# 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 2024-2025**
(To be carried to the class everyday)

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# PERSONAL MEMO 2024-25

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 Hosteller: Yes / No

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

Specimen Signatures

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

# PERSONAL MEMO 2024-25

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        Hosteller: Yes / No

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

Specimen Signatures

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

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

# PROGRAMMES OFFERED

**U G Programmes**

*B. Com Finance (2 batches)*

*B.Sc. Computer Science*

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

*BBA*

*B. Com Computer Application*

*BCA (2 batches)*

*B.Sc. Hotel Management and Culinary Arts*

*B.A. English Language and Literature*

*B. Com Co-operation*

*Bachelor of Hotel Administration (BHA)*

*B.Sc. Information Technology*

**P G Programmes**

*M.Com*

*M.Sc. Computer Science*

*M.A. English Language and Literature*

*Master of Social Work (MSW)*

***Craftsmanship Programme***

*Craftsmanship Programme in Catering Management*

# PRAYER

**Monday**

O Lord!

We come before your presence today to seek your blessings and graces. Grant us wisdom and guidance to pursue our goals according to your plans. Enlighten us with your wisdom to have a holistic growth of body, mind, and soul. Help us to lead a life of integrity and commitment bringing glory to your holy name.

Amen

**Tuesday**

O Lord, the author of our life and creation,

As we welcome this new day, be with us and enlighten us with your wisdom and knowledge. May we be blessed with your choicest blessings to lead a fruitful life. Bless our parents and teachers as they guide us in our lives to reach our goals.  Grant us your grace to overcome failures with courage and accept success with gratitude. May our lives honour you and your light dispel darkness from our lives.

Amen.

**Wednesday**

Merciful Father,

We are conscious of your mighty and holy presence in our midst. Kindly lead us to the light as we are groping in the dark most of the time. Enlighten our minds and hearts during the day. Help us to follow the right path so that we may never forsake you or displease you.

Amen.

**Thursday**

O, Lord,

We acknowledge your mighty presence in our midst. Strike at the emptiness of our hearts and enrich us with your abundant blessings throughout the day. Bless and lead us all in the right path. We thank you for this fresh day of faith, hope and promise bestowed on us in your infinite wisdom.

Amen.

**Friday**

O God !

As we turn a new page in our book of life, we implore you to inscribe the best of thoughts, insights and values in the depths of our soul. May the intellectual endeavour we undertake stimulate our creativity, enhance `our skills, explore our potential and ennoble our character, grooming us as worthy and successful citizens, ready to face challenges with fortitude and grace. We hope, the enchanting world of knowledge we delve into, inspire us to become ardent custodians of truth, votaries of justice and messengers of peace.

Amen.

**Saturday**

Heavenly Father,

May our academic engagement become a testament to our life-long quest for true wisdom, a liberating sign of our shared humanity, and a beautiful hymn to your lasting glory. May we be always grateful for the abundant blessings you bestow upon us. Lead us, guide us and protect us as we journey on in life.

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)

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## 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, NAAC Accredited with A)

## 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 Eminence Mar Raphael Thattil**
**Major Archbishop of the Syro-Malabar Church**

**Mar Bosco Puthur**
**Apostolic Administrator of the Major Archeparchy of**
**Ernakulam–Angamaly**

## GOVERNING BODY

| |
|---|
| **Very Rev. Fr. Dr. Varghese Pottackal** (Protosyncellus, Archdiocese of Ernakulam-Angamaly) |
| **Very Rev. Fr. Paul Madassery** (Finance Officer, Archdiocese of Ernakulam-Angamaly) |
| **Rev. Fr. Dr. Paulachan K. J.** (Exe. Director and Principal, NIMIT) |
| **Rev. Fr. Jimmy Kunnathoor** (Asst. Exe. Director, NIMIT) |
| **Rev. Fr. Joseph (Tony) Manickathan** (Asst. Exe. Director, NIMIT) |
| **Prof. Dr. Sam Thomas** (Professor, School of Management Studies, CUSAT) |
| **Ms. Aswathy Govind** (Management/Business Consultant) |
| **Mr. M. S. Sebastian** (Senior Management Consultant, Sebanson Business Solutions, Ernakulam) |
| **Mr. Jijo G John** (CEO, Calpine Group, Info Park, Kochi) |
| **Prof. Arun Kumar** (Head of Management Studies, IIT, Chennai, India) |
| **Mr. Nobin Thomas** (Asst. Professor, IIM, Indore) |
| **Mr. John Mathulla** (Director of Operations, Crowne Plaza, Kochi) |
| **Dr. Joseph I Injodey** (Academic Advisor, Rajagiri College, Kalamassery) |
| **Dr. Jacob P M** (Director, Naipunnya Business School) |
| **Ms. Teresa Parackal** (Vice Principal - Academics, NIMIT) |
| **Mr. Robert Fernandez** (Vice Principal - Campus Management, NIMIT) |
| **Ms. Emily Ittiachan** (Director, Centre for Examinations, NIMIT) |
| **Dr. Joy Joseph Puthussery** (Dean of Studies/ IQAC Coordinator, NIMIT) |
| **Dr. Sabu Varghese** (Director, IT/ HRD Cell, NIMIT) |
| **Ms. Sonia Thomas** (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. Joseph (Tony) Manickathan (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 Jessey John (HoD, PG Department of Social Work)
12. Mr. Shaju P.M. (HoD, Department of IT)
13. Ms. Niya Scaria (HoD, Department of Physical Education)
14. Ms. Rajani Stanley (HoD, Department of Training and Development)
15. Ms. Rejitha K. Ravi (Coordinator, Department of Additional Languages)
16. Ms. Gigy Johnson (Secretary, Academic Council)
17. Mr. Renjith Rajappan (Placement Officer – Common)
18. Mr. Santosh Peter (Placement Officer, HM)
19. Dr. Jose Poulose (Librarian)

# 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. Jessey John (HoD, PG Department of Social Work)
vi   Mr. Shaju P.M., HoD, Department of IT
vii. Dr. Jose Poulose, Librarian
viii. Mr. Towin Mathai, IT Support
ix.  Ms. Sarithadevi S., Asst. Professor, Criteria 1
x.   Ms. Mini Joshi, Asst. Professor, Criteria 1
xi   Dr. Sabu Varghese, Criteria 2
xii  Mr. Livin P Wilson, Criteria 3
xiii. Mr. Jimmy Joseph, Finance Officer, Criteria 4

xiv. Ms. Roseland Peter, Asst. Professor, Criteria 4
xv. Ms. Dhanya G.S Asst. Professor, Criteria 5
xvi. Dr. Jeena Antony, Asso. Professor, Criteria 6
xvii. Ms. Malavika M R, Asst. Professor, Criteria 6
xviii: Mr. Jithu Doyal, Asst. Professor, Criteria 7
xix: Ms. Shajitha T.B., Asso. Professor, Criteria 8
xx: Mr. Poulose CV, Superintendent, Criteria 8
xxi: Rev Dr Antony Jose, Asst. Professor, Criteria 9
xxii: Dr. Dhanumol C M, Asst. Professor, Criteria 9
xxiii: Dr. Sajith K S, Head (CIECE), Criteria 9
xxiv: Ms. Anitha Mary Alex, Asso. Professor, Criteria 10

**5. Administrative Officers**
i.   Mr. Poulose C.V., Superintendent
ii.  Mr. Jimmy Joseph, Finance Officer

**6. Members from Management**
i.   Rev. Fr. Jimmy Kunnathoor, Asst Exe Director
ii.  Rev. Fr. Joseph Manickathan, 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

**7. Member from Local Body**
     Mr. Biju P C (President, Koratty Panchayat)

**8. Members from Student Community**
i.   Ms. Minnu Mary Thomas, BCA(A)
ii.  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**

Ms. Shyni Sunil

## 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. Joseph (Tony) Manickathan          (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. Jessey John          (HoD, Social Work)
16. Mr. Shaju P.M.          (HoD, IT Dept.)
17. Ms. Rajani Stanly          (HoD, Training Department)
18. Ms. Niya Scaria          (HoD, Physical Education)
19. Mr. Jimmy Joseph          (Finance Officer)
20. Mr. Poulose C. V.          (Superintendent)
21. Dr. Jose Poulose          (Librarian)
22. 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 |
| **M. Com Finance** | | |
| Dr. Jeena Antony (M.Com, MBA, SET) | PG Coordinator /Associate Professor | 9746187264 |
| Dr. Joy Joseph Puthussery (M.Com, FCMA, Ph.D.) | Dean of Studies/ Professor/ IQACCoordinator | 9446947917 |
| Dr. Jalendran E.S. (M.Com, MBA, Ph.D.) | Professor | 9447673745 |
| **B. Com Finance** | | |
| Ms. Bindu G. (M.Com., M.Phil., DCA., SET, NET) | Stream Coordinator/ Associate Professor | 9446719374 |
| Dr. Jesney Antony (M.Com, Ph. D, NET) | Assistant Professor | 9495340484 |
| Ms. Rinku Kunjachan (M.Com, NET, B.Ed) | Assistant Professor | 9446753170 |
| Dr. Remya Cheriyan (M.Com. MPhil, Ph.D.) | Assistant Professor | 9544971541 |
| Ms. Malavika M. R. (MCom, NET) | Assistant Professor | 9895536162 |

| B. Com Computer Application | | |
|---|---|---|
| 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. Fairooz Ashareff (M. Com, Ph.D) | Assistant Professor | 8714545451 |
| Mr. Githin T James (M.Com, NET) | Assistant Professor | 7012781224 |
| **B. Com Co-operation** | | |
| Ms. Noble Devassy (M.Com, MBA, SET) | Stream Coordinator/ Assistant Professor | 9746410841 |
| Ms. Roseland P M (M.Com, MBA, B.Ed., SET) | Assistant Professor | 9497680126 |
| Ms. Jissmol Varghese (M.Com, B.Ed, SET) | Assistant Professor | 9494627614 |
| Mr. Shanmughadas K. G (M. Com, MBA, M. Phil., NET) | Assistant Professor | 7907051401 |
| **BBA** | | |
| Dr. Antony George (MA Economics, PGDMSM, MBA, PGDIB, M.Phil., Ph.D.) | Assistant Professor | 8594002178 |
| Fr. Joseph (Tony) Manickathan (MBA) | Assistant Professor | 9526817214 |
| Ms. Vandana C. H. (MBA, PGDBA, M.Phil) | Assistant Professor | 9656523453 |
| Mr. Varghese Paul (MBA, M.Com) | Assistant Professor | 9446800999 |
| Ms. Cibiny Bibin (MBA, NET) | Assistant Professor | 9539078181 |
| Ms. Kavitha Vincent (MBA) | Assistant Professor | 8301034527 |
| Ms. Kripa Suresh (MCom, NET, SET) | Assistant Professor | 7994166763 |

# POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE

| | | |
|---|---|---|
| Mr. Jayakrishnan S (M.Sc., MCSD.NET, MCP) | HoD / Associate Professor | 9995114386 |
| 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. 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 Sivanandan (M Tech) | Assistant Professor | 9539523790 |
| Ms. Bibitha Baby (MSc Computer science) | Assistant Professor | 9947663206 |
| Mr. Haarrish Sabu (M.Sc. Computer Science) | Assistant Professor | 9745787163 |
| Mr. Deny P Francis (MCA) | Assistant Professor | 9388418448 |

# 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 NAAC Coordinator | 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. Anand Thomas (BHM, MBA-Hospitality Management) | Assistant Professor | 9496215152 |
| Mr. Jithu Doyal (M.Sc. THM) | Assistant Professor | 9895483674 |
| Mr. Rahul T R (M.Sc. THM) | Assistant Professor | 9744758176 |
| Mr. Rajan P (B.A. Economics, Diploma in Food Production) | Assistant Professor | 9446956919 |
| Ms. Nayana Paul (DHMCT) | Assistant Professor | 9745330615 |
| Mr. Tilvin Sabu (BSC) | Assistant Professor | 8848236953 |
| Ms. Misouti Sarkar (BSC) | Assistant Professor | 7407207925 |
| Mr. Sunil George Thomas (MTA) | Assistant Professor | 9986787134 |
| Mr. Praveen Antony (DHMCT) | Lab Instructor | 9995896276 |
| Mr. Prabhakaran K.G (DHMCT) | Food Prod. Instructor | 9447579497 |
| Ms. Rose Mary Joby (MSc Food & Nutrition) | Assistant Professor(P/time) | 9744224966 |

# POST GRADUATE DEPARTMENT OF ENGLISH

| | | |
|---|---|---|
| Dr. Purnima S Kumar (MA English, M.Phil., Ph.D.) | HoD/Assistant Professor | 9495933580 |
| Mr. Philip P J (MA English, M.Phil.) | Associate Professor(P/time) | 9207179320 |
| Dr. Veena Vijaya (MA English, M.Phil., Ph.D.) | Assistant Professor | 8137849202 |
| Dr. Dhanumol C M (MA English, M.Phil., Ph.D.) | Assistant Professor | 8281034033 |
| Rev. Dr. Antony Jose | Assistant Professor | 9562721457 |
| 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 |
| Dr. Viji Vijayan (M A, PGDCJ,PhD) | Assistant Professor | 9048073590 |
| Ms. Jesleen Jose (MA, B.Ed, SET, NET) | Assistant Professor | 7025382770 |
| Ms. Vandana Martin (MA) | Assistant Professor | 7510278795 |
| Ms. Sreelakshmi K (M.A English, PGD (in Kathak) B. Ed.) | Assistant Professor | 9633824068 |
| Mr. J Sebastian Poonolly (MA English, B.Ed.) | Assistant Professor | 8281042073 |
| Mr. Kattookaran Mathew Antony (M A, M Phil,B.Ed) | Assistant Professor | 9447631158 |
| Ms. Sabina Leo (M.A English, M.A(Sociology), B.Ed) | Assistant Professor | 8299032572 |

# POST GRADUATE DEPARTMENT OF SOCIAL WORK

| | | |
|---|---|---|
| Dr. Jessey John (MSW, Ph. D) | HoD, Associate Professor | 9645082854 |
| Rev Fr. Siju Padayattil (MSW) | Assistant Professor | 994720566 |
| Ms. Reni Kalayil (MSW) | Assistant Professor | 9447306055 |

# COLLABORATING FACULTY UNITS
## DEPARTMENT OF ADDITIONAL LANGUAGES

| | | |
|---|---|---|
| Ms. Rejitha K Ravi (MA Malayalam, B.Ed., SET, NET) | Coordinator / Assistant Professor | 9847140668 |
| Dr. Sonia S (MA Hindi, M.Phil., Ph.D.) | Assistant Professor | 9037221271 |
| Dr. Gayathri K (MA Hindi, M.Phil., B.Ed., Ph.D.) | Assistant Professor (Part Time) | 9745583909 |
| Ms. Angel Mariam Jose (MA French) | Assistant Professor | 9544854066 |
| Ms. Neethu Valsan (M A, Mphil, NET) | Assistant Professor | 9633932283 |
| Ms. Nusreen (M A French) | Assistant Professor(P/time) | 9597492146 |

## DEPARTMENT OF MATHEMATICS AND STATISTICS

| | | |
|---|---|---|
| Ms. Shajitha T B (M.Sc. Mathematics, M.Ed., SET) | Coordinator / Assistant Professor | 9895420250 |
| Ms. Emily Ittiachan (M.Sc. Mathematics, B.Ed.,) | Director, Centre for Examinations | 9495248482 |
| Ms. Mini Joshy (M.Sc. Mathematics, B.Ed) | Assistant Professor | 8078448416 |
| Ms. Stinphy Maxon (M.Sc. Mathematics) | Assistant Professor | 8891945509 |
| Ms. Reshma Bhaskaran (M.Sc. Mathematics) | Assistant Professor | 8289875926 |

## UG BUSINESS ADMINISTRATION

| | | |
|---|---|---|
| Dr. Antony George (MA Economics, PGDMSM, MBA, PGDIB, M.Phil., Ph.D.) | Coordinator / Assistant Professor | 8594002178 |
| Ms. Akhila Thomas (MBA) | Assistant Professor | 9169160019 |
| Ms. Vandana C. H. (MBA, PGDBA, M.Phil) | Assistant Professor | 9656523453 |

| Mr. Varghese Paul (MBA, M.Com) | Assistant Professor | 9446800999 |
|---|---|---|
| Ms. Cibiny Bibin (MBA, NET) | Assistant Professor | 9539078181 |
| Ms. Kavitha Vincent (MBA) | Assistant Professor | 8301034527 |

# FACILITATING DEPARTMENTS
## DEPARTMENT OF COUNSELLING/SWAS

| Dr. Sajith K S (M.SC. Env.Sc., Ph. D) | Head (CIECE) | 8289854868 |
|---|---|---|
| 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 |
| Ms. Kesiya Johnson (MSc. CS) | Lab Assistant | 9447081775 |
| Mr. Arun Paul (BCA) | Lab Assistant | 8075229536 |

## LIBRARY

| Dr. Jose Poulose (M.LISc., Ph.D.) | Librarian | 8921074732 |
|---|---|---|
| Ms. Betty Johnson (CCLIC) | Assistant Librarian | 8606624824 |

# DEPARTMENT OF PHYSICAL EDUCATION

| | | |
|---|---|---|
| Ms. Niya Scaria (MPEd.) | HoD | 9961263073 |
| 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. Anukrishna M.S (B. PEd.) | Certified Coach, Gym , Volleyball | 8848077381 |
| Mr. Ihthisham Quraishi (B A) | Certified Coach, Netball | 9400294948 |
| Mr. Prince Thomas (M.Com) | Kerala Basketball Association Certified Coach, Baseball, Softball | 7306764040 |

# 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 |

## NON-TEACHING STAFF

| | |
|---|---|
| Mr. Poulose C.V. | Superintendent |
| Mr. Jimmy Joseph | Finance Officer |
| Ms. Mini P. B. | Office Assistant |
| Ms. Regi George | Accountant |
| Ms. Liji Jose | Office Assistant |
| Dr. Sajith K S | Student Support |
| Mr. Santhosh Peter | Placement Officer |
| Mr. T D Daniel Raju | Building Maintenance Engineer |
| Mr. Prasanth P N | Technical Staff |
| Mr. Jekson P J | Technical Staff |
| Mr. Arun Paul | Technical Staff |
| Ms. Beena Roy | Receptionist |
| Ms. Betty Johnson | Library Assistant |
| Ms. Shiny S | Administrative Staff |
| Ms. Sony Antony | HRD Executive |
| Mr. Raju Joseph | Supervisor |
| Ms. Beena M. M. | Supervisor |
| Ms. Lincy Sojan | Store-in-Charge |
| Mr. Vincent T. T. | Hostel Warden (Boys) |
| Ms. Mary Paulson | Hostel Warden (Girls) |
| Mr. George P V | Security Cum Driver |
| Mr. Gijo T Kuriakose | Driver |
| Mr. Jose M D | Driver |
| Mr. Anoop Vijayan | Driver |
| Mr. Linto C S | Driver |

| | |
|---|---|
| Mr. Prabatra Baliarsing | Labourer |
| Ms. Shalet M D | Labourer |
| Ms. Seema Subi | Labourer |
| Ms. Jomol Jose | Ground Staff |
| Ms. Lissy Biju | Housekeeping Staff |
| Ms. Sherly Shaji | Housekeeping Staff |
| Ms. Beena Jude | Housekeeping Staff |
| Ms. Kochurani Pappachan | Housekeeping Staff |
| Ms. Siby Baby | Canteen Assistant |
| Mr. Kiran Rajeswaran | Asst. Electrician Cum Plumber |
| Mr. Rajan K Nair | Security staff |
| Mr. P. K. Varghese | Security staff |

## MAINTENANCE STAFF

| | |
|---|---|
| Mr. Vinoj P. P | Gardner |
| Mr. Bijoy Kuriakose | Pets Care Taker |
| Ms. Bindhu Ajayan | Labourer |
| Ms. Rosily Peter | Labourer |
| Mr. Bichu Santhosh | Labourer |
| Ms. Shiny Ambrose | Labourer |
| Ms. Valsa Jose | Labourer |
| Ms. Shobhana Gopi | Labourer |
| Mr. Sajeevkumar S V | Labourer |
| Ms. Shibila K C | Labourer |
| Ms. Daisy Johny | Kitchen staff |
| Ms. Mini Babu | Kitchen staff |
| Ms. Pushpavathy K V | Kitchen staff |
| Ms. Irin Aruja | Kitchen staff |
| Ms. Shyla Unnikrishnan | Ground Staff |

| Sl. No. | Activity | Supervisor | Coordinator |
|---|---|---|---|
| | **General Activities for the Academic Year 2024-25** | | |
| 1 | Admission Team | Principal & VPs | Dr. Antony George (Nodal Officer), HoDs, Superintendent, FO, Mr Abin John, Mr. Jekson P J, Mr. Gladson George & Ms. Beena Roy |
| 2 | Academic Council | Ms. Teresa Parackal | Ms. Gigy Johnson (Secretary) |
| 3 | Academic Committee -FYUGP | Principal & VPs | Mr Jayakrishnan S (Nodal Officer) with HoDs and Dept. Coordinators |
| 4 | AICTE Coordination | Principal & VPs | Dr. Antony George (Nodal Officer), HoDs, Superintendent, FO, Dr. Sajith K S |
| 5 | Audit Course Coordinator | Ms. Teresa Parackal | HoD's & Dept. Coordinators |
| 6 | Continuous Internal Evaluation | Ms. Emily Ittiachan, Ms. Teresa Parackal-HoDs | Ms. Kesiya Johnson & Dept. Coordinators |
| 7 | Curriculum Planning Team- Board of Studies (BOS) | Dr. Joy Joseph Puthussery & Ms. Sonia Thomas | Ms. Sarithadevi S |
| 8 | Handbook | Ms. Sonia Thomas | Dr. Purnima S with HoDs |
| 9 | Library Council | Dr. Joy Joseph Puthussery | Dr. Jose Paulose & Dr. Veena Vijaya |
| 10 | Open Course Coordinator | Ms. Teresa Parackal | Mr. Livin P Wilson & HoDs |
| 11 | Outcome Team (LMS) | Ms. Sonia Thomas | Ms. Mini Joshy & Mr. Jeckson P J |
| 12 | PTWA Meetings | Dr. Joy Joseph Puthussery | Mr. John Kizhakuden & Ms. Neethu Valsan |
| 13 | Result Analysis Team / Remedial | Ms. Teresa Parackal | HoDs, Ms. Rinku Kunjachan |
| 14 | University Examinations Support Team | Ms. Emily Ittiachan & Fr. Tony Manickathan | Ms. Annie Sebastian |

| 15 | Naimitr - Alumni Association | Dr. Joy Joseph Puthussery | Mr. Richi Thomas (Convenor), Ms. Rinku Kunjachan, Ms. Agnes Beneeta D'Silva & Ms. Kesiya Johnson |
|---|---|---|---|
| 16 | Assembly in charge | Mr. Robert Fernandez | Mr. Rahul T R and Dr. Remya Cherian |
| 17 | Chronicler / Elixir | Ms. Teresa Parackal | Ms. Jesleen Jose, Mr. Sebastian Poonolly & Mr. Shaju PM |
| 18 | College Magazine | Ms. Teresa Parackal | Ms. Sreelakshmi K, Ms. Rejitha K Ravi & Dr. Sonia S |
| 19 | Taal- Campus Radio | Principal | Fr. Antony Jose |
| 20 | College Union Election College Union Council | Ms. Teresa Parackal & Dr. Joy Joseph Puthussery | Dr. Antony George (RO & Advisor) |
| 21 | College Website / Promotional Activities | Dr. Sabu Varghese & Ms Rajani Stanley | Mr. Shaju P M, Mr. Towin Mathai & Dept. Coordinators |
| 22 | Commemorative Days Tourism Day | Ms. Rajani Stanley | Ms. Rinku Kunjachan & Ms. Angel Mariyam Jose Ms. Renita Fernandez & Mr. Anandh Thomas |
| 23 | Daily Prayer - Reception | Ms Teresa Parackal | Main Block -Ms Reni V Kalayil MBA Block -Ms. Sabina Leo |
| 24 | Earn While Learn/ Friday Market | Dr. Joy Joseph Puthussery | HODs with Dept. Coordinators |
| 25 | Extension Activity | Dr. Joy Joseph Puthussery | Mr. Gladson George & HoDs |
| 26 | Green Audit Team | Dr. Joy Joseph Puthussery | Mr. Fredy Varghese |
| 27 | Medical Aid Team | Fr. Jimmy Kunnathoor | Ms. Reni V Kalayil |
| 28 | Mentoring and Counselling | Principal | Ms. Reni V Kalayil & Dept. Coordinators |
| 29 | MoU and Linkage Coordinators | Ms. Sonia Thomas | HoDs |
| 30 | NSS | Dr. Joy Joseph Puthussery | Ms. Emil George & Mr. Abin John |
| 31 | Outreach Activity | Dr. Joy Joseph Puthussery | Mr. Abin John & Dept. Coordinators |
| 32 | Placement Team & Job Fair | Principal | Mr. Santhosh Peter, Ms. Babitha Baby Mr. Githin T James & Dr. Viji Vijayan |

| 33 | Proofreading Team | Ms. Teresa Parackal | Mr. Kattookarran Mathew Antony, Dr.Veena Vijaya & Ms. Sreelakshmi K |
|---|---|---|---|
| 34 | Staff Secretary/Staff Treasurer/Birthday Celebration | Mr. Robert Fernandez | Ms. Akhila Thomas |
| 35 | Unnath Bharath Abiyaan Coordinator | Dr. Joy Joseph Puthussery, Ms. Sonia Thomas | Dr. Sajith K S & Mr. Gladson George |
| 36 | Pratidhi Counselling Center | Principal | Dr. Jessey John (Convenor) & External Resource persons |
| 37 | Incubation Centre Coordinator, Extension and Continuing Education cell | Dr Joy Joseph Puthussery | Dr. Sajith K S & Ms. Noble Devassy |
| 38 | Resource Mobilisation Committee | Fr. Jimmy Kunnathoor & Fr. Tony Manickathan | Mr. Jimmy Joseph & HoDs |
| 39 | Research & Publication Committee & Funded Projects (Grants) | Fr. Antony Jose Jose | Dr. Soni PM (Secretary) & Dept. Coordinators Dr. Sajith K S |
| 40 | Arts Club | Dr. Jeena Antony | Mr. Fredy Varghese |
| 41 | Bhoomithrasena Club | Dr. Joy Joseph Puthussery | Ms.Anna Daina & Ms. Jesleen Jose |
| 42 | Dance Club | Dr. Jeena Antony | Ms. Vandana CH |
| 43 | ED Club | Dr. Mathew Jose K | Mr. Joseph James |
| 44 | Electoral Literacy Club | Dr. Joy Joseph Puthussery | Dr. Antony George |
| 45 | Music Club | Dr. Jeena Antony | Mr. Philip P J  and Ms Kesiya Johnson |
| 46 | Quiz Club | Dr. Joy Joseph Puthussery | Mr. Shanmughadas K.G. |
| 47 | Spiritual club | Ms. Rajani Stanley | Ms. Roseland Peter & Mr Githin T James |
| 48 | Sports Club | Fr. Tony Manickathan | Ms. Niya Scaria & Ms. Noble Devassy |

| 49 | Anti- Ragging Cell | Mr. Robert Fernandez | Dr. Fairooz Ashraff, Mr. Sebastian Poonoly, Ms. Stinphy Maxon & Mr Abin John |
|---|---|---|---|
| 50 | Anti-drug Cell | Mr. Robert Fernandez | Mr. Joseph James & Mr. Abin John |
| 51 | Competitive Examination Cell | Dr. Joy Joseph Puthussery | Ms. Noble Devassey |
| 52 | Disciplinary Cell | Mr. Robert Fernandez | HoDs |
| 53 | Exam Grievance Cell | Principal | Fr. Tony Manickathan & Ms. Teresa Parackal |
| 54 | Foreign Language Training Cell | Dr. Joy Joseph Puthussery | Dr. Sonia S & Ms. Angel Mariyam Jose |
| 55 | Grievance Redressal Cell (SGRC) | Principal | Ms. Teresa Parackal, Dr. Joy Joseph, Dr. Mathew Jose K, Ms. Shajitha T B, Ms. Reni V Kalayil (Convenor) (Invitee-Student Rep.) |
| 56 | Grievance Redressal Cell -Faculty | Principal, Dr.Sabu Varghese | Ms. Bindu G |
| 57 | Internal Complaint Committee (ICC) | Principal | Ms. Teresa Parackal, Mr. Jayakrishnan S, Ms. Bindu G, Mr. Poulose C V, Ms. Reni V Kalayil (Convenor), Ms. Paulcy T Paul (Local Boby Member) & Student Representative |
| 58 | Media Cell | Principal, VPs | Mr. Gladson George & Ms.Neethu Valsan |
| 59 | Minority cell | Dr. Joy Joseph Puthussery | Ms. Kripa Suresh |
| 60 | OBC Cell | Dr. Joy Joseph Puthussery | Ms. Kripa Suresh |
| 61 | SC/ST Cell Thrive Project (Tribal Day) | Dr. Joy Joseph Puthussery | Ms. Kripa Suresh |
| 62 | Scholarship Cell | Dr. Joy Joseph Puthussery | Ms. Jissmol Varghese |
| 63 | Women's Cell | Dr. Joy Joseph Puthussery | Ms. Vandana Martin & Dr. Fairooz Ashareef |
| 64 | Aarohan (Graduation Ceremony) | Ms. Teresa Parackal | Ms. Bindu G & Final Year Class Teachers Mr. Tilvin Sabu & HM Final Year Class Teachers |
| 65 | Ananya – Womens Cell | Dr. Joy Joseph Puthussery | Ms. Vandana Martin & Dr. Fairooz Ashareef |

| 66 | Avani – Onam Celebrations | Mr. Robert Fernandez | Ms. Rejitha K Ravi & Mr. Haarrish Sabu |
|---|---|---|---|
| 67 | Creasis - College Day | Ms. Teresa Parackal & Mr. Robert Fernandez | Dr. Mathew Jose K |
| 68 | Commemorative Lectures | Fr. Antony Jose | Dr. Jesney Antony & Ms. Jissmol Varghese |
| 69 | D Zone | Ms. Teresa Parackal | Dr. Jeena Antony & Ms. Kripa Suresh |
| 70 | Expressions (Talent Show) | Mr. Robert Fernandez | Ms. Kripa Suresh & Mr. Varghese with First year class teachers |
| 71 | Fresher's Day | Mr. Robert Fernandez | HoDs & First year class teachers |
| 72 | Naipunnya Fest - Laqshya | Fr. Tony Manickathan | HoDs & Dept. Coordinator |
| 73 | Nativity – Christmas Celebration | Mr. Robert Fernandez | Ms. Nayana Paul and Mr. Rajan P P |
| 74 | Nidarsana - Vidayarambham | Ms. Teresa Parackal, Mr. Robert Fernandez | Ms. Anna Diana & Mr. Deepak K V |
| 75 | Snehasangamam | Dr. Joy Joseph Puthussery | Mr. Abin John, Ms Stinphy Maxon & Ms. Reshma K Baskaran |
| 76 | Staff Day/ Staff Tour | Fr. Jimmy Kunnathoor | Mr. Shaju P M & Ms. Akhila Thomas |
| 77 | SWAS | Dr. Joy Joseph Puthussery | Ms. Abin John. & Dept. Coordinators |
| 78 | Vismaya – Arts Day | Ms. Teresa Parackal | Ms. Kavitha Vincent & Ms Anusha Sivanandhan |
| 79 | Viva – Sports Day | Fr. Tony Manickathan | Ms. Noble Devassy & Ms. Vandana Martin |
| 80 | Young Innovators Program (YIP) | Dr. Joy Joseph Puthussery | Dr. Sajith K S & Ms. Stinphy Maxon |
| 81 | Language Lab Coordinator | Ms. Rajani Stanley | Ms. Elsa Jose |
| 82 | Leading Hands Programme (Power Talk, Super Sweeps, Be-Hub, Selezione, Leaders Thrive) | Ms. Rajani Stanley | Ms. Elsa Jose |

| | | | |
|---|---|---|---|
| 83 | Meraki (UG) Synergies (PG) | Ms. Rajani Stanley | Ms. Rinku Kunjachan & Ms. Agnes Beneeta DSilva |
| 84 | Naipunnya Digital | Ms. Rajani Stanley | Mr. Sanith Joseph |
| 85 | Participation in Inter-collegiate Fest | Ms. Rajani Stanley | HoDs & Ms. Agnes Beneeta DSilva |
| 86 | Students Training SEP | Ms. Rajani Stanley | SEP Trainers |
| 87 | WWS Coordinator | Ms. Rajani Stanley | Ms. Vandana C.H & Dept. Coordinators |
| 88 | Faculty-Debates/Quiz | Dr. Sabu Varghese | Mr. Sebastian Poonolly & Mr. Shanmughadas K G |
| 89 | Faculty Training | Dr. Sabu Varghese | Ms. Misouti Sarkar |
| 90 | FEP | Dr. Sabu Varghese | Ms. Misouti Sarkar |
| 91 | FRP | Dr. Sabu Varghese | Ms. Misouti Sarkar |
| 92 | HRPD Functions | Dr. Sabu Varghese | HR Executive |
| 93 | Performance Appraisal / Feedback Analysis Committee | Principal | HR Cell |
| 94 | IT Technician, Photography | Dr. Sabu Varghese | Mr. Prasanth P N and Mr. Arun Paul |
| 95 | Lab Assistant-Digital marketing | Dr. Sabu Varghese | Mr. Arun Paul |
| 96 | LMS - Linways | Dr. Sabu Varghese | Mr. Jeckson P J and Mr Jayakrishnan S |
| 97 | Student IT Team | Dr. Sabu Varghese | Mr. Shaju P M |
| 98 | System Administrator & Promotional Assistance | Dr. Sabu Varghese | Mr. Shaju P M |
| 99 | Website Monitoring and Software Development | Dr. Sabu Varghese | Mr. Towin Mathai and Mr. Jekson P J |
| 100 | College Bus | Fr. Jimmy Kunnathoor | Mr. Richi Thomas, Ms. Neethu Valsan, Ms. Annie Sebastian & Ms. Noble Devassy |
| 101 | College Uniform | Fr. Jimmy Kunnathoor | HoDs and Dept. Coordinators |
| 102 | Maintenance & Housekeeping Support | Fr. Jimmy Kunnathoor | HoDs |

# Calicut University Four Year Undergraduate Programme (CUFYUGP)

The proposed Four-year undergraduate programme curriculum is a structural and methodological departure from the existing curriculum. The existing three-year programme shall remain within the four-year programme with options of lateral entry and single exit. Outcome Based Education (OBE) practices are to be used to design the curriculum. The regulations of the four-year UG programme aim at synthesizing degrees, which is now an international standard adopted by all the universities across the world. While synthesizing degrees, there shall be no restriction on the subjects/ courses across the disciplines, as far as possible. Conscious efforts to develop cognitive and non-cognitive problem-solving skills among the learners shall be part of the curriculum. The programmes shall empower graduates as expert problem-solvers using their disciplinary knowledge and collaborating in multi-disciplinary teams.

The proposed FYUGP curriculum shall comprise Three Broad Parts: a) Foundation Components, b) Discipline Specific Pathway components (Major/ Minor), and c) Discipline Specific Capstone Components.

The Foundation component of the FYUGP shall consist of a Set of General Foundation Courses and a Set of Discipline Specific Foundation Courses.

General Foundation Courses shall be common for all students and shall be grouped into 4 major baskets as Ability Enhancement courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), and Multi-Disciplinary Courses (MDC).

Discipline Specific Foundation Courses are the Major and Minor courses in the first two semesters. They shall focus on foundational theories, concepts, perspectives, principles, methods, skills, and critical thinking essential for taking up advanced Courses.

Ability Enhancement Courses shall be designed specifically to achieve competency in English and Additional Languages as per the student's choice with special emphasis on language and communication skills.

The courses on Additional Languages shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading and academic writing skills, expository as well as the cultural and intellectual heritage of the language chosen.

Multi-disciplinary Courses (MDC) shall be so designed as to enable the students

to broaden their intellectual experience by understanding the conceptual foundations of Science, Social sciences, Commerce, Language, Humanities, and Liberal Arts. All the UG students are required to undergo two introductory-level MDC in any of the disciplines other than their chosen Major discipline, and a third MDC in Kerala-knowledge System, to be offered by English and Additional Language disciplines.

Skill Enhancement Courses (SEC) shall be designed to enhance workplace skills such as Creativity, Critical Thinking, Communication, and Collaboration—21st-century Skills.

Value Added Courses (VAC) shall be so designed as to empower the students with personality development, perspective building, and self-awareness.

Discipline Specific Pathway Components (Major/ Minor) shall provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area, which includes Major courses, Minor courses and discipline specific elective Courses.

Major Components shall be the main focus of study. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.

The students in a Major discipline can choose as their Minor stream the Minor courses offered by the same discipline or a different discipline. In the former case the content of the Minor stream can be related to the Major discipline, but the Minor stream should maintain a distinct academic identity. Students shall have the option to choose courses from disciplinary/ interdisciplinary Minors and skill-based courses related to a chosen vocational education programme.

Students shall be permitted to switch their Major at the end of the second semester by giving them sufficient time to explore different courses during the first year.

### Outcome-Based Education (OBE)

Outcome-Based Education (OBE) is an educational framework that focuses on achieving specific learning outcomes. The primary goal of OBE is to ensure that students acquire the knowledge, skills, and competencies they need to succeed in their careers and personal lives. In this approach, the curriculum, teaching methods, and assessments are all designed to help students reach clearly defined objectives.

Our institution follows the OBE approach, ensuring that our students receive an

education tailored to real-world demands. By emphasizing student-centered learning and continuous improvement, we aim to produce graduates who are not only academically proficient but also well-equipped to excel in their chosen fields. Progress is measured based on achieving outcomes rather than just completing coursework, allowing students to actively engage in their own learning journey.

## U.G  Programme Outcomes

**PO1:  Critical  Thinking:** Take  informed  actions  after  identifying  the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

**PO2: Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.

**PO3. Citizenship Ethics, and Sustainability:** Demonstrate empathetic social concern and equity centered national development. Guided by ethics. Promoting social, economic and environment sustainability.

**PO4: Use of Computer Skills:** Use the knowledge of computers and information technology for data

acquisition  and  data  analysis  in  experimental  investigations  and  in communication.

**PO5: Self-directed and Life-long Learning:** Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes

## P.G  Programme Outcomes

**PO1**: **Advanced Problem**-**Solving Skills:** Graduates will demonstrate the ability to identify, analyze, and solve complex, real-world problems within their field of study, applying innovative and evidence-based solutions.

**PO2: Mastery of Advanced Research Methods**: Graduates will master advanced research methodologies, including the design, execution, and dissemination of original research, contributing to the body of knowledge in their discipline.

**PO3: Professional Development and Career Readiness:** Graduates will be well-prepared for their chosen careers, possessing the necessary skills, knowledge, and experience to excel in their professional roles or pursue further advanced studies.

**PO4: Leadership and Collaborative Abilities:** Graduates will exhibit leadership qualities and the ability to work collaboratively in diverse teams, recognizing the value of teamwork, and contributing effectively to the achievement of common goals.

**PO5: Community Engagement and Service:** Graduates will engage in community service and outreach, applying their expertise to address societal issues and contribute to the betterment of the community and beyond.

## Linways Learning Management System (LMS)

Linways is a cloud-based learning management system designed to enhance students' academic experience. It provides a centralized platform for managing coursework, accessing study materials, and tracking academic progress. Through Linways, students can submit assignments, participate in discussions, view grades, and receive important updates from faculty.

The system is user-friendly, accessible from any device, and ensures seamless communication between students and teachers. It also integrates features like attendance tracking, timetable management, and exam schedules, simplifying academic planning.

Linways empowers students to take control of their learning journey by offering tools that support continuous learning and engagement.

# 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

## ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2024-25

| Sl. No. | Activity | Specific details about the activity | Tentative Date of Conduct | Faculty Coordinator |
|---|---|---|---|---|
| **JULY** | | | | |
| 1 | Certificate/Add on Programmes | Final year Add on programmes on DLAM/TALLY WITH GST/ MARKET PSYCHOLOGY/MS EXCEL | July 4 | Ms. Jissmol Varghese (General coordinator) |
| 2 | Entrepreneurship Development | Industrial Interaction for finance stream | July 30 | Ms. Vandana C. H. |
| 3 | Experiential learning | Friday Market | Every Friday | Ms. Malavilka / Mr. Joseph James |
| 4 | Participative learning | National Statistics Day Celebration | June 29 | Ms. Mini Joshy/ Ms. Malavika M.R. |
| 1 | Book distribution | Book distribution at a reduced price for UG students for odd sem | July 1 | Dr Jesney Antony |
| 2 | Publication | El-Commercio | July 5 | Mr. Githin T James |
| 2 | Students support | Ability Test | July 12 | Mr. Shanmughadas K.G. |
| 3 | Collaborative learning | Industrial Interaction for Computer Application | July 18 | Ms. Anitha mary Alex |
| 4 | Students Support | Career Guidance for Final UG & PG | July 24 | Mr. Shanmughadas K.G. |
| 5 | Experiential learning | Friday Market | Every Friday | Ms Malavilka / Mr. Joseph James |
| 6 | Experiential learning | Workshop on Share trading | 31-Jul | Ms. Jeena Antony |

| | | | | |
|---|---|---|---|---|
| 7 | Certificate/Add on Programmes | Second year  Add on programmes  on Digital Marketing/ /Event Management/ Supply chain Management /Basic design concepts | July 29 | Ms. Jissmol Varghese (General Coordinator) |
| **AUGUST** | | | | |
| 1 | Problem solving | Project work for final year UG and PG students | August 1 | Dr. Jesney Antony |
| 2 | Publication | El-Commercio | August 5 | Mr. Githin T James |
| 3 | Add on Course | Language Skill Development | August 5 | First year class teachers |
| 4 | FEP | Faculty Exchange Program | August 23 | Ms. Bindu G/ Mr Shanmughadas |
| 6 | Collaborative learning | Industrial Interaction for BBA Students | August 12 | Ms.Vandhana C.H. |
| 9 | Faculty Development | Training Program for Research Data Analysis | August 30 | Ms. Cibini |
| 10 | Experiential learning | Friday Market | Every Friday | Ms. Malavilka / Mr. Joseph James |
| 11 | Certificate/Add on Programmes | ACCA/ CMA/ CPA | 30-Aug | Ms Kripa |
| **SEPTEMBER** | | | | |
| 1 | Publication | El-Commercio | September 5 | Mr. Githin T James |
| 2 | Remedial Programme | Peer Teaching | September 9 to 12 | Ms. Mini Joshy |
| 3 | Extension Programme | Conducting Onam Chandha | September 12 | Ms. Malavilka / Mr. Joseph James |
| 4 | Capability enhancement Bridge Course | Bridge Course for basic accounting | September 16 | Mr Githin T James |
| 5 | Experiential learning | Friday Market | Every Friday | Ms. Malavilka / Mr. Joseph James |
| 6 | Collaborative learning | Industrial Interaction for Co-operation stream | September 24 | Mr. Varghese Paul |
| 7 | Faculty Development Programme | One week online programm | September 20 | Ms. Cibini |
| **OCTOBER** | | | | |
| 1 | Publication | El-Commercio | October 3 | Mr. Githin T James |
| 2 | | Alumni Meeting | October 2 | Ms. Rinku |
| 7 | Students Support | Competitive Exams | 10-Oct | Ms. Noble Devassy |

| | | | NOVEMBER | |
|---|---|---|---|---|
| 1 | Publication | El-Commercio | November 4 | Mr. Githin T James |
| 2 | Experiential learning | Friday Market | Every Friday | Ms. Malavilka / Mr. Joseph James |
| 3 | Experiential learning | Commerce and Management Fest | 22-Nov | Dr. Remya Cherian |
| 4 | Students support | Book distribution at a reduced price for UG students for even sem | 25-Nov | Dr. Jesney |
| 5 | Participative learning | Outbound programme for PG Students | 26-Nov | Dr. Antony George |
| | | | DECEMBER | |
| 1 | Publication | El-Commercio | December 2 | Mr. Githin T James |
| 2 | Extension Programme | Conducting Christmas Fair | December 16 | Ms. Malavilka / Mr. Joseph James |
| 3 | Exhibition Programme | Exhibition | December 16 | Ms. Anitha Mary Alex |
| 5 | Experiential learning | Internship for UG and PG students | December 20 onwards | Mr.Shanmughadas K.G. |
| | | | JANUARY | |
| 1 | Publication | El-Commercio | January 3 | Mr. Githin T James |
| 2 | Students support | Faculty Exchange Program | January 16 | Ms. Bindu G/ Mr Shanmughadas |
| 3 | Participative learning | Study Tour | January 30 | Mr. Shanmughadas |
| 4 | Remedial Programme | BODHANA - Peer Teaching / (For first year students) | January 27 to 31 | Ms. Mini Joshy |
| | | | FEBRUARY | |
| 1 | Publication | El-Commercio | February 3 | Mr. Githin T James |
| 3 | International Conference | Innovative Trends In business , Commerce and management | 14-Feb | Dr. Fairooz Ashraf |
| 2 | Participative learning | Budget Analysis | February 10 | Ms. Noble Devassy |
| 6 | Experiential learning | Friday Market | Every Friday | Ms Malavilka / Mr. Joseph James |
| | | | MARCH | |
| 1 | Publication | El-Commercio | March 3 | Mr. Githin T James |
| 2 | Placement Drive | Placement Drive for PG and UG Students | March 10 | Ms. Kavitha Vincent |
| 2 | Participatiative Learning | World Consumer's Right Day Celebration | March 13 | Dr. Fairooz |
| 3 | Publication | Text book for Basic Accounting | March 31 | 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
- BSc Information Technology

## ADD ON COURSES
- Artificial Intelligence/ Machine Learning
- Fullstack Development using Java
- Python Programming

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.

- **MSc. Lab**

The Department has separate well-equipped labs for PG programmes.

## ACTIVITY FOR THE ACADEMIC YEAR 2024-25

| Sl. No | Activity | Specific details of activity | Date of Conduct/ | Faculty |
|---|---|---|---|---|
| 1 | Ability Test for Computer Fundamentals, Mathematics and Electronics | I Semester BSc CS, BCA and BSc IT | 12th July 2024 | Mr. Deepak K V |
| 2 | Add-on Course (Experiential learning) | III semester BSc CS, BCA and BSc IT | 23rd July 2024 | Mr. Jayakrishnan S, III semester class teachers |
| 3 | Bridge course for Mathematics | I Semester BSc CS, BCA and BSc IT | 23rd July 2024 | Ms. Stinphy Maxon |
| 4 | Java Programming (Problem solving methodologies) | V Semester BSc CS & BCA | July 2024 - September 2024 | Mr. Deepak K V |
| 5 | FDP Coordinator | NA | June 2024 - September 2024 | Mr. Jayakrishnan S |
| 6 | FDP | Faculty members | June 2024 - September 2024 | Mr. Jayakrishnan S |
| 7 | Earn while Learn | III & V Semester BSc CS, BCA and BSc IT | June 2024 – March 2025 | Mr. Jayakrishnan S, Dr. Soni P M |
| 8 | Extension and Outreach | All students | June 2024 - March 2025 | Dr. Soni P M |
| 9 | Industrial Interaction (Participative Learning) | All students | June 2024 - March 2025 | Dr. Soni P M |
| 10 | Peer Teaching (Participative Learning) | All students | June 2024 - March 2025 | Dr. Soni P M |
| 11 | Main Project (Problem solving methodologies) | V & VI Semester BSc CS & BCA | June 2024 - March 2025 | Faculty members as Project Guide |

| 12 | Add-on Course | All semesters of BSc CS, BCA & BSc IT | June 2024 - March 2025 | Ms. Sarithadevi S |
|---|---|---|---|---|
| 13 | SSP | All students who got less than 50 percent in internal exam | June 2024 - March 2025 | Mr. Deepak K V |
| 14 | Inter-Department Competition (Participative Learning) | All students of other departments | June 2024 - March 2025 | Ms. Dhanya G S, Ms. Anusha S |
| 15 | Student & Faculty Exchange Program | III semester BSc CS BCA & BSc IT and V semester BSc CS & BCA | July 2024 - March 2025 | Mr. Deny P Francis |
| 16 | Hardware in charge | NA | NA | Mr. Jayakrishnan S |
| 17 | CIE-Internal Exam wing | NA | June 2024 - March 2025 | Ms. Stinphy Maxon |
| 18 | Admission Cell Coordinator | NA | NA | Mr. Deepak K V |
| 19 | Funded Project Team | NA | NA | Dr. Soni P M |
| 20 | RQAC | NA | NA | Dr. Soni P M |
| 21 | Research Committee Team members | NA | NA | Dr. Soni P M, Ms. Sarithadevi S, Mr. Fredy Varghese |
| 22 | National Conference | NA | NA | Mr. Deny P Francis |
| 23 | Alumni Coordinator | NA | NA | Ms. Shajitha T B |
| 24 | H/W workshop | I Semester BSc CS, BCA and BSc IT | 26th September 2024 | Mr. Haarish Sabu |
| 25 | Study Tour | VI semester BSc CS & BCA | 6th December 2024 | Ms. Stinphy Maxon, Ms. Anna Diana, Dr. Soni P M |
| 26 | Mini Project on HTML | I Semester BSc CS, BCA, BSc IT | September 2024 - November 2024 | Mr. Haarish Sabu |
| 27 | Python Programming | III Semester BSc CS, BCA and BSc IT | October 2024 - December 2024 | Ms. Anusha S |

| 28 | Research Writing | V semester BSc CS & BCA | January 2025 - April 2025 | Dr. Soni P M |
|----|----|----|----|----|
| 29 | Advanced Python Programming | III Semester BSc CS, BCA and BSc IT | August 2024 - December 2024 | Mr. Fredy Varghese |
| 30 | Introduction to Electronics lab (Experiential learning) | III semester BCA | 29th August 2024 | Mr. Livin P Wilson |
| 31 | Industrial Visit (Experiential Learning) | V Semester BSc CS & BCA | 25th September 2024 | Mr. Deny P Francis |
| 32 | Bridge course for C Programming | II Semester B Sc CS & BCA | 10th December 2024 | Mr. Deny P Francis |
| 33 | Add-on Course (Experiential learning) | III semester BSc CS, BCA and BSc IT | 23rd July 2024 | Mr. Jayakrishnan S |
| 34 | Aptitude Training (Problem solving methodologies) | III Semester BSc CS, BCA & BSc IT and V Semester BSc CS and BCA | August 2024 - March 2025 | Mr. Jayakrishnan S |

# 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 Craftsmanship course in Catering Management (NIOS, Govt. of India)
- One Year Craftsmanship course in Hotel Housekeeping (NIOS, Govt. of India)

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

## FACILITIES

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

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

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

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

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

**Maintenance Workshop**

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

## 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
- Flower Arrangement
- 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

## DEPARTMENT ACTIVITIES

| Serial No. | Activity | Specific details of activity | Proposed Date | Facilitator |
|---|---|---|---|---|
| 1 | Internship - (Experiential Learning) | 20 weeks of I.E.T. 2021 Admn. | 1.11.2024 to 31.3.2025 | Mr. Santosh Peter |
| 3 | World Food Day | Food preparation & distribution by Culinary Club | 16-Oct 24 | Mr. Anand T |
| 4 | World Chef Day | Exhibition on innovative food | 21-Oct 2024 | Mr. John K |
| 5 | Finishing Touch by Mahindra Pride | 30 hrs Interview skill training | Last week of October | Mr. Richi T |
| 6 | Meilleur Ouvrier | Hospitality Skill Competition | Last week of Oct 24 | Ms. Renita F |
| 7 | Phoenix - Management Fest- (Experiential Learning) | Organized by Final years | Feb-28, 2024 | Mr. Jithu D |

| 8 | Event in Book of Records | Organized by Final years | September 2024 | Mr. John K |
|---|---|---|---|---|
| 9 | Theme Dinner | Organized by Final years | Feb 2024 | Mr. Tilvin Sabu Mr. Rahul T |
| 10 | Study Tour | All second years | January 2024 | Chef John |

### Participative Learning

| 1 | Webinar on Chocolate making | World Chocolate Day | 8 July 2024 | Mr. Richi Thomas |
|---|---|---|---|---|
| 2 | Workshop on Chocolate presentations | World Chocolate Day | 10 July 2024 | Mr. Prabhakaran K G |
| 3 | Alumni Interactions | Alumni Interactions | Academic year | Mr. Santosh P |
| 4 | Aloha – Fresher's Connect | Briefing Hospitality Industry | Aug 2024 | Ms. Akhila T |
| 5 | Bridge Course | BNM | Aug 2024 | Ms. Nayana P |
| 6 | Ability test | Core courses | Semester wise | Ms. Renita F |
| 7 | Industrial Visits - | 1st year 2025 Admn – induction to core depts.. | Sept 2024 | Mr. Santosh P |
| 8 | Add-on programme- 30 hrs.- | Final years – 2022 Admn – Fostac – Bakery Level 2 | 22.7.2024 | Mr. Robert F |
| 9 | | 2nd years – 2023 Admn – Fostac – Food Safety Level 1 | 5.11.2024 | Mr. Robert F |
| 10 | Workshop on Carving | 2nd years 2023 Admn - Veg and Fruit Carving- Culinary Club | Feb 2025 | Mr. Anand T |
| 11 | Tourism Day | Webinar - Organised by Final years - HMCS/HMCA | 27 Sept 2024 | Ms. Renita F |
| 12 | Outreach Programmes (CUSSP) | 3 activity per semester | Semester wise | Ms. Nayana Paul |
| 13 | Workshop on Wine | Wine pairing and Service | 04.011.2025 | Mr. Richi T |
| 14 | International Conference | Innovation and transformation in Hospitality and Tourism Industry | 11.11.2024 | Ms. Akhila T |
| 15 | Industrial interaction with experts | Core and complementary courses | Monthly | Mr. Santosh P |

| 16 | Workshop on Cocktail and Mock tail | Vino d Vino Club-members | 25.11.2024 | Mr. Tilvin Sabu |
|---|---|---|---|---|
| 17 | Workshop on Flower Arrangement | Arrangement of flowers | 1.07.2024 2.07. 2024 | Ms. Nayana P |
| 18 | Career Guidance-Final years- students and Parents | Industrial Interaction – Career opportunities | Academic year | Mr. Santosh P |
| 19 | | Career Guidance by hospitality academic partner | Academic year | Mr. Santosh P |
| **Problem Solving** | | | | |
| 1 | Class Fest - based on Practical's- | IV Sem HMCS A | 7.2.2025 | Class Teacher |
| 2 | Class Fest- based on Practical's | - IV Sem HMCA | 24.2.2025 | Class Teacher |
| 3 | Class Fest –based on Practical's- | IV sem HMCS B | 26.2.2025 | Class Teacher |
| 4 | Class Fest - based on Practical's- | IV sem BHA | 26.2.2025 | Class Teacher |
| **Extension Programme** | | | | |
| 1 | | Baker's Delight-Department | 27-Nov 2024 | Mr. Prabhakaran K G |
| 2 | Extension Programme | Housekeeping operations | 20 Nov 2024 | Ms. Nayana P |
| 3 | | Table Etiquette | 30 Dec 2024 | Mr. Robert F |
| **MOUs and Linkages - Activities** | | | | |
| 1 | Flair wizard | Cocktail and Mock tail Demo | 11/12..01.2024 | Mr. Tilvin Sabu |
| 2 | International School of carving | Workshop on fruit and vegetable carving- VI sem HMCS/HMCA | Feb 2025 | Mr. Anand T |
| 3 | Amal College of Hotel Management, Nilambur | Workshop, seminar and competitions | 09.08.2024 | Mr. John K |
| 4 | Food Health and Environment Management Solutions (FHEMS) | Food Safety training | 13.01.2025 | Mr. Robert F |
| 5 | Bharath Matha,School of legal Studies. | Faculty Exchange | 06.09.2024 | Ms. Akhila T |

| | | | | |
|---|---|---|---|---|
| 6 | Inter-Continental Hotels Group Academy- Kochi | Week end training, ODC, Training and Placement | | Mr. Jithu D |
| 7 | Inter-Continental Hotels Group Academy- Dubai | Training and Placement | 30.08.2024 | Mr. Santosh P |
| 8 | Morning Star College Dept of Home science Linkage | Faculty Exchange Programme | 10.08.2024 | Ms. Akhila T |
| 9 | Zampa Grovers Vineyard | Training | 27.08.2024 | Mr. Tilvin Sabu |
| **Best Practices** | | | | |
| 1. | Earn While you Learn. | To support the student community financially – An amount of 6 lakhs Supported to the students. | June 2024 to 31st May 2025 | Mr. Rahul |
| 2. | Innovation & Universal Record Forum( URF) | Organized by Final years | September 2024 | Mr John K |
| 3 | WWS | 1.Peer Teaching 2.Event Supervision- 3.Out Door Catering-WWS 4.Paper presentation 5.Industraial Visit | June 2024 to 31st May 2025 | |

| Faculty Development Programmes | | |
|---|---|---|
| 1 | Research Papers Presentation and Publication in UGC Care. | By Faculty Members -Academic year |
| 2 | Book Publication. | By Faculty Members -Academic year |
| 3 | 7 days online webinar on Research and Publication | By Faculty Members -Academic year |
| 4 | 3 days outbound industrial training | By Faculty Members -Academic year |

**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 ICT
- Lab for Accommodation Operation
- Guest rooms
- Faculty and Students locker room facilities
- Laundry facilities
- Pantry
- Stewarding Area
- Department lobby
- Air-conditioned Computer lab
- Air-conditioned Language lab

# 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 class 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:

- Hospitality Communication Essentials
- Professional English Fluency
- Communication Skills Enrichment
- Business English Expertise
- English Skills Enrichment
- English Language in Content Writing
- History of English Language and Literature

**Language Lab**

The Language lab is equipped with 39 student consoles and a teacher console. Software based training that helps students to improve their English communication by developing their LSRW skills. 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.

## ACTIVITY PLANNED FOR THE ACADEMIC YEAR 2024-25

| | Activity | Specific details of activity | Date of conduct | Faculty coordinator |
|---|---|---|---|---|
| 1. | Board of studies | Overseeing and enhancing the curriculum, pedagogy, and research | September | Mr. Philip P J, Dr. Purnima, Dr. Sajo, Ms. Annie Sebastian, Ms. Jesleen |
| 2. | Funded project team | Implement and coordinate funded projects of the department | August 29 | Dr. Dhanumol C M |
| 3. | RQAC | Enhancing research quality of teacher and student presentation and publication online. | September 2 | Dr. Veena Vijaya |
| 4. | FDP | Organizing and managing initiatives aimed at enhancing the skills of teaching staff | September 5 | Dr. Veena Vijaya |
| 5. | Alumni meet | Organizing and managing alumni meetings and events. | January 26 | Ms. Rejitha |
| 6. | Chutney Soca - Literary Fest | Literary competition fest | October 18 | Ms. Gigy Johnson/ Ms. Vandana Martin |
| 7. | International seminar | Exposure to literature across the globe. | January 20 | Dr. Dhanumol C M |
| 8. | Extension programme | Programme for the non-teaching staff | September 6 onwards | Ms. Sabina Leo |
| 9. | Outreach programme | As per university regulations | 3 per semester | Ms. Gigy Johnson |
| 10 | Faculty Exchange programme | Online interactions with students of other colleges. | Two each per semester | Dr. Viji Vijayan |
| 11 | Peer Teaching | PG students and Final UG students teaching their juniors. | October 22 onwards | Ms. Emil George |
| 12 | Intra Departmental competitions | Literary quiz, competitions | Four in two semesters | Ms. Annie Ms. Gigy Dr. Dhanumol C M |
| 13 | Inter Departmental competitions | Literary Competitions | Two Literary programmes (September 17 Onwards) | Dr. Sonia/ Ms. Neethu Valsan |

| | | | | |
|---|---|---|---|---|
| 14 | Workshops | Updating with the latest trends in the field of literature: Drama and Theatre. Media studies | Held once in a semester.  October 15 & November 20 | Ms. Vandana Martin / Ms. Sreelakshmi K |
| 15 | Study tour | | November 26 | Ms. Annie Sebastian |
| 26 | Departmental Journal | Contribution of the dept. | March 26 | Dr. Dhanumol C M |
| 27 | SSP | Support extended to weak students | All through the semesters | Mr. Sebastian |
| 28 | WWS | Enriching the best students providing them more resource material, to perform better in the exams. | Four sessions in two semesters. | Ms. Sabina Leo |
| 29 | Internship | Placement of the final BA & M.A students in reputed organisations | December 9 onwards | Ms. Neethu Valsan |
| 30 | Research forum | Students are given an opportunity to write and present a paper. | September 2 onwards | Fr. Antony |
| 31 | Book Publication | A handbook for literature students. | January 6 | Mr. Philip PJ, Fr. Antony |
| 32 | National seminar | Organizing and managing national-level seminars | January 8 | Dr. Purnima S |
| 33 | College Magazine | Manages the production and distribution of the college magazine | June 25, 2025 | Ms. Sreelakshmi K |
| 34 | Elixir | Newsletter | April 30 | Mr. Sebastian Poonolly, Ms. Jesleen |
| 35 | One Book One Naipunnya | Based on a book where students read for a month and then there is a literary quiz based on the book. | Two each in a semester | Mr. Sebastian Poonolly, Ms. Angel |

| 36 | Cultural visit | Exposure to students on a literary place of importance. | January 17 | Dr. Veena Vijaya |
|---|---|---|---|---|
| 37 | Extension Activities &Moving Library | Extending educational resources and community engagement. | August 13 onwards | Ms. Annie Sebastian & Ms. Sabina Leo |
| 38 | Add on course | All Semesters | July 3 onwards | Dr. Purnima & Ms. Vandana |
| 39 | Reading week | organizing and overseeing activities related to Reading Week competitions. | June 19 | Ms. Nina Ann Mathew / Dr. Purnima. |
| 40 | Earn While Learn | For III B.A and I and II M.A | August 21 onwards | Dr. Purnima |
| 41 | Taglio – Career Guidance | Assists students navigating their career paths and achieving their professional goals. | October and February | Dr. Viji Vijayan |

## P.G. DEPARTMENT OF SOCIAL WORK

Master of Social work programme (MSW), is the newly inducted programme of NIMIT, Social work is a professional course which aim in the overall wellbeing of people and which helps to meet the basic and complex needs of communities, mainly the vulnerable ones. It is a dynamic field where we work with individuals, families and communities to address the social and psychological issues and to promote social justice, human rights and change.

Department of Social work of NIMIT, is a two-year programme, which provides specializations like Family and child welfare, Medical and Psychiatry and Community development. Field work programme enhances our students to practice the theoretical input they are receiving in their classrooms to be practiced in various settings. The department provides rural camp, agency visits, theatre workshop, Participatory rural appraisal training, life skills training, etc. to mould our students to become best social work practitioners with regard to international scenario.

**ACTIVITY OF THE DEPARTMENT**

| SL. NO | Name of the Programme | Coordinators |
|--------|----------------------|--------------|
| 1. | Bridge Programme | Dr. Jessey John |
| 2. | Launching ceremony of MSW programme | Dr. Jessey John |
| 3. | World Senior Citizens Day celebration | Ms. Reni V Kalayil |
| 4. | Rural camp | Fr. Siju Padayattil |
| 5. | World Kindness Day | Ms. Reni V Kalayil |

# 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.

- **Connecting the Dots:** A program which aims to spread knowledge and meaningful connections among individuals.

| 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 |
| 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. Rinku Kunjachan & Ms. Agnes Beneeta DSilva |
| 6 | Commemorative Days | Ms. Rinku Kunjachan & Ms. Angel Mariyam Jose Ms. Renita Fernandez & Mr. Anandh Thomas |
| 7 | Face 2 Face, Nexus, Connecting the dots (consultation & extension program) | Ms. Rajani Stanley |
| 8 | Naipunnya Digital | Ms. Rajani Stanley Mr. Sanith Joseph |
| 9 | Participation in Inter-collegiate Fest (Kairos) | HoDs & Ms. Agnes Beneeta DSilva |
| 10 | 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            2. Cricket Ground        3. Football Field
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.   Naipunnya Football League ("NFL")
7.   First Year Induction ceremony ("MILAANA")
8.   Sports Merits Award Ceremony ("FLAIR")
9.   Silver Jubilee Memorial Basketball Championship ("Radiance")
10.  Organizing Calicut University D' Zone, Inter Zone, Thrissur District and State Level Tournaments
11.  Intramural Games

# 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 UG and PG Programmes. 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. Renjith Rajappan (Placement Officer - Common)

Mr. Santhosh Peter (Placement Coordinator of Hotel Management)

Ms. Bibitha Baby (PG Department of Computer Science)

Ms Kavitha Vincent, (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 is open from 8.30 a.m. to 4.30 p.m. The library holds an extensive collection of print and online resources to support the teachng, learning, and research processes of the institution. The collection is constantly updated with the latest publications. A wide range of collections of books, journals, and periodicals on various subjects are available for reference by students and academics. Online collections include eBooks and databases of journals such as JGate, DELNet, etc. The 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 a plagiarism-checking service.

The college library is open to the public from 5.30 p.m. to 6.30 p.m.

## ISSUE OF BOOKS

### General Books

Books are issued on all working days while the library is open. All library transactions are automated, and books are issued in lieu of identity cards. UG students can borrow two books, and PG students can borrow three books at a time for a period of one week, which is renewable. The due date is stamped on the slip at the back of the book.

Faculty members can issue eight books at a time for a period of one month. In addition, they can borrow a book per subject for the entire period of the course. The librarian may contact the principal or vice principal to confirm the subjects of the faculty. The books borrowed by a faculty member may be renewed for another period.

### Reference Books

Reference books shall not be taken out of the library. The details of the books are available from OPAC.

### Periodicals

Library users have full access to the periodical section. However, they cannot be issued.

## LIBRARY FINE

### Overdue books

A fine of Rs. 5 is charged for late returns of library books. If the book is lost or found missing, the borrower will be charged 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.

**Damaged books**

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

# DIGITAL LIBRARY

Students can access e-resources through the NIMIT LIBRARY WEB OPAC http://www.koha.naipunnya.ac.in:82

**Databases**:

DELNET access: https://discovery.delnet.in/
Username- krnimit
Password- nim7018

JGate access: https://jgatenext.com/
Username- nimituser
Password- elibrary

Pearson ebooks access: https://elibrary.in.pearson.com/

For access details, contact the library

**Digital Repository** - Provides access to previous question papers, research articles by faculty members, project reports etc.

**Naipunnya Digital - Digi Content**

Naipunnya Digital is a dynamic YouTube channel that blends fun, infotainment, and skill-building content, providing students with a platform to showcase their talents and spread positive vibes. It fosters creativity and technical skills through engaging content, allowing students to gain experience in anchoring, video editing, production, and communication. With over 200 students actively participating, Naipunnya Digital has grown into a vibrant community, offering a glimpse into campus life and events. This academic year alone, the channel has uploaded over 100 captivating videos and shorts, celebrating the unique voices and stories that define our college experience.

**Book Exhibition**

The College Library offers an open platform for the academic community to explore, review, recommend, and acquire books showcased by various vendors. Faculty and students are encouraged to review and recommend books to enhance the library's physical collection. Beyond gathering recommendations, the exhibition promotes reading habits among professionals and fosters a sense of community within the institute.

**BOOK LOVER AWARDS**: The library recognizes the most frequent library users by awarding Book Lover Award 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 install 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- centric 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:     Ms. Emil George

Coordinators          :          Mr. Abin John

## 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

Head of the Centre:     Dr. Sajith K S

# YOUNG INNOVATORS PROGRAME (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 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.

# CELLS

**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. Fairooz Ashraff, Mr. Sebastian Poonoly,
      Mr. Abin John & 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 to the concerned authorities.

In charge  : Mr. Robert Fernandez
Coordinators : Mr. Joseph James & Mr. Abin John

**Women's Cell (Ananya):**

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. Vandana Martin & Dr. Fairooz Ashareef

**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      : Ms. Teresa Parackal, Dr. Joy Joseph Puthussery,
                Dr. Mathew Jose K
Coordinator   : Ms. Reni V Kalayil, Ms. Shajitha T B

**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:**

The Exam Grievance Cell ensures complete transparency in all internal assessments and examinations conducted by all academic departments at Naipunnya. The Exam Grievance Cell consist of the College Examinaton

Committee headed by the College Examination Officer (CEO). The College Examination Committee prepares the academic calendar for all internal examinations conducted for all students every semester. The College Examination Officer (CEO) monitors the internal evaluation process. Any grievances by students or faculty related to internal examination are solved by the College examination committee. The Examination Department promptly deals with mistakes/errors related to an internal assessment of the students.

In charge        : Rev. Fr. Dr. Paulachan K.J (Principal)
Coordinator    : Fr. Joseph Manickathan & Ms. Teresa Parackal

# CLUBS AND COMMITTEES

**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

**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        : Dr. Jeena Antony
Coordinators    : Ms. Vandana C H

**Arts Club:**

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

**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. Joseph Manickathan
Coordinator : Ms. Niya Scaria, Ms. Noble Devassy

**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 : 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 : Dr. Jeena Antony
Coordinator : Mr. Philip P J and Ms. Kesiya Johnson

**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. Vandana Martin & Ms. Fairooz Ashraff

**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      : Mr. Abin John, 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.

Coordinators      : Dr Jessey John (HoD, PG Department of Social Work)
                         Ms. Reni V Kalayil, MSW. Medical and psychiatric social work,
                         Student counsellor, NIMIT

Resource persons:

1. Rev Fr Dr. Thomas Kallookaran M S, Ph.D in counselling psychology

2. Rev Fr Dr. Joe Paul Kiriyanthan Ph.D in psychology

3. Sr Dr Preetha CSN, Psychologist

4. Ms. Rajani Stanley (HOD), MTA, MA (Clinical Psychology)

## 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, Ms. Rinku Kunjachan, Ms. Kesiya Johnson

# 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 student who identifies a breakdown or damage occurred to a furniture or equipment reports it to the class teacher. Class teacher registers the complaint through SmartSupport. 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 2500 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 people 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 St. Antony's boys 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. The chapel is open to all staff and students.

## 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 may keep their mobile in the locker. They can use their phones during the interval and if needed for course work under teacher supervision. Unauthorized use during class will result in the phone being seized.

**BUS**

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

**REPROGRAPHIC CENTRE**

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.

**DTP CENTER**

A DTP center is provided in the campus for students and staff. All printing, copying and binding requirements of students and staff are fulfilled at this facility.

# 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, except on Wednesday. Students are allowed to wear formal color dress on Wednesday.

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 and non-compliance with college rules.

    c)  Provoking students to strike and participate in any form of 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 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 representative 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 Act1984.Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.

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

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

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

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

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

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

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

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

# GOOD MANNERS AND CODE OF CONDUCT

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

# ATTENDANCE AND LEAVE OF ABSENCE

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

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

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

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

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

## RESIDENCE / HOSTEL

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

2.  They should submit full information regarding the 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 48 hours.

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/Gl/15/H.Edn. Dated, Thiruvananthapuram, 12.10.2015.

• All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details. Guests attending, source of funds,

expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.

- Students' Union activities should be supervised by a committee chaired by the Head of the Institution with Staff Advisor as Convener, and HoDs and Discipline Committee members.
- All students have to wear identity tag in the college.
- No type of vehicles should be used during celebrations inside the college campus/ hostels.
- Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the 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 1stof January every year. After the due dates, fees will be accepted for a period of 10 days with a fine of ₹100/-. All the 1st 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. Sc. IT
- 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. **Naipunnya 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(A) (Third Year)

20. Endowment instituted by NIMIT for academic excellence in B.Com F (B) (Third Year)

21. Endowment instituted by NIMIT for academic excellence in B.Com CA (Third Year)

22. Endowment instituted by NIMIT for academic excellence in B.Com Co (Third Year)

23. **Edassery Paily and Rosa Memorial Endowment** for academic excellence in BBA (Third Year)

24. **Rev. Dr. Paul Madan Endowment** for academic excellence in B.Sc. CS (Third Year)

25. **Rev. Dr. Paul Kaithottungal Endowment** for academic excellence in BCA (Third Year)

26. **Nellissery KochuPoulo and Kunjannamma Memorial Endowment** for academic excellence in B.Sc. HM CA (Third Year)

27. Endowment instituted by NIMIT for academic excellence in B.Sc. HM CS(A) (Third Year)

28. Endowment instituted by NIMIT for academic excellence in B.Sc. HM CS(B) (Third Year)

29. Endowment instituted by NIMIT for academic excellence in B.Sc. BHA (Third Year)

30. Endowment instituted by NIMIT for academic excellence in III BA literature (Third Year)

31. Endowment instituted by NIMIT for academic excellence in M.A (Final Year)

32. Endowment instituted by NIMIT for academic excellence in M. Com (Final Year)

33. Endowment instituted by NIMIT for academic excellence in M.Sc. (Final Year)

34. Endowment instituted by NIMIT for academic excellence in B.Com F(A) (Second Year)

35. Endowment instituted by NIMIT for academic excellence in B. Com F(B) (Second Year)

36. **Elavuthingal Joseph Memorial Endowment** for academic Excellence in B. Com CA (Second Year)

37. Endowment instituted by NIMIT for academic excellence in B.Com Co (Second Year)

38. **Keekkarikkattoor Puthenpurakal Chacko Alexander Memorial Endowment** for academic Excellence in BBA (Second Year)

39. **Dr. K.C. Ittiachan Pattarumadom Memorial Endowment** for academic excellence in B.Sc. CS (Second Year)

40. **Mannancheril Mary Sebastian Memorial Endowment** for academic excellence in BCA(A) (Second Year)

41. **"Rev. Fr. Jose Karachira Memorial Endowment** for the academic excellence in II BCA (B) (Second Year)

42. **Pynadath John and Aleyakutty Memorial Endowment** for academic excellence in B.Sc. HM CA (Second Year)

43. Endowment instituted by NIMIT For academic excellence in B.Sc. HM CS(A) (Second Year)

44. Endowment instituted by NIMIT For academic excellence in B.Sc. HM CS(B) (Second Year)

45. Endowment instituted by NIMIT For academic excellence in B.Sc. BHA (Second Year)

46. **"Jeswin P Joji Memorial Endowment"** for academic excellence in BA English (Second year)

47. **Prof. Thomas Varghese Endowment** for academic excellence in B.Com F (A) batch (First Year)

48. Endowment instituted by NIMIT for academic excellence in B. Com F (B) batch (First Year)

49. Endowment instituted by NIMIT for academic excellence in B.Com CA (First Year)

50. Endowment instituted by NIMIT for academic excellence in B. Com Co (First Year)

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

52. Endowment instituted by NIMIT for academic excellence in M.com (First Year)

53. **Manikath Varkey and Annie Memorial Endowment** for academic excellence in B.Sc. CS (First Year)

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

55. Endowment instituted by NIMIT for academic excellence in BCA(B) (First Year)

56. Endowment instituted by NIMIT for academic excellence in B.sc IT (First Year)

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

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

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

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

61. Endowment instituted by NIMIT for academic excellence in M.A (First Year)

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

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

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

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

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

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

68. **"Rev. Fr. Jose Karachira Memorial Endowment"** for the best outgoing chef.

69. **"Rev. Fr. Jose Karachira Memorial Endowment"** for the Excellent Effort Award.

70. **"Rajesh Chakkiar Memorial Endowment"** for the Above and beyond award.

71. **"Mr. Pulivelil Kuriakose Thomas and Mrs Marykutty Thomas Memorial Endowment"** for the best Hospitality Manager.

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

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

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

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

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

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

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

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

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

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

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

# ACADEMIC CALENDAR 2024-25

| JUNE | | | |
|------|-----|----------|---------|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Saturday | Global Parents Day | |
| 2 | Sunday | | |
| 3 | Monday | | |
| 4 | Tuesday | Holiday | |
| 5 | Wednesday | World Environment Day | |
| 6 | Thursday | | |
| 7 | Friday | World Food safety day | |
| 8 | Saturday | | |
| 9 | Sunday | | |
| 10 | Monday | Holiday | |
| 11 | Tuesday | Holiday | |
| 12 | Wednesday | World Day against Child Labor | |
| 13 | Thursday | Patrons Day | |
| 14 | Friday | World Blood Donor Day | |
| 15 | Saturday | | |
| 16 | Sunday | | |
| 17 | Monday | Holiday -Bakrid | |
| 18 | Tuesday | | |
| 19 | Wednesday | National Reading Day | |
| 20 | Thursday | | |
| 21 | Friday | International Day of Yoga, World Music Day | |
| 22 | Saturday | | |
| 23 | Sunday | | |
| 24 | Monday | Model Examination-2023 Admission | |
| 25 | Tuesday | Model Examination-2023 Admission | |
| 26 | Wednesday | Model Examination-2023 Admission | |
| 27 | Thursday | Model Examination-2023 Admission | |
| 28 | Friday | Model Examination-2023 Admission | |
| 29 | Saturday | | |
| 30 | Sunday | World Social Media Day | |
| 31 | Monday | | |

| JULY | | | |
|---|---|---|---|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Monday | National Doctors Day | |
| 2 | Tuesday | | |
| 3 | Wednesday | Holiday, St. Thomas Day, International Plastic bag free day | |
| 4 | Thursday | | |
| 5 | Friday | | |
| 6 | Saturday | | |
| 7 | Sunday | World Chocolate Day | |
| 8 | Monday | | |
| 9 | Tuesday | | |
| 10 | Wednesday | | |
| 11 | Thursday | World Population Day | |
| 12 | Friday | | |
| 13 | Saturday | | |
| 14 | Sunday | | |
| 15 | Monday | World Youth skills Day | |
| 16 | Tuesday | Muharram – Holiday | |
| 17 | Wednesday | World Day of International Peace | |
| 18 | Thursday | | |
| 19 | Friday | | |
| 20 | Saturday | | |
| 21 | Sunday | | |
| 22 | Monday | | |
| 23 | Tuesday | Holiday | |
| 24 | Wednesday | | |
| 25 | Thursday | | |
| 26 | Friday | | |
| 27 | Saturday | | |
| 28 | Sunday | World Nature Conservation Day | |
| 29 | Monday | | |
| 30 | Tuesday | International Day of Friendship | |
| 31 | Wednesday | | |

| | | AUGUST | |
|---|---|---|---|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Thursday | World commerce Day | |
| 2 | Friday | | |
| 3 | Saturday | Karkkidakavavu - Holiday | |
| 4 | Sunday | | |
| 5 | Monday | | |
| 6 | Tuesday | | |
| 7 | Wednesday | | |
| 8 | Thursday | | |
| 9 | Friday | | |
| 10 | Saturday | | |
| 11 | Sunday | | |
| 12 | Monday | International Youth Day | |
| 13 | Tuesday | | |
| 14 | Wednesday | | |
| 15 | Thursday | Independence Day | |
| 16 | Friday | | |
| 17 | Saturday | | |
| 18 | Sunday | | |
| 19 | Monday | World Photography Day<br>World Humanitarian Day | |
| 20 | Tuesday | Sree Narayana Guru Jayanthi – Holiday | |
| 21 | Wednesday | World Senior Citizen Day<br>First Internal Assessment for V Semester | |
| 22 | Thursday | | |
| 23 | Friday | | |
| 24 | Saturday | | |
| 25 | Sunday | | |
| 26 | Monday | Sree Krishna Jayanthi – Holiday | |
| 27 | Tuesday | | |
| 28 | Wednesday | Ayyankali Jayanthi – Holiday | |
| 29 | Thursday | | |
| 30 | Friday | | |
| 31 | Saturday | | |

| SEPTEMBER | | | |
|:---:|:---:|:---:|:---:|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Sunday | | |
| 2 | Monday | | |
| 3 | Tuesday | | |
| 4 | Wednesday | | |
| 5 | Thursday | Teacher's Day<br>First Internal Assessment for III semester | |
| 6 | Friday | | |
| 7 | Saturday | | |
| 8 | Sunday | International Literacy Day | |
| 9 | Monday | | |
| 10 | Tuesday | | |
| 11 | Wednesday | | |
| 12 | Thursday | | |
| 13 | Friday | | |
| 14 | Saturday | Hindi day | |
| 15 | Sunday | Thiruvonam – Holiday | |
| 16 | Monday | World Ozone Day | |
| 17 | Tuesday | | |
| 18 | Wednesday | | |
| 19 | Thursday | | |
| 20 | Friday | | |
| 21 | Saturday | | |
| 22 | Sunday | Holiday, Sree Narayana Guru Samadhi | |
| 23 | Monday | | |
| 24 | Tuesday | Holiday | |
| 25 | Wednesday | Social Justice Day | |
| 26 | Thursday | | |
| 27 | Friday | World Tourism Day | |
| 28 | Saturday | | |
| 29 | Sunday | World Heart Day | |
| 30 | Monday | | |

| | | OCTOBER | |
|---|---|---|---|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Tuesday | | |
| 2 | Wednesday | Holiday, Gandhi Jayanthi (Birth Anniversary of Mahatma Gandhi) | |
| 3 | Thursday | | |
| 4 | Friday | World Habitat Day, World Animal Welfare Day | |
| 5 | Saturday | | |
| 6 | Sunday | | |
| 7 | Monday | | |
| 8 | Tuesday | | |
| 9 | Wednesday | | |
| 10 | Thursday | National Postal Day | |
| 11 | Friday | Holiday | |
| 12 | Saturday | Holiday, Mahanavami | |
| 13 | Sunday | Holiday, Vijayadesami | |
| 14 | Monday | | |
| 15 | Tuesday | Holiday, World Students Day | |
| 16 | Wednesday | World Food Day | |
| 17 | Thursday | | |
| 18 | Friday | | |
| 19 | Saturday | | |
| 20 | Sunday | | |
| 21 | Monday | Model Examination for V semester | |
| 22 | Tuesday | | |
| 23 | Wednesday | | |
| 24 | Thursday | | |
| 25 | Friday | | |
| 26 | Saturday | | |
| 27 | Sunday | | |
| 28 | Monday | | |
| 29 | Tuesday | | |
| 30 | Wednesday | | |
| 31 | Thursday | Deepavali | |

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

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

| | | JANUARY | |
|---|---|---|---|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Wednesday | | |
| 2 | Thursday | Holiday, Mannam Jayanti | |
| 3 | Friday | | |
| 4 | Saturday | | |
| 5 | Sunday | | |
| 6 | Monday | | |
| 7 | Tuesday | | |
| 8 | Wednesday | | |
| 9 | Thursday | | |
| 10 | Friday | | |
| 11 | Saturday | | |
| 12 | Sunday | National Youth Day | |
| 13 | Monday | | |
| 14 | Tuesday | | |
| 15 | Wednesday | | |
| 16 | Thursday | | |
| 17 | Friday | | |
| 18 | Saturday | | |
| 19 | Sunday | | |
| 20 | Monday | | |
| 21 | Tuesday | Holiday | |
| 22 | Wednesday | | |
| 23 | Thursday | | |
| 24 | Friday | | |
| 25 | Saturday | | |
| 26 | Sunday | Holiday, Republic Day | |
| 27 | Monday | | |
| 28 | Tuesday | Holiday | |
| 29 | Wednesday | | |
| 30 | Thursday | Martyrs Day | |
| 31 | Friday | | |

| | FEBRUARY | | |
|---|---|---|---|
| **Date** | **Day** | **Activity** | **Remarks** |
| 1 | Saturday | | |
| 2 | Sunday | | |
| 3 | Monday | | |
| 4 | Tuesday | | |
| 5 | Wednesday | | |
| 6 | Thursday | | |
| 7 | Friday | | |
| 8 | Saturday | | |
| 9 | Sunday | | |
| 10 | Monday | | |
| 11 | Tuesday | | |
| 12 | Wednesday | | |
| 13 | Thursday | | |
| 14 | Friday | | |
| 15 | Saturday | | |
| 16 | Sunday | | |
| 17 | Monday | | |
| 18 | Tuesday | | |
| 19 | Wednesday | | |
| 20 | Thursday | World Day of Social Justice | |
| 21 | Friday | | |
| 22 | Saturday | | |
| 23 | Sunday | | |
| 24 | Monday | | |
| 25 | Tuesday | | |
| 26 | Wednesday | Sivarathri – Holiday | |
| 27 | Thursday | | |
| 28 | Friday | | |

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

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

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

# PRAYER SONGS

## 1. ജീവകോടിയിൽ നിത്യമായ് മേവും

ജീവകോടിയിൽ നിത്യമായ് മേവും
ജീവിതാനന്ദ ധർമ്മമേ
ജീവസാഗര കല്ലോലങ്ങൾതൻ
ഭാവസുന്ദരഗാനമേ
ഭാവസുന്ദരഗാനമേ

താരിലും താരമണ്ഡലത്തിലും
കാരിരുമ്പിലും പൂവിലും
ആരനശ്വരജ്യോതിസ്സെകുന്ന
ആമഹാശക്തിവന്ദനം
ആമഹാശക്തിവന്ദനം

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

## 2. എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ

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

പൂവിലൂറുന്ന പുഞ്ചിരി നീയല്ലോ
പുസ്തകം തരും ജ്ഞാനവും നീയല്ലോ
പുല്ലുമാടവും പൂമണിമേടയും
തുല്യമായ് തൊഴും ശക്തിയും നീയല്ലോ          (എങ്ങുമെങ്ങും)

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

### 3. ഞങ്ങൾ കരം കൂപ്പി നിൽക്കുന്നു മണ്ണിന്റെ

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

           (ഞങ്ങൾ കരം കൂപ്പി.....)

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

           (ഞങ്ങൾ കരം കൂപ്പി.....)

വിവേകപൂർണ്ണരായ് ജീവിക്കുവാൻ
സത്ഗുരു ഭക്തരായ് വിജയം വരിക്കുവാൻ
ജഗത്പിതാവെ വരം തരേണമെ
സ്നേഹസേവന നിരതരാകുവാൻ

           (ഞങ്ങൾ കരം കൂപ്പി.....)

## 4. There shall be showers of blessing:

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

## 5. Thank You Lord

Thank You Lord
I come before You today
And there's just one thing that I want to say Thank You Lord
Thank You Lord
For all You've given to me
For all the blessings I can not see Thank You Lord
Thank You Lord
With a grateful heart
With a song of praise
With an 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.

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