.
- The Tier II mechanisms stands valid when proper action in the Tier 1 level is not taken on time.
- Students who wish to remain anonymous may drop in their grievances/ suggestions in the Suggestion/ Complaint Boxes kept in different venues in the campus (Main block, HM block & MBA Block). The identity of the person filing the complaint will be kept confidential.

An open forum is held every semester for students to express their grievances, hosted by the Vice Principals, Dean of Studies, and the Grievance Cell Convener. Two students from each class can represent their classmates. After their complaints have been addressed, a meeting is held within the same semester.

### **INTERNAL COMPLAINT COMMITTEE(ICC):**

Objectives of ICC:

To uphold the commitment of the Institute to provide an environment free of gender based discrimination. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms. It has exclusive power to receive and address complaints from any of the female members of students, teaching and non- teaching staffs of the college.

1. **Presiding Officer** : Ms. Teresa Parackal,  
Vice-Principal  
(Academics)

2. **Teaching Staff** : 1. Mr. Jayakrishnan S  
Associate Professor, PG  
Dept of Computer Science
2. Ms. Bindu G  
Associate Professor,  
PG Dept of Commerce
3. **Non-Teaching Staff** : 1. Mr. Poulouse C.V  
Superintendent
2. Ms. Reni V. Kalayil  
Student Counsellor
4. **Student Representatives** : 1. Milka Emil Kooran  
PG Department of  
Commerce
2. Mithun George  
Department of Hotel  
Management
5. **Member from Local Body** : Ms. Paulcy T Paul  
Member of Grama  
Panchayath, Koratty

### **Innovation Cell:**

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

Coordinator:Dr.Sajith



### **Disciplinary Cell:**

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

In charge: Mr. Robert Fernandez

Coordinators: 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 also anticipates the possibilities of ragging and organizes awareness programmes to create a friendly campus. It also documents all activities done to prevent ragging and sends reports to concerned authorities as required.

In charge : Mr. Robert Fernandez

Coordinators : Dr. Fairouz Ashraff, Mr. Sebastian Poonoly, Mr. Sebin Varghese & Ms. Stinphy Maxon

### **Anti-Drug Cell:**

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

In charge : Mr. Robert Fernandez

Coordinators : Mr. Joseph James & Mr. Dhaneesh T N

### **Women's Cell:**

Naipunnya ensures that all its women members are empowered through the Women's Cell which regularly discusses relevant gender related 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 the rights and duties of women to attain mental, physical and emotional wellbeing and it promotes entrepreneurial skills. Self-defense classes and yoga training are provided exclusively for girl students. It promotes gender equality by focusing on women's development. It envisages periodic training and exposure programmes for women's empowerment and gender justice

In charge : Dr. Joy Joseph Puthussery

Coordinators : Ms. Revathy A R & Ms Joicy Joy

### **ST/SC Cell:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinator : Ms. Kripa Suresh

### **OBC Cell:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinator : Ms. Kripa Suresh

### **Minority Cell:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinators : Ms. Kripa Suresh

### **Grievance Redressal Cell for students:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinator : Ms. Reni V Kalayil

### **Grievance Redressal Cell for Faculty:**

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

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

Dr. Sabu Varghese

Coordinator : Ms. Bindu G

### **Exam Grievance Cell:**

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

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

Coordinator : Fr.Arun George Valiyaveetil & Ms Teresa Parackal

## **CLUBS AND COMMITTEE**

### **Bhoomitrasena Club:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinators : Ms. Anna Daina and Ms. Jesleen 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.

In charge : Ms. Jeena Antony

Coordinators : Mr. Fredy Varghese & Ms Cibiny Bibin

### **Arts Club:**

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

In charge : Ms. Jeena Antony

Coordinator : Ms. Vandana CH

### **Sports Club:**

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

In charge : Fr. Arun George Valiyaveetil

Coordinator : Mr. Sreejith P.A, Mr. Deepak K V

### **Quiz Club:**

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

In charge : Dr..Joy Joseph Puthussery

Coordinator : Mr Shanmughadas K.G

### **Entrepreneurship Development Club**

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

In Charge : Dr. Mathew Jose K,

Coordinator : Ms Reeta Babu and Mr. Joseph James

### **Music Club:**

The Music Club aims to nurture and enhance the personal love for music in every student and provides a conducive environment for mutual learning.

In charge : Ms. Jeena Antony

Coordinator : Ms. Julin Mary Jacob

### **Spiritual Club:**

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

In charge : Ms. Rajani Stanley

Coordinators : Ms. Roseland Peter & Mr. Githin T James

## **Ananya:**

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

In charge : Dr. Joy Joseph Puthussery

Coordinators : Ms. Revathy A R

## **SWAS**

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

In charge : Dr. Joy Joseph Puthussery

Coordinators : Ms. Reni V. Kalayil, Department Representatives

## **PRATIDHI**

Pratidhi center for Happiness and Wellbeing focuses on the mental health and wellbeing of the students. The Center provides professional assistance and guidance to the students in resolving their personal or psychological problems. The main focus areas are student counselling and parent counselling. The center is also open to any student who seeks help on their own or through teachers, guardians, or parents. The Center aims at providing a safe and conducive environment for students to share their grievances and upholds the confidentiality of every student. The Center comprises of an experienced college student counselor. Also a team of professional and qualified psychologist's provides their service alternatively once in every week, dealing with mental health problems among young adults.

Resource persons:

1. Ms. Reni V Kalayil, MSW .Medical and psychiatric social work, Student counsellor, NIMIT
2. Dr. Thomas kallookaran MS,PH.D in counselling psychology
3. Dr. Joe Paul Kiriyanthan PH.D in psychology
4. Sr. Preetha CSN, Psychologist

## **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 the Parliamentary System.

Incharge: Ms. Teresa Parackal, Dr. Joy Joseph Puthussery

Coordinator: Dr. Antony George

## **HRD CELL**

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

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

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

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



Director : Dr. Sabu Varghese

HRD Executive : Ms. Sony Antony

### **ALUMNI**

Alumni is the strong support of any Institution. Upon graduation from Naipunnya Institute of Management and Information Technology, each student is enrolled as a lifelong member of the Alumni Association-NAIMITR.

NAIMITR is a network of former graduate students. It is an association of all those who studied at NIMIT and are now in different fields of work. The NAIMITR college alumni is an active body with regular meet-ups and get-togethers of classmates and college friends. NAIMITR encourages its alumni to meet every once in a while and get to share mutual terms which date back to their college days and relive the moments they shared with their classmates and professors. It plays a positive role in the overall functioning of the Institute by providing assistance in various forms to the governing body of the college.

Being part of NAIMITR Alumni Network gives a great opportunity to relive memorable time at NIMIT, to stay connected with friends and professors, to know about the latest developments at NIMIT, and to organize reunions with batch-mates.

Incharge : Dr. Joy Joseph Puthussery

Coordinators: Ms.Agnes Beneeta DSilva, Mr. Richi Thomas,Mr. Jiss Jose

### **RESEARCH AND PUBLICATION COMMITTEE**

Naipunnya College, Pongam, has institutionalized a Research Committee dedicated towards enhancing the research profile of the institution. For this purpose, the committee constantly endeavors to encourage, enable and promote research environment in college through its various programs, workshops and seminars for faculty members as well as for students. The research committee also helps the teachers in strengthening their own research skills and working towards discovery of new ideas and concepts. The college has a research publication policy

which deals with the number and type of publications to be produced each academic year from the entire faculty and student fraternity. The members of the committee include Principal, Dean of Studies, Vice Principal, An external expert, Secretary, and representatives from each department.

### **FINANCE DEPARTMENT**

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

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

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

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

Finance Officer : Mr. Jimmy Joseph

## **MAINTENANCE AND HOUSEKEEPING DEPARTMENT**

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

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

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

Head of the Department :

Rev. Fr. Jimmy Kunnathoor,

Assistant Executive Director

## **COMMON FACILITIES**

### **AUDITORIUM**

The college has two spacious Auditoriums with a seating capacity of 2000 for conducting various functions of the college. The College

assembly is conducted here on all Mondays/ Tuesdays, the attendance for which is compulsory.

### **CONFERENCE HALLS**

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

### **SEMINAR HALLS**

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

### **SICK ROOM**

Sick room facility is available for staff and students during the college working hours.

### **HOSTEL**

There are separate hostel facilities for boys and girls. The boys are accommodated in the hostel, inside the college campus. Hostel facilities are provided for girls both under the supervision of Rev. Sisters and at St. Joseph's Girls hostel on the NIMIT campus.

### **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 a coupon for lunch from the Kiosk between 8:30 am and 8:45am (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.

## **MOBILE LOCKER**

Mobile Lockers are provided in every class room. Students must keep their mobile in the locker at 9:00 a.m., thereafter the locker will be locked by the class teacher and can return after 3:15pm

## **BUS**

The college provides bus facility for staff and students of NIMIT and NBS. The buses ply towards Ernakulam, Thrissur and Irinjalakuda side for staff and students of NIMIT and NBS.

## **PHOTOSTAT**

Photocopy facilities are available in the kiosk and 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.

## **PARKING**

There is ample space for two wheelers, four wheelers and bicycles parking. Separate parking facility is available for faculty members, students and differently abled.

All students and staff members must carry the vehicle pass to avail parking facilities.

## **GYM**

The college has a well-equipped multi Gym open to both staff and students with latest equipment.

## **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 uniform, 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 around their neck whenever they are on campus. Students found without an 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 ₹ 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 walls 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 classroom, 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 on the campus. Bike race /motor car race/ processions or similar activities shall not be permitted.

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

16. The public as well as the 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 to remain in 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 with 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 modelling, fashion shows or Radio / T.V. programmes.

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

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

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

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

35. Cleanliness in classrooms, verandahs, and premises is essential. Avoid leaning against walls and door- ways. Students shall desist from disfiguring the class rooms, the furniture, compound walls and buildings or any part of the college campus by pasting poster's fixing nails or writing on them.

36. Legal action will be initiated against those who destruct or cause to destruct the properties of the college under existing laws including the prevention of Damage to Public Property 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 5.30 p.m. unless authorized.

### **ATTENDANCE AND LEAVE OF ABSENCE**

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

1. The College works from 8.30 a.m. to 4.30 p.m. For the purpose of attendance, all working days will be considered as full working days irrespective of the number of hours. Absence during one hour either from the forenoon or the afternoon session will be considered half a day of absence unless otherwise recommended by the class in charge. (Cfr. Handbook, Directorate of Collegiate Education 2014). A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.
2. Leave for one hour may be obtained from the tutor. Application for longer periods of absence must be made to the Principal. Application for sick leave for more than three days should be supported by a medical certificate. The certificate should be submitted immediately

after the treatment. Certificates delayed and dubious will be summarily rejected.

3. No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day. Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. Absence for ten consecutive working days will result in the removal of the name from the rolls. The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.
4. Duty leave for participating in Arts/Fests/Sports events will be granted only to students representing the College or the University in various competitions. In such cases, leave applications should be submitted to the Principal in advance and it should be recommended by the teacher in charge.

### **RESIDENCE / HOSTEL**

1. Students not residing with parents may reside in approved hostels. They may also reside with local guardians subject to the approval of the Principal. Students are forbidden to reside in unapproved private lodgings. Approved lodges will be subjected to inspection by the staff member appointed for the purpose.
2. They should submit full information regarding the 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 as well as at St. Joseph's Girl's Hostel on the campus of NIMIT. 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 yearly 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 other than 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 kept tidy. 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. Electrical fittings, furniture and other facilities provided in the room should remain intact.
13. The attitude and relationship of the hostellers with the employees of the hostel should be cordial and positive.
14. Hostellers shall make entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
15. Hostellers who wish to stay in the hostel during vacation should get prior permission from the warden.

16. Re-admission will strictly be based on performance in the University/ College level examinations, percentage of attendance for the previous semester and their character and behavior in the hostel and the college.
17. Ragging is a criminal offence (Govt. Order No. 1157/12/86 H. Edn) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
18. Grievances, complaints and suggestions by the hostellers can be brought to notice of the warden.
19. Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.
20. Decision of the warden pertaining to all matters of the hostel will be final.

### **OFFICE RULES /ISSUE OF CERTIFICATES**

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

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

### **CRITERIA TO APPEAR IN THE FINAL EXAMINATION/PROMOTION**

1. Not less than 75% attendance aggregate.
2. Satisfactory performance in the Internal Assessment.
3. Complete and satisfactory performance in the Industrial Training (In the case of Hotel Management students)



4. Satisfactory completion and certification of all assessments, journals and files.
5. The hall ticket has to be collected on the previous day of the examinations after obtaining the no- dues certificate.
6. The following points will receive special consideration in deciding promotion and selection of candidates for University Examinations:-
  - (a) The progress as testified by marks throughout the course
  - (b) Regularity of attendance (minimum 75%) and
  - (c) Conduct and behavior.

### **STUDY TOURS/ EXCURSIONS/ PICNICS**

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

1. Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
2. Study tours will be organized by the respective Departments.
3. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
4. A detailed programme of travel, stay, places of visit, names of participants etc., should be submitted to the Principal before proceeding on a tour or excursion.
5. No student from another class will be permitted to join a class going on excursion.
6. For a batch of students having a strength of more than 20, two regular teachers shall accompany the team.
7. A lady escort (regular teaching faculty) is compulsory in case of any girl student in the tour team.
8. As far as possible, study tours shall be conducted during the months of November and December.
9. Final year students are allowed to organize study tours for a maximum period of 48hours.

10. No tour to be organized without the prior permission of the class in-charge, 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 the class teacher / teachers accompanying them.
13. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
14. The use of alcohol, drugs and tobacco is strictly prohibited while on tour. Tours should be fully avoided before 6 a.m. and after 9 p.m. (Govt Order. No.735/2014/H.edn dtd 05/04/2014)

### **PROHIBITION ON POLITICAL ACTIVITY INSIDE THE CAMPUS**

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

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

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

- (c) No student shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus / college gate, and such activities shall be treated as misconduct.
- (d) No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

### **PROCEDURE FOR DISCIPLINARY ACTION**

- (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 group of students has committed misconduct as referred in Rule 3 (General rules and regulations) and if 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 all edged in the complaint requires further investigation/enquiry, he shall report the matter to the Staff Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher / teachers to enquire into the matter and to submit the report immediately.
- (d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.
  - 1. Imposition of fine
  - 2. Issuance of compulsory transfer certificate
  - 3. Dismissal from the college

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

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

No. 26483/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 misbehaviour of students and about activities like keeping weapons, consuming alcohol,

using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.

- CCTV Cameras will be installed in selected common places such as Entrance/ Exit gate of the College and Hostel.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms in any case.
- Programmes by external agencies/professional groups/paid programmes such as DJ, musical events should not be permitted inside or outside 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.
- To ensure the safety 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.
- Unauthorized alteration of the uniform into baggies / tights/parallels / low waist is prohibited.
- The prescribed uniform has to be worn on all college working days.
- The uniform should be properly washed and ironed.
- The shoes must be neatly polished.
- Black cotton socks should be worn along with shoes
- Identity cards should be worn always in the campus.

### **College Uniform PG/UG Students**

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

- Students of this Hotel Management department should wear their practical uniform as instructed

**A) Food Production (Boys & Girls)**

White Drill Chef Coat

Black and White check terry cotton trousers

White Drill Aprons

Checked Scarf, Checked Dusters, Black Cotton Socks, Black Leather Shoes, Production Tool Kit

**B) F & B Service**

**Boys**

Black terry cotton trousers

White full sleeved shirt (a single pocket on the left without a flap)

Black bow tie, Black Cotton Socks

Black Leather Shoes with laces, Black belt

**Girls**

Black terry cotton trousers

White full sleeved shirt, Black waistcoat

Black ribbon bow tie

Black Leather Shoes (closed)

**Boys & Girls**

Ivory colour damask napkins, White casement waiters cloth, Service toolkit

**C) Accommodation Operations**

**Boys**

Black terry cotton trousers, White full sleeved shirt

**Girls**

Prescribed uniform

**Boys & Girls**

Checked Apron, Checked Duster, Gloves

**D) Front Office**

**Boys**

Black terry cotton trousers, White full sleeved shirt, Black tie

Black Cotton Socks, Black Leather Shoes

**Girls**

Prescribed uniform

## **HYGIENE (NON-HOTEL MANAGEMENT STUDENTS)**

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

## **HYGIENE (HOTEL MANAGEMENT STUDENTS)**

- Daily shower and periodical shampooing are compulsory.
- Hair should be neatly cut and combed.(no fancy cuts/no skin tight cuts/head should not be shaved)
- Moustaches are not allowed.
- Sideburns should be cut properly.
- Fingernails should be cut.
- There should not be any bad odour from mouth or body.
- Wounds, if any, should be dressed properly.
- Hands should be washed properly 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 always be covered with a net always
- Light makeup for girls is not objected to.
- Wearing ornaments (rings / bracelets) and excess make up (nail polish) etc. are not allowed.
- Boys are not allowed to wear any fashion accessories.
- No religious signs are allowed.

### **PAYMENT OF FEES \***

1. Fees will be collected in 2 installments every year.
2. The fee will be collected from the students through the various branches of FEDERAL BANK by way of cash in the various semesters.
3. The students can pay fees on or before the notified dates. Generally it is on the 20th of June and on the 1st of January every year. After the due dates, fees will be accepted for a period of 10 days with a fine of ₹100/-. All the 1<sup>st</sup> SEM/ 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 ₹ 500/- from the due date.
6. On receipt of the request for reinstatement, the Principal reviews the application and takes a suitable decision.
7. Students who wish to discontinue the course, after the closing date for admission are liable to pay the whole fees due to the college for the respective course of study in lump sum before applying for the Transfer Certificate.



## REFUNDS

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

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

\* Subject to change

## NIMIT SCHOLARSHIPS AND ENDOWMENTS

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

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

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

1. **Naipunnya Excellence awards for the best higher secondary student** instituted by NIMIT, for excellence in Business plan skill competition.
2. **Naipunnya Excellence awards for the best higher secondary student** instituted by NIMIT, for excellence in Technology based skill competition.
3. **Naipunnya Excellence awards for the best higher secondary student** instituted by NIMIT, for excellence in Hospitality skill competition.

4. **Naipunnaya Excellence awards for the best higher secondary student** instituted by NIMIT, for excellence in Language skills competition.
5. **Panjikaran Varghese Memorial Endowment** for the best outgoing student.
6. **Rev. Fr. Sebastian Kalapurackal Endowment** for the best outgoing student from the Department of Commerce
7. **Rev. Fr. Varghese Kattuparambil Memorial Endowment** for the best outgoing student from the Department of Computer Science
8. **Rev. Fr. Jose Edassery Endowment** for the best outgoing student of the Department of Hotel Management
9. **“Kolady Lizy Benny Memorial Endowment”** for the best outgoing student from the Department of English, for BA English Language and Literature. Sponsored by Ms Grace K Benny.
10. Endowment instituted by PTWA for academic excellence in B.Sc. HM CA (Graduated Batch)
11. Endowment instituted by PTWA for academic excellence in B.Sc. HM CS (Graduated Batch)
12. Endowment instituted by PTWA for academic excellence in B.Com F (Graduated Batch)
13. Endowment instituted by PTWA for academic excellence in B.Com CA (Graduated Batch)
14. Endowment instituted by PTWA for academic excellence in BBA (Graduated Batch)
15. Endowment instituted by PTWA for academic excellence in B.Sc. Computer Science (Graduated Batch)
16. Endowment instituted by PTWA for academic excellence in BCA Computer Science (Graduated Batch)
17. Endowment instituted by **Dr. Jalendran E.S** for academic excellence in M.Com (Graduated Batch)
18. Endowment instituted by NIMIT for academic excellence in M.Sc. Computer Science (Graduated Batch)

19. **Rev. Fr. Jose Paul Nellissery Endowment** for academic excellence in B.Com F (Third Year)
20. Endowment instituted by NIMIT for academic excellence in B.Com CA (Third Year)
21. Endowment instituted by NIMIT for academic excellence in B.Com Co (Third Year)
22. **Rev. Dr. Paul Madan Endowment** for academic excellence in B.Sc. CS (Third Year)
23. **Rev. Dr. Paul Kaithottungal Endowment** for academic excellence in BCA (Third Year)
24. **Nellissery KochuPoulo and Kunjannamma Memorial Endowment** for academic excellence in B.Sc. HM CA (Third Year)
25. Endowment instituted by NIMIT for academic excellence in B.Sc. HM CS (Third Year)
26. **Edassery Paily and Rosa Memorial Endowment** for academic excellence in BBA (Third Year)
27. Endowment instituted by NIMIT for academic excellence in III BA literature (Third Year)
28. Endowment instituted by NIMIT for academic excellence in M. Com (Final Year)
29. Endowment instituted by NIMIT for academic excellence in M.Sc. (Final Year)
30. Endowment instituted by NIMIT for academic excellence in B.Com F ( Second Year)
31. **Elavuthingal Joseph Memorial Endowment** for academic Excellence in B. Com CA (Second Year)
32. Endowment instituted by NIMIT for academic excellence in B.Com Co (Second Year)
33. **Keekkarikkattoor Puthenpurakal Chacko Alexander Memorial Endowment** for academic Excellence in BBA ( Second Year)
34. **Dr. K.C. Ittiachan Pattarumadom Memorial Endowment** for academic excellence in B.Sc. CS (Second Year)

35. **Mannancheril Mary Sebastian Memorial Endowment** for academic excellence in BCA (Second Year)
36. **Pynadath John and Aleyakutty Memorial Endowment** for academic excellence in B.Sc. HM CA (Second Year)
37. Endowment instituted by NIMIT For academic excellence in B.Sc. HM CS (Second Year)
38. Endowment instituted by NIMIT for academic excellence in BA Literature (Second Year)
39. **Prof. Thomas Varghese Endowment** for academic excellence in B.Com F (A) batch (First Year)
40. Endowment instituted by NIMIT for academic excellence in B.Com F (B) batch (First Year)
41. Endowment instituted by NIMIT for academic excellence in B.Com CA (First Year)
42. Endowment instituted by NIMIT for academic excellence in B.Com Co (First Year)
43. **Manikath Varkey and Annie Memorial Endowment** for academic excellence in B.Sc. CS (First Year)
44. **Ayrookaran Annamkutty Memorial Endowment** for academic excellence in BCA (First Year)
45. **Pallikal Esthapanos and Rosy Memorial Endowment** for academic excellence in B.Sc.HM CA (First Year)
46. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (A) Batch (First Year)
47. Endowment instituted by NIMIT for academic excellence in Bsc.HM CS (B) Batch (First Year).
48. **Kaithottungal Joseph Memorial Endowment** for academic excellence in BBA (First Year)
49. Endowment instituted by NIMIT for academic excellence in BA literature (First Year)
50. Endowment instituted by NIMIT for academic excellence in M.Com (First Year)

51. Endowment instituted by NIMIT for academic excellence in M.Sc. (First Year)
52. Endowment instituted by NIMIT for securing 100 % attendance.
53. **Prof. B T Joy Endowment** for the best outgoing student in sports
54. **Mandanath Mathai Francis Memorial Endowment** for the best outgoing student in arts
55. **Vathikulam Paul J Memorial Endowment** for the best social work coordinator
56. Endowment instituted by NIMIT for the best research project and project guide in BCom (Finance)
57. Endowment instituted by NIMIT for the best research project and project guide in BCom (CO)
58. Endowment instituted by NIMIT for the best research project and project guide in BCom (CA)
59. Endowment instituted by NIMIT for the best research project and project guide in BBA
60. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CS
61. Endowment instituted by NIMIT for the best research project and project guide in B,Sc HM CA
62. Endowment instituted by NIMIT for the best research project and project guide in B,Sc CS
63. Endowment instituted by NIMIT for the best research project and project guide in BCA
64. Endowment instituted by NIMIT for the best research project and project guide in B.A. English Literature
65. Endowment instituted by NIMIT for the best book lover student
66. Endowment instituted by NIMIT for the best book lover (Faculty)

## ACADEMIC CALENDAR 2023-24

JUNE			
Date	Day	Activity	Remarks
1	Thursday	Global Parents Day	
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday	World Environment Day	
6	Tuesday		
7	Wednesday	World Food safety day	
8	Thursday		
9	Friday		
10	Saturday	Holiday	
11	Sunday	Holiday	
12	Monday	World Day against Child Labor	
13	Tuesday	Patrons Day	
14	Wednesday	World Blood Donor Day	
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday	National Reading Day	
20	Tuesday		
21	Wednesday	International Day of Yoga World Music Day	
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday	International day against Drug abuse and Illicit Trafficking	
27	Tuesday		
28	Wednesday	Holiday, Bakrid	
29	Thursday		
30	Friday	World Social Media Day	

## JULY

Date	Day	Activity	Remarks
1	Saturday	National Doctors Day	
2	Sunday	Holiday	
3	Monday	Holiday ,St. Thomas Day, International Plastic bag free day	
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday	World Chocolate Day	
8	Saturday	Holiday	
9	Sunday	Holiday	
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday	World Youth skills Day	
16	Sunday	Holiday	
17	Monday	Holiday ,Karkidakavavu World Day of International Peace	
18	Tuesday		
19	Wednesday	Model examination-2022 adm	
20	Thursday	Model examination-2022 adm	
21	Friday	Model examination-2022 adm First internal Examination-2021 Admission	
22	Saturday		
23	Sunday	Holiday	
24	Monday	Model examination-2022 adm First internal Examination-2021 Admission	
25	Tuesday	Model examination-2022 adm First internal Examination-2021 Admission	
26	Wednesday	Model examination-2022 adm First internal Examination-2021 Admission	
27	Thursday	First internal Examination-2021 Admission	
28	Friday	Holiday ,Muharam,World Nature Conservation Day	
29	Saturday		
30	Sunday	Holiday ,International Day of Friendship	
31	Monday	First internal Examination-2021 Admission	

AUGUST			
Date	Day	Activity	Remarks
1	Tuesday	World commerce Day	
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday	Holiday ,International Youth Day	
13	Sunday	Holiday	
14	Monday		
15	Tuesday	Holiday, Independence Day	
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday	World Photography Day Humanitarian Day	World
20	Sunday	Holiday	
21	Monday	World Senior Citizen Day	
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday	Holiday, First Onam	
29	Tuesday	Holiday ,Thiruvonam National Sports Day	
30	Wednesday	Holiday	
31	Thursday	Holiday, Sree Narayana Guru Jayanthi	



**SEPTEMBER**

<b>Date</b>	<b>Day</b>	<b>Activity</b>	<b>Remarks</b>
1	Friday		
2	Saturday		
3	Sunday	Holiday	
4	Monday		
5	Tuesday	Teacher's Day	
6	Wednesday	Holiday,Sree Krishna Jayanthi	
7	Thursday		
8	Friday	International Literacy Day	
9	Saturday	Holiday	
10	Sunday	Holiday	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	Hindi day	
15	Friday		
16	Saturday	World Ozone Day	
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday	First internal Examination-2022 and 2023 Admissions	
21	Thursday	First internal Examination-2022 and 2023 Admissions	
22	Friday	Holiday,Sree Narayana Guru Samadhi	
23	Saturday		
24	Sunday	Holiday	
25	Monday	Social Justice Day, First internal Examination-2022 and 2023 Admissions	
26	Tuesday	First internal Examination-2022 and 2023 Admissions	
27	Wednesday	Holiday,Nabhidinam, World Tourism Day	
28	Thursday	First internal Examination-2022 and 2023 Admissions	
29	Friday	First internal Examination-2022 and 2023 Admissions	
30	Saturday		

**OCTOBER**

<b>Date</b>	<b>Day</b>	<b>Activity</b>	<b>Remarks</b>
1	Sunday	Holiday, International Day for the Elderly	
2	Monday	Holiday, Gandhi Jayanthi (Birth Anniversary of Mahatma Gandhi)	
3	Tuesday		
4	Wednesday	World Habitat Day, World Animal Welfare Day	
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday, World Students Day	
16	Monday	World Food Day	
17	Tuesday		
18	Wednesday	Model Examination-2021 Admission	
19	Thursday	Model Examination-2021 Admission	
20	Friday	Model Examination-2021 Admission	
21	Saturday		
22	Sunday	Holiday	
23	Monday	Holiday, Mahanavami	
24	Tuesday	Holiday, Vijayadesami	
25	Wednesday	Model Examination-2021 Admission	
26	Thursday	Model Examination-2021 Admission	
27	Friday	Model Examination-2021 Admission	
28	Saturday		
29	Sunday	Holiday	
30	Monday		
31	Tuesday		

## NOVEMBER

Date	Day	Activity	Remarks
1	Wednesday	All Souls Day	
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday	National Cancer Awareness Day	
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday	Model Examination-2022 and 2023 Admissions	
24	Friday	Model Examination-2022 and 2023 Admissions	
25	Saturday	International day for the elimination of violence against women	
26	Sunday	Holiday	
27	Monday	Model Examination-2022 and 2023 Admissions	
28	Tuesday	Model Examination-2022 and 2023 Admissions	
29	Wednesday	Model Examination-2022 and 2023 Admissions	
30	Thursday	Model Examination-2022 and 2023 Admissions	

## DECEMBER

Date	Day	Activity	Remarks
1	Friday	World Aids Day	
2	Saturday	World computer literacy day	
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Holiday ,Human Rights Day	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	National Energy Conservation Day	
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday	First internal Examination-2021 admission	
19	Tuesday	First internal Examination-2021 admission	
20	Wednesday	First internal Examination-2021 admission	
21	Thursday	First internal Examination-2021 admission	
22	Friday		
23	Saturday		
24	Sunday		
25	Monday	Holiday ,Christmas	
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

## JANUARY

Date	Day	Activity	Remarks
1	Monday		
2	Tuesday	Holiday, Mannam Jayanti	
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday	National Youth Day	
13	Saturday		
14	Sunday	Holiday	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday	First internal examination-2022 and 2023 adm	
24	Wednesday	First internal examination-2022 and 2023 adm	
25	Thursday	First internal examination-2022 and 2023 adm	
26	Friday	Holiday ,Republic Day	
27	Saturday		
28	Sunday	Holiday	
29	Monday	First internal examination-2022 and 2023 adm	
30	Tuesday	First internal examination-2022 and 2023 adm Martyr's Day	
31	Wednesday	First internal examination-2022 and 2023 adm	

## FEBRUARY

Date	Day	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	World Day of Social Justice	
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday	Model Examination-2021 admission	
27	Tuesday	Model Examination-2021 admission	
28	Wednesday	Model Examination-2021 admission	
29	Thursday	Model Examination-2021 admission	

## MARCH

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

## APRIL

Date	Day	Activity	Remarks
1	Monday		
2	Tuesday	Model Examination-2022 and 2023 adm	
3	Wednesday	Model Examination-2022 and 2023 adm	
4	Thursday	Model Examination-2022 and 2023 adm	
5	Friday	Model Examination-2022 and 2023 adm	
6	Saturday		
7	Sunday	Holiday ,World Health Day	
8	Monday	Model Examination-2022 and 2023 adm	
9	Tuesday	Model Examination-2022 and 2023 adm	
10	Wednesday	Holiday, Idul Fitr	
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday , Vishu, National Water Day National Fire Service Day	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday	English Language Day	
24	Wednesday		
25	Thursday		
26	Friday	World Intellectual Property Day	
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday	Holiday	



**MAY**

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

# PRAYER SONGS

## 1. ജീവകോടിയിൽ നിത്യമായ് മേവും

ജീവകോടിയിൽ നിത്യമായ് മേവും  
 ജീവിതാനന്ദ ധർമ്മമേ  
 ജീവസാഗര കല്ലോലങ്ങൾതൻ  
 ഭാവസുന്ദരഗാനമേ  
 ഭാവസുന്ദരഗാനമേ

താരിലും താരമണ്ഡലത്തിലും  
 കാരിരുമ്പിലും പൂവിലും  
 ആരനശ്വരജ്യോതിസ്സേകുന്ന  
 ആമഹാശക്തിവന്ദനം  
 ആമഹാശക്തിവന്ദനം

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

## 2. എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ

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

പുവിലുറുന്ന പുഞ്ചിരി നീയല്ലോ  
 പൂസ്തകം തരും ജ്ഞാനവും നീയല്ലോ  
 പൂല്പുമാടവും പൂമണിമേടയും  
 തുല്യമായ് തൊഴും ശക്തിയും നീയല്ലോ (എങ്ങുമെങ്ങും)

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

### 3. ഞങ്ങൾ കരം കുപ്പി നിൽക്കുന്നു മണ്ണിന്റെ

ഞങ്ങൾ കരം കുപ്പി നിൽക്കുന്നു മണ്ണിന്റെ  
പുണ്യമെ നിൻ മുൻപിൽ ആർദ്രമോദം  
പൊന്നുഷസ്സിൻ കർമ്മസാക്ഷികൾ മുന്നിലായ്  
കൺമിഴിച്ചീടുന്ന പുകൾ പോലെ

(ഞങ്ങൾ കരം കുപ്പി.....)

ഞങ്ങൾ തന്നുള്ളവും തേജസ്വരൂപാ നിൻ  
പൊന്നിൻ കതിരുകൾ ഏറ്റുണർന്നു  
ആ വെളിച്ചത്തിൽ കുളിച്ചു നിന്നീ ഞങ്ങൾ  
ഈ വിധം പ്രാർത്ഥന ചെയ്തിടുന്നു

(ഞങ്ങൾ കരം കുപ്പി.....)

വിവേകപൂർണ്ണരായ് ജീവിക്കുവാൻ  
സത്ഗുരു ഭക്തരായ് വിജയം വരിക്കുവാൻ  
ജഗത്പിതാവെ വരം തരേണമെ  
സ്നേഹസേവന നിരതരാകുവാൻ

(ഞങ്ങൾ കരം കുപ്പി.....)

### 4. There shall be showers of blessing:

There shall be showers of blessing This is the promise of love;  
There shall be seasons refreshing, Sent from the Saviour above.  
Showers of blessing,  
Showers of blessing we need; Mercy-drops round us are  
falling,  
But for the showers we plead.  
There shall be showers of blessing; Send them upon us, O Lord  
Grant to us now a refreshing; Come, and now honour Thy word.

### 5. Thank You Lord

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

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

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

For all You've done in my life  
You took my darkness and gave me Your light  
Thank You Lord  
Thank You Lord

You took my sin and my shame  
You took my sickness and healed all my pain  
Thank You Lord  
Thank You Lord

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

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

## **6. Light of the World**

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

Here I am to worship, here I am to bow down

Here I am to say that You're my God  
You're altogether lovely, altogether worthy  
Altogether wonderful to me  
King of all days oh, so highly exalted  
Glorious in Heaven above  
Humbly You came to the earth  
You created All for love's sake became poor  
Here I am to worship, here I am to bow down  
Here I am to say that You're my God  
You're altogether lovely, altogether worthy  
Altogether wonderful to me

### **7. More love, more power**

More love, more power  
More love, more power More of You in my life  
More love, more power More of You in my life  
And I will worship You with all of my heart and  
I will worship you with all of my mind  
I will worship you with all of my strength  
For You are my Lord  
More love, more power More of You in my life  
More love, more power More of You in my life  
And I will worship You with all of my heart  
I will worship You with all of my mind  
I will worship you with all of my strength  
For You are my Lord  
More love More love,  
More power More of You in my life  
More love, more power  
More of You in my life

### **8. In His time, in His time,**

In His time, in His time,  
He makes all things beautiful, in His time,  
Lord, please show me every day,

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

**9.** Make me a channel of your peace  
Where there is hatred let me bring your love  
Where there is injury, your pardon Lord  
And where there is doubt true faith in You  
Make me a channel of your peace  
Where there is despair in life let me bring hope  
Where there is darkness only light  
And where there's sadness ever joy  
Oh, Master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul  
Make me a channel of your peace  
It is in pardoning that we are pardoned  
It is in giving to all men that we receive  
And in dying that we are born to eternal life  
Oh, Master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul  
Make me a channel of your peace  
Where there's despair in life let me bring hope  
Where there is darkness only light  
And where there's sadness ever joy

**10.** Walk with me, O my Lord,  
Through the darkest night  
and brightest day.  
Be at my side, O Lord,  
Hold my hand and guide me

on my way.

Sometimes the road seems long,  
my energy is spent.

Then, Lord, I think of you and I am given  
strength.

Stones often bar my path and there are times  
I fall.

But you are always there to help me When  
I fall.

Just as you calmed the wind and walked upon the sea,  
Conquer, my living Lord, the storms that  
threaten me.

Help me to pierce the mists that cloud my  
heart and mind.

So that I shall not fear the steepest  
mountain side.

As once you healed the lame and gave sight to the blind,  
Help me when I'm downcast to hold my head  
up high.

---