

# DON BOSCO COLLEGE

(Affiliated to the University of Calicut)

Accredited by NAAC with 'B' Grade  
An ISO 9001:2015 Certified Institution

Phone : 04936 - 223017, 9847918151

SULTHAN BATHERY, WAYANAD, KERALA - 673 592

e-mail: mailtodonbosco@gmail.com

www.donboscobathery.com



## HAND BOOK & ACADEMIC CALENDAR 2019- 2020

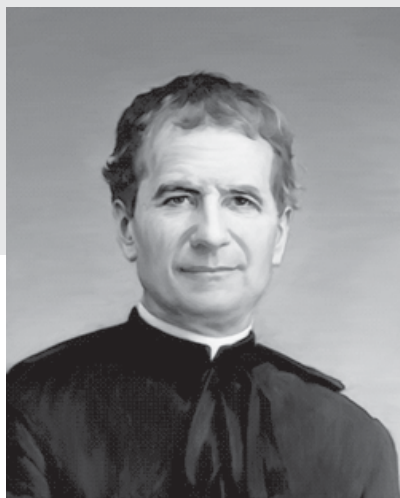
Name : .....

Programme : .....

Address : .....

.....

Phone : .....



## **DON BOSCO (1815 – 1888)**

Don Bosco is known to millions as a brilliant educator and a great champion of the young. He was born on 16 August 1815, at Becchi, Turin, Italy, in a poor family and eventually he was ordained a priest. He dedicated his entire life for the welfare of the young. Don Bosco's system of education can be summed up in three words (3RS): Reasonableness, Relationship and Religiousness.

Reasonableness refers to a sensible and realistic approach to realities, goals and achievements. Relationship entails a family atmosphere, a loving, friendly and trusting rapport between the teachers and students and spontaneity and openness in interactions. Religiousness signifies inculcating in the young a sense of the divine and preparing them for life, apart from equipping them for a livelihood.

“Education is a matter of the heart”

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## HAND BOOK AND CALENDAR 2019- 2020

Name : .....Roll No.....

Programme: .....Year.....

Managed by  
THE SALESIANS OF DON BOSCO



# DON BOSCO COLLEGE, SULTHAN BATHERY

(Affiliated to the University of Calicut)

Accredited by NAAC with 'B' Grade, An ISO 9001:2015 Certified Institution

Near Civil Station, Sulthan Bathery, Wayanad-673 592

www.donboscollegebathery.com

## PERSONAL MEMORANDUM

Name: .....

Programme: .....Year: .....

Roll No: .....Hall Ticket No: .....

Date of Birth: ..... Blood Group:.....

Address (Temporary): .....

.....

.....

.....

Phone No: Code.....No:.....

Address (Permanent) : .....

.....

.....

.....

Phone No: Code.....No: .....

Mobile: ..... E-mail .....

Name of the father/guardian :.....Mother :.....

Signature of the student: .....

Signature of the parent: .....

Signature of the local guardian: .....



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

द्विबर्णिकालीन अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission

## Certificate of Accreditation

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Don Bosco College  
Sullthan Batherly, Dist. Wayanad, affiliated to University of Calicut, Kerala as  
Accredited  
with CGPA of 2.30 on four point scale  
at B grade  
valid up to April 30, 2020*

Date : May 01, 2015



*N. P. P. P. P.*

Director

EC/SC/06/NAAC/003



## Dare and Soar



The motto of the college “Dare and Soar” is indeed an inspiring one. God wants strong leaders who will not tremble like reeds in the wind in times of adversity and crisis. “Kites fly highest not with the wind, but against the wind”. ‘*Dare*’ stands for courage, effort and enterprise, confidence and determination. ‘*Soar*’ stands for the goal, destination, purpose and the central meaning of one’s life. It also stands for the fruits of being daring-success and achievement. The olive branches symbolize peace and prosperity. The flame represents the Eternal Light that dispels darkness and the cross is the symbol of love and sacrifice. The icon of Don Bosco symbolizes the inspiration and the pedagogy of education.



## NATIONAL ANTHEM

Jana gana mana adinayaka jaya he  
Bharatha bhagya vidhatha  
Punjab, Sindhu, Gujarat, Marata  
Dravida Utkala Vanga  
Vindya Himachala Yamuna Ganga  
Utchalajaladhi taranga  
Thava shuba name j age  
Thava shuba asisha mage  
Gahe tava jaya gatha  
Jana gana mangala dayaka jayahe  
Bharatha Bhagya Vidhatha  
Jayahe jayahe jayahe  
Jaya jaya jaya jayahe.

## PLEDGE

“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.



## BRIEF HISTORY OF DON BOSCO COLLEGE SULTHAN BATHERY

Don Bosco College, Sulthan Bathery, is a an Arts and Science Self-financing College affiliated to the University of Calicut, accredited by NAAC with 'B' Grade . The college is managed by the Salesians of Don Bosco, which is a religious order of the Catholic Church. It is part of the world-wide network of Don Bosco institutions. Don Bosco has about 2500 institutions, including 15 universities and 58 professional colleges, in 132 countries. Salesians came to India in 1906. Don Bosco is recognized by the Government of India as the single largest provider of technical education in India, second only to the Government.

Don Bosco College aims at the integral formation of students by imparting sound education in every aspect of life. Education in Don Bosco institutions will enable the young to find meaning in life, to seek guidance and strength from above, to foster a spirituality that can sustain them through inevitable ups and downs of life, according to each one's belief and religious background.

### THE NATURE OF THE INSTITUTION

Don Bosco College Sulthan Bathery is a private unaided Christian Minority institution administered by the "Salesians of Don Bosco" belonging to the Sacred Heart Province of Bangalore. This institution is established for the advancement of learning and for the propagation of Christian values and is entitled for the rights guaranteed under Article 30 (1) of the Constitution of India.





## THE GOVERNING BODY

The Provincial of the Salesian Province of Bangalore and the Rector/Secretary of Don Bosco College, Sulthan Bathery shall be the governing body to exercise complete and final authority over the institution. The governing body will be assisted by the college commission of the province and the Management Council of the College, where members are nominated by the provincial from time to time. The Management Council, headed by the Rector, is entrusted with the responsibility of immediate and ordinary administration and management of the affairs of the college.

### GOVERNING BODY

- Chairman : Fr. Mathew Thonikuzhiyil sdb ( Provincial)  
 Secretary : Fr. Thomas Poovelickal sdb ( Rector and Manager)  
 Members : Dr. Fr. Joy Ullattil sdb (Principal)  
               : Fr. Sojan Pananchickal sdb (Vice Principal)  
               : Fr. Benny Christudas sdb (Administrator)  
               : Dr. Fr. Johny Pathinanchil sdb (Member)  
               : Bro. Philip Vakkapparambil sdb (Dir. DB Tech)  
               : Fr. Johnson Ponthempilly sdb (Member)

### COLLEGE MANAGEMENT COUNCIL

1	Rev. Fr. Thomas Poovelickal sdb	Manager/Secretary
2	Dr. Fr. Joy Ullattil sdb	Principal
3	Fr. Sojan Pananchickal sdb	Vice Principal
4	Fr. Benny Christudas sdb	Administrator
5	Dr. Fr. Johny Pathinanchil sdb	Member
6	Br. Philip Vakkaparambil sdb	Dir. Don Bosco Tech
7	Fr. Johnson Ponthempilly sdb	Member



## VISION

The college seeks to help the students to be intellectually competent, spiritually mature, morally upright, psychologically integrated, physically fit and socially acceptable persons.

## MISSION

We aim at moulding the students to take lead in creating a just and human society where the dignity of the human persons is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony and national integration are upheld, where the poor and marginalized are specially taken care of. This institution is open to all students irrespective of caste or creed. Students are accepted and cherished as they are and are helped to grow in their culture, social and religious tradition. Our secret of success is that it is a community of educators who are committed to their vocation, professionally competent, morally upright, just and who possess a true vision of education.



## THE LORD'S PRAYER

Our Father in Heaven/ holy be your name/ your kingdom come/  
your will be done/ on earth as in heaven// Give us today our daily  
bread/ forgive us our sins/ as we forgive/ those who sin against  
us/ do not bring us to the test/ but deliver us /from every evil.

## PRAYER OF A STUDENT

O God/ from whom / all wisdom/ and knowledge proceed/  
help me to do my studies well./ Open my mind to the truth/ Wipe  
out all my prejudices./ Give me an attentive mind/ keen and alert/  
so that,/ I can concentrate/ and grasp my lessons./Grant me and  
eager mind/ to learn something new everyday/ Oh Invisible/  
Eternal/ Unchangeable Truth.

### QUALITY POLICY

To strive to be a centre of learning and excellence through the process of self evaluation and continual development and renewal in all endeavors, namely, learning, teaching, research, consultancy and other related services. To equip young people to meet the challenges of the modern times by providing an all-round formation. To mould persons with character, competence, conscience, compassion and commitment. To provide friendly and growth oriented ambience for students and to ensure excellent standards that would secure them leadership in tomorrow's challenging world.



**PRINCIPAL**  
**Dr. Fr. Joy Ullattil SDB**  
 MBA, MA, MSW, Ph.D  
 Ph: 09744981233

**VICE PRINCIPAL**  
**Fr. Sojan Pananchickal SDB**  
 MSW, NET  
 Ph: 7012516402

**MEMBERS OF STAFF-TEACHING**  
**DEPARTMENT OF COMMERCE**

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mrs. Sanitha I S(H.o.D)	9747477652	sanitha1985@gmail.com	MCom,NET,MBA,NET,Ed
2	Mrs. Preetha P R	9847769488	preetha.sajeesh15@gmail.com	MBA,NET,M.Com.,NET
3	Mrs Nimi K S	9847720361	nimishiju@gmail.com	MCom,B.Ed,SET,MBA
4	Mr. Babu V S	9446162590	babuvalamkottu@gmail.com	MCom,MBA
5	Mrs. Leejia George	9447396982	leejiabijuk@gmail.com	MCom,MBA
6	Mrs. Shincy Sebastian	9496309647	shincysebas@gmail.com	MBA,M.com
7	Mrs. Diana Varghese	9539092933	hagnaaa@gmail.com	MCom,MBA,B.Ed,SET,
8	Mr Sameer K P	9947355609	Sameerkp8@gmail.com	MCom,B.Ed,SET
9	Mrs Brilla Varghese	9497647801	brilla.lal@gmail.com	MCom,NET
10	Mr. Gracious Mathai	7598150440	graciousmathai77@gmail.com	MCom,MPhil
11	Mr. Jumanul Haque O V	8606682758	Jumanhaq@gmail.com	MCom,B.Ed,SET,NET

**DEPARTMENT OF MANAGEMENT**

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mrs. Annie Liza (H.o.D)	9746895733	annieliza@gmail.com	MBA, M.Phil
2	Mrs. Geethu Susan Joy	9526566430	susanjoh01@gmail.com	MBA, NET
3	Mr. Antony PP	9847095938	antonypp72@gmail.com	MBA, M.Phil
4	Dr Karthick K	9600549539	karthickkdv@gmail.com	MBA.,Ph.D
5	Mr. Riyas E M	7907528460	emriyas51@gmail.com	MBA.,M Com
6	Mr. Arshad	9562400364	arshadkolomchira@gmail.com	M Com.,NET



## DEPARTMENT OF COMPUTER SCIENCE & MATHEMATICS

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Dr. Eldho K J (H.o.D)	9894559282	eldhorvs@gmail.com	M.Sc., M. Phil., Ph.D
2	Dr. Johny SDB	9447885302	johnysdb@gmail.com	M.Tech., Ph.D
3	Mrs. Praseetha N A	9846897171	napraseetha@gmail.com	M.Sc., B.Ed
4	Mrs. Dhanya K P	8547890718	dhanyakpyd@gmail.com	M.Sc., B.Ed
5	Mrs. Gibi K S	9946229964	gibikakkanate297@gmail.com	MCA
6	Mrs. Sriitha S	9747969665	sriitha.nandha@gmail.com	MCA, M. Phil
7	Mr Basil K Eldhose	9400838049	basilbattery1107@gmail.com	MCA
8	Ms Geetha K G	9645153894	geethakgwayanad@gmail.com	MCA., NET
9	Mrs. Jwala Jose	9380375757	jwalajas@gmail.com	MCA
10.	Mr. Sajith Babu P R	9600277318	sajith.babu10@gmail.com	M.Sc., B.Ed
11	Mrs. Arya Vijayakumar	7510873489	aryavijayakumar2010@gmail.com	M.Sc., B.Ed

## DEPARTMENT OF TRAVEL & TOURISM (B.TTM)

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mr. Mathew Varghese(H.o.D)	9061586873	mathewvarghese5@gmail.com	MBA(Tourism)
2	Mrs. Neethu Jose	8943495596	anneethujos@gmail.com	MTA, NET
3	Mr. Biju TS	9744130148	bijuskaria2007@gmail.com	MTM

## DEPARTMENT OF ENGLISH

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mr. Rejin M Y (HoD)	9446993442	rejinmy@yahoo.com	MA
2	Mrs. Sangeetha P S	9947600598	sangeethaperathel@gmail.com	MA, B.Ed
3	Ms. Priya Philip	8884176278	priyaphilipeng@gmail.com	MA, NET, MBA
4	Ms. Saritha Xaviour	7034788300	sarithaxaviour@gmail.com	MA
5	Mrs Ashlin Paul	9947064258	ashlinpaul0123@gmail.com	MA, B.Ed
6	Mr Sarath Sankar	9895006550	saraths086@gmail.com	MA
7	Mrs. Meenakshi P V	9880472585	meena.easwar@gmail.com	MA, B.Ed
8	Mr. Basil Kiren	9747038292	basil.kiran@gmail.com	MA, B.Ed
9	Ms. Neenu Prakash	9446869889	neenunithinjoseph@gmail.com	MA, B.Ed
10	Ms. Anjaly K M	7902840844	devanjaly123@gmail.com	MA, B.Ed, SET
11	Ms. Anna Merin Scaria	9656752490	annamerinscaria2607@gmail.com	MA, M.Phil



## DEPARTMENT OF LANGUAGE STUDIES

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mr. Biju T T(H.o.D)	9744859244	bijuwhynot@gmail.com	MA, B.Ed (Malayalam)
2	Mrs. Sheeba K M	9605992525	sheebakm2014@gmail.com	MA, B.Ed (Hindi)
3	Mrs. Nishna T	9747124961	nishnaplpy89@gmail.com	MA,NET(Malayalam)

## DEPARTMENT OF SOCIAL WORK

S.No.	Name	Phone No.	E Mail ID	Qualifications
1	Fr. Sojan Pananchickal(H.o.D)	7012516402	pananchickalsdb@gmail.com	MSW, NET
2	Fr Johnson K P	8281287021	johnsonkpsdb@gmail.com	MSW,MA(PhD), Dip.HRM
3	Mrs. Sherin Baby	8943995109	sherinbaby002@gmail.com	MSW(Med.Psy.)
4	Ms. Neethu Scaria	9995201058	neethu.scaria@gmail.com	MSW.,PGDCA
5	Mr. Babu M T	9446251412	babchozhi@gmail.com	MSW, NET.,M. Phil
6	Sr. Merina SKD	9495310491	merinaskd@gmail.com	MSW, MCJ,DCA
7	Ms. Remya Mathew	7025520276	Remyamary276@gmail.com	MSW (Med & Psy)

## PHYSICAL EDUCATION

S.No.	Name	Phone No.	Email.id	Qualification
1	Mr. Basil John	9048528204	eldhosjohn09@gmail.com	M.PEd

## ADMINISTRATIVE STAFF

S.No.	Name	Phone No.	E Mail ID	Designation
1	Mrs.Susan Thankachan	9495339352	susanpurangattil@gmail.com	Jr. Superintendent
2	Mr. Jinto KB	9349714307	kbjinto@gmail.com	Librarian
3	Mr. Kuriakose	9946931244	kuriakosenc8@gmail.com	Asst. Librarian
4	Mrs. lyda Jaison	9349648718	iydabjaison@gmail.com	Office Clerk
5	Mr. Ajeesh CA	6238951993	caajeesh62@gmail.com	Lab Technician
6	Mr. Eby Mathew	9961757131	ebyppappail@gmail.com	Peon/Office Assistant
7	Mrs. Vasantha	9544771099		Attender
8	Mr. Narayanan	9544994808		Security Staff
9	Mrs. Sheeba	9562057225		Support staff
10	Mrs. Sabitha	7025017233		Support staff



### PROGRAMMES OFFERED

B. Com. Computer Application	: 3 Years
B. A. Travel and Tourism	: 3 Years
B. Sc. Computer Science	: 3 Years
B.A English	: 3 Years
B.B.A.	: 3 Years
B.S.W	: 3 Years
B.Com Finance	: 3 Years
B.Sc Maths	: 3 years
M.Com	: 2 Years
M.S.W	: 2 Years
M.Sc. Computer Science	: 2 Years
M.A. English	: 2 years

### CAREER ORIENTED CERTIFICATE PROGRAM (COP) PROGRAMMES OFFERED

COURSES	DURATION
Tax Studies	40 hours
Tour Guide & Hospitality Mgmt	40 hours
Spoken English and Soft Skills	40 hours
Tally - Computer Accounting	40 hours
Retail Marketing	40 hours
IFRS	40 hours
Certified Accountant Technician	40 hours
Computer Fundamentals	40 hours



## WORKING HOURS

### ● CLASS TIME ●

9:35 a.m. Attendance - Daily Assembly, 9.50 - 10.40 – I hour,  
10.40 - 11.40 – II hour

11.40 - 11.50 – Interval, 11.50 – 12.40 – III hour

12.40 – 01.40 – Lunch Break

01.40 – 2.40 – IV hour, 2.40 – 3.30 – V hour

3.30 – 4.00 – COP

### LIBRARY TIME

9.00 a.m. – 12.00 Noon & 12.40 p.m. – 5:00 p.m.

Closed on Second Saturdays, Sundays and Public Holidays.

### OFFICE TIME

Monday – Saturday: 9:00 a.m. – 12 p.m.

& 12:40 p.m. – 4:30 p.m.

Closed on Second Saturdays, Sundays and Public Holidays.





## GENERAL REGULATIONS

1. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations in force in the college, as also declared in the application form by the student. Every student therefore is committed to the observance of these rules and those that will be made by the management during the course of study.
2. The student who takes admission to the college is understood to be for the entire course.

The student shall not ordinarily ask for transfer or discontinue the course which he/she has started. However, if the student wants to quit the college, he/she must clear all the fees for the remaining part of the course.

3. The student's goal is primarily to achieve academic excellence and to develop his/her total self for the service of his/her fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. Important notices are posted on the notice board of the college. It is the responsibility of the students to read and respond immediately. If one is absent when the notices are displayed, or information is communicated, it is the duty of the student to get the information. College will not be responsible if a student is absent and if he/she fails to respond to the notices displayed and information passed. Notice boards are for official use only; tampering with them is a serious offence.



5. It is the responsibility of the student to treat college property with care and to keep the building and the campus neat and clean. Any damage done by the student to the property of the college must be repaired or replaced at the student's expense.
6. The students are requested to take care of the furniture and other equipments of the college. Damages caused must be compensated as per the directive of the Principal in consultation with the administrator.
7. The dress code of the students should be modest, neat and dignified. Ladies should wear churidars with shawls or sarees and young men shall wear pants and shirts. Any type of casual wears (eg. Baggy Jeans, T shirts, kurta & sherwani) are not allowed. The College Uniforms are to be worn on Mondays, Wednesdays and Fridays and on other days when informed by the Principal. Those appearing at the college without the full and complete uniform attire, will have to pay a fine of Rs. 50/-
8. The students are not allowed to bring mobile phones into the campus. If for any special reason they need to bring the mobile phones in to the campus, they may surrender it with the class teacher paying Rs. 100/- per month as safe keeping fee. Those found using or keeping mobile phones with them, will be asked to surrender the same to the Principal and may collect it back only on payment of Rs.500/-.
9. Any student may be suspended, dismissed, or expelled from the college at any time during the year for the following reasons: Ragging, copying in the examination, stealing, any form of cheating or dishonesty; any form of public immorality in the campus; possessing or bringing into campus pornographic material; bringing or being under the influence of alcohol on the campus during the college activities including picnics, study tours



and excursions; possessing, use or trafficking of drugs; smoking, bringing or carrying within the campus firearms or any lethal weapon; physical assault on persons; gross and deliberate discourtesy to college personnel or students on the campus; vandalism in college or college property; tampering with and/or falsification of college or public document; preventing or threatening students or college staff or authorities from discharging their duties, or any offence considered serious in the same code.

10. Student Party Politics is not permitted in the campus. No student shall take part in any student party political activities outside the campus during working hours. Neither shall any student promote directly or indirectly any political activism in the college. Elections are held to elect student representatives to the College Student's Union.
11. Use of chewing gum and Hans are strictly forbidden in the campus.
12. Study tour may be arranged by the students with the consent of the Class Teacher and the Head of the Department. Prior permission must be obtained from the Principal before finalizing the place, date and mode of transport.
13. The tour party must be accompanied by the Class Teacher and / or a member of the staff. In some cases a parent/ the mother of a girl student may be asked to accompany the group. Such tours are not to be conducted on working days. However in the case of a three-day tour, one working day may be included. A two or three-day tour may be conducted only once during the course. However, one day picnics may be arranged in the remaining two years of the course, provided the class teacher is willing to accompany the students and there should be at least 80% of the



class present for the same. Classes going for one day picnics should return to Sultan Bathery at 7.00 p.m. at the latest. All the picnics and tours must be held before Christmas Holidays.

14. Anyone is free to follow and practice a religion of his/her choice. External worship other than Catholic is not allowed in the college. The college Chapel is open to anyone for personal prayer. The Catholic students are expected to attend the Holy Mass whenever it is held in the campus while the non Catholic students are to attend the Value education classes.
15. Students are not permitted to raise funds from the students or from the public without the explicit permission of the Principal.
16. No student will be enrolled or allowed to attend any class until the fees due from him/her has been paid.
17. Grievances if any, shall be brought to the attention of the Principal through the representatives or through the Grievance Cell.
18. One can address students in the class room, or any gathering on the campus, only with the permission of the Principal.
19. Strikes, shouting slogans, skipping classes and crowding in the campus, are not permitted.
20. The medium of instruction and communication on the campus shall be in English.
21. Students are not allowed to go out of the campus without the permission of the Class In charge or the Principal except during the lunch break.
22. PTA Meetings : Parents Teachers Association Meetings are held twice in an year. Normally in the Month of October and February. All the Parents of the Students are expected to attend the meeting as per schedule.



## EXAMINATION & TEST PAPERS

The primary purpose of Examinations and Test Papers is to evaluate the academic growth of the students. In each semester, the students have to write two Internal Assessments and a Semester End examination. They are announced in due time giving sufficient time for the students to prepare for the same. These exams and the tests papers are important and are conducted in all seriousness. The internal assessments cannot be repeated. If a student fails to write the internal assessment tests for whatever reason, he/she stands to forfeit the chance to obtain marks for the same. Those who absent themselves for the End Semester exams or fail to get the expected grade, may write the supplementary or can attempt to improve the grades when the respective semester exams are held in the following year.

### INTERNAL AND EXTERNAL MARKS.

Internal marks are calculated taking into consideration – Two Internal tests, Seminar, Assignment and Attendance. The internal marks are out of 20. The external marks are based on the Semester Exam conducted by the University. A maximum of 80 marks are awarded for the External exam.

### IDENTITY CARDS

Every student is expected to have in her/his possession an Identity Tag with her/his photograph attested by the Principal. The Identity Tag must be presented at the time of payment of fees, library work, while receiving the hall tickets, refund of the caution deposit, mark list and other certificates. The students must wear the Identity Tag of the College on all days. If the Tag is lost, a duplicate one may be issued at the student's expense of Rs.100/- with the special permission of the Principal and on submission of a written request for a duplicate Tag.



## ATTENDANCE AND LEAVE

1. The working day is divided into two sessions, three hours in forenoon and two hours in the afternoon. Attendance will be marked at the beginning of each period. If a student is late or absent he/she is expected to fill up a form and pass on to the teacher/office as instructed. If a student is absent for any one period of any one session, he/she will be considered as absent for that session. Students who reach the college late will have to obtain the late form paying Rs.5/- and submit the same to the class teacher on the same day. A total of 10 days of late arrival is permitted for a semester Those who still continue to come late will have to pay Rs.10.- with loss of half-day attendance. This is to discourage students from coming late. Such students must submit the leave form to the class teacher in order to get the rest of the day's attendance.
2. Each class will have a class monitor who will assist the faculty member in his/her routine duties. The monitor shall report without delay to the Principal of any special situation that may arise in the class such as the absence of the teacher so that necessary arrangements can be made immediately.
3. Leave is granted by the Principal. Application for leave should be given to the Principal in advance except in unavoidable and unforeseen circumstances. In such cases, the students are requested to produce a leave letter signed by the parent or the guardian who has signed in the Admission Application. Forging or malpractice with regard to leave letters will be considered a serious offence. Those who do not produce leave letters are not entitled to get attendance until they produce the same.



4. It is a mandatory that the students should be present on the re-opening days and college functions. Absence on these days will be considered as a serious lapse.
5. Minimum percentage of attendance (75%) is required to attend the semester exams. Those incurring shortage of attendance may request the Principal for Condonation of shortage of attendance which will be given only for medical reasons with valid medical certificate from recognized medical practitioner. If the Principal is convinced of the validity of the reasons, he may recommend for condonation subject to the University rules. Such condonation will not be granted for more than two semesters during a course of study.
6. The names of students absenting themselves for more than 10 consecutive days without prior permission will be removed from the rolls and they will lose their admission. They may be re-admitted at the discretion of the Principal in which case they will have to pay all the college fees due, before they are re-admitted.
7. Attendance shall be marked at the beginning of each class by the teacher in the class.
8. At the end of each term or at the beginning of the following term information regarding the days of attendance obtained by each student will be displayed on the Notice Board. The attendance marked in the attendance register will be considered as the sole evidence.
9. Internal marks are given to the student according to the norms of the university based on attendance, assignments, internal tests, and seminar presentation.



10. Hall tickets for the University exams will be issued only after clearing all dues including fees and fines that may still remain.

## **LIBRARY**

1. The library will be open from 9.15 a.m. to 12:00 p.m. and from 12:45 p.m. to 4:15 p.m., Monday to Saturday. It will be closed on Sundays, Second Saturdays and on public holidays.
2. Strict silence is to be observed inside the Library.
3. The students who enter the Library are expected to leave their belongings at the entrance and take with them only writing materials.
4. The students can borrow 3 books at a time.
5. The books lent out should be returned within 15 days. If the library book is not returned on time, a fine of Rs. 20/- will be charged per book, per day. If the book is not returned he/she will be suspended from membership till the fine is paid.
6. No reference books can be taken out of the library.
7. The books taken by the staff are to be returned within three weeks.
8. No magazines are lent out.
9. Students wanting to enter the library stack room should show their identity cards to the librarian before they enter.
10. The students are given 3 library cards each and they must bring them personally to take books out of the library. Books will not be issued without cards.
11. If a book is damaged or lost, the student will either have to pay for it or supply the Library with a new copy according to the decision of the librarian.





12. Students are forbidden to remove any page or article from any newspaper or magazine in the reading room.
13. On collecting books from the library, the student ought to examine them and report any damage found therein to the Librarian, failing which he/she shall be held responsible for any damage found on returning them.
14. If library cards are lost duplicate cards may be issued on written request of the student on payment of Rs. 20/- each per card.
15. Library books will not be issued to students during University exams. They may refer them in the library. Library books are not to be used as text books.

### **ISSUE OF CERTIFICATES**

1. After the completion of the course, transfer and course certificates will be issued to students. Students have to settle all their dues before applying for transfer certificate.
2. The conduct certificate is a document depicting the overall conduct of the student decided and signed by the Principal. It will be issued together with TC, after the completion of the course.
3. The qualifying certificates and marklists submitted by the students on admission will be returned to them only on completion of their respective university examination or his/her TC being issued. If however student requires his/her documents for producing it elsewhere he/she will have to apply to the principal, clearing all dues as per rules. A sum of Rs. 10/- will have to be paid as search fees and Rs. 500/- as security.
4. The student must collect from the office one's documents within a year after completing the course. The college office will not be



responsible for any damage or loss to the certificate left unclaimed by the student, after one year. From the second year onwards a search fee of Rs. 50/- will be levied for each year that has elapsed.

5. A student applying for any certificate shall furnish the following details in the application form available at the office for Rs. 10/-
6. Certificates are to be collected directly by the student. If a student is unable to collect them personally, he/she should write a letter to the Principal, authorizing his/her father/mother/guardian. Duplicate TC will not be issued unless there is a certificate from an officer ordinarily not below the rank of a first class Magistrate to the effect that the TC has been lost irrecoverably and on payment of Rs. 250/-.

## **COLLECTION AND REFUND OF FEES**

### **Mode of collection of tuition fees**

The Tuition fees must be paid in full for each semester. It may be paid in the months of June and December respectively.

The college fee, is to be remitted in the College Account through the Catholic Syrian Bank using the bank ID given to the students. No college fee is collected at the college office. Fine if any, for delayed payment of Fees, will be collected at the college office before the Semester Exams.

### **Fee Defaulters**

The student who fails to pay the full fees on or before the due date is given two week's time to pay the full fee along with a fine of Rs.50/-. Additional two weeks are given with fine of Rs. 100/- If the student still fails to pay the full fee even after four weeks, he/she will incur loss of attendance till the fee is paid. However he/she may



be permitted to attend the classes if the Principal finds it worthy. Hall Tickets shall be issued only if the student has paid the full fee. The names of defaulters will be published on the notice board immediately after the expiry of the last date fixed for payment. No student shall be allowed to begin the subsequent semester without having paid the arrears in full.

### **Payment of Fees by Students on Rolls**

Once the student is enrolled in the college, the paid fee will not be refunded under any circumstances. If a student wishes to discontinue the course for which she /he is admitted for whatever reasons, the full amount of tuition as well as the special fees of the full course (3 years) is to be paid and only then TC and other documents will be issued as indicated in the prospectus and as agreed at the time of admission.

### **Re-fund of Caution Deposit**

The caution deposit will be refunded to the students when TC is issued. Refund is made after deducting all the dues, if any, on account of:

- (i) Loss of library book
- (ii) Damage to the properties of the college
- (iii) Contribution to Past Pupil's meet
- (iv) Other dues if any



## KERALA RAGGING PROHIBITION ACT 1998 ACT 10 OF 1998

(Published in Kerala Gazette Extra No. 1007 dated 24.6.1998)

1. **Definition** – In this Act, unless the context otherwise required; -  
'Ragging' means doing of any act, by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes:-
  - (i) Teasing, abusing or playing practical jokes on, or causing hurt to such student
  - (ii) Asking a student to do any act or perform something which such student will not in the ordinary course, willingly, do.
2. **Prohibition of ragging** – Ragging within or without any educational institution is prohibited.
3. **Penalty for ragging** – Whoever commits, participates in, abets or propagates ragging within or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.
4. **Suspension of student** – (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains in writing, of ragging to the Head of the educational institution, the Head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
5. **Dismissal of student** – Any student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.



## SYLLABUS 2019-2020

### B.Com with Computer Application

#### Semester I

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM1A01(English)	4	4	20	80	100
Common	BCM1A02 (English)	5	3	20	80	100
Common	BCM1A07 (Language)	5	4	20	80	100
Core	BCM1B01 Business Management	6	4	20	80	100
Compl.	BCM1C01 Managerial Economics	5	4	20	80	100
	<b>Total</b>	<b>25</b>	<b>19</b>	<b>100</b>	<b>400</b>	<b>500</b>

#### Semester II

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

#### Semester III

Course	Title	Credits
Common	BC3A11 Basic Numerical skills	4
Common	BC3A12 General Informatics	4
Common	BC3B03 Business Regulations	4
Core	BC3B04 Corporate Accounting	4
Compl.	BC3C03 Human Resource Management	4



## Semester IV

Course	Title	Credits
Common	BC4A13 Entrepreneurship Development	4
Common	BC4A14 Banking and Insurance	4
Core	BC4B05 Cost Accounting	4
Core	BC4B06 Corporate Regulations	4
Compl.	BC4C04 Quantitative Techniques for Business	4

## Semester V

Course	Title	Credits
Core	BC5B07 Accounting for Management	4
Core	BC5B08 Business Research Methods	4
Core	BC5B09 Income Tax Law and Accounts	2
Core	BC5B10 Computer Applications in Business	4
Core	BC5B11 Business Information System	4
Open	BC5D02 Open Course (For students from other departments)(E. Commerce)	4

## Semester VI

Course	Title	Credits
Core	BC6B12 Income Tax and GST	4
Core	BC6B13 Auditing and Corporate Governance	4
Core	BC6B14 Office Automation Tools	4
Open.	BC6B15 Computerised Accounting with Tally	4
Core Project	BC6B16 (PR) Project and viva voce.	4



## **Core Courses in the area of Specialization:**

### **A. Finance**

1. Financial Reporting
2. Financial Management
3. Financial Markets and services.
4. Fundamentals of Investments

### **B. Banking and Insurance**

1. Banking Services Management
2. Insurance Management
3. Foreign Exchange Management
4. Risk Management and insurance

### **C. Co-operation**

1. Co-operative Theory and Practice
2. Legal Frame Work for Co-operatives
3. Banking, Production, Trading and services Co-operatives
4. Co-operative Management and Administration

### **Open Courses: (For Students from other departments)**

1. E-Commerce
2. Human Resource Management
3. Basic Accounting



## M.Com

### Semester I

#### Semester One

Course	Title	Internal Credit	External Credit	Total Credit	Teaching Hours	Credits
MMCM1C01	Business Environment & Policy	0.8	3.2	4	5	Core
MCM1C02	Corporate Governance & Business Ethics	0.8	3.2	4	5	Core
MCM1C03	Quantitative Techniques for Business Decisions	0.8	3.2	4	5	Core
MCM1C04	Management Theory and Organizational Behaviour	0.8	3.2	4	5	Core
MCM1C05	Advanced Management Accounting	0.8	3.2	4	5	Core
<b>Total in Semester One</b>		<b>4.0</b>	<b>16.0</b>	<b>20</b>	<b>25</b>	

### Semester II

Course	Title	Internal Credit	External Credit	Total Credit	Teaching Hours	Credits
MCM2C06	Advanced Corporate Accounting	3.2	0.8	4	5	Core
MCM2C07	Advanced Strategic Management	3.2	0.8	4	5	Core
MCM2C08	Advanced Cost Accounting	3.2	0.8	4	5	Core
MCM2C09	International Business	3.2	0.8	4	5	Core
MCM2C10	Management Science	3.2	0.8	4	5	Core
<b>Total in Semester Two</b>		<b>16.0</b>	<b>4.0</b>	<b>20</b>	<b>25</b>	

### Semester III

Course	Title		Credits
MC3C11	Financial Markets and Institutions	100	4
MC3C12	Income Tax Law and Practice	100	4
MC3C13	Research Methodology	100	4
MC3E(F)01	Financial Management	100	4
MC3E(F)02	Security Analysis and Portfolio Management	100	

### Semester IV

Course	Title		Credits
MC4C14	Financial Derivatives and Risk Management	100	4
MC4C15	Cost Management	100	4
MC4E(F)03	Strategic Financial Management	100	4
MC4E(F)04	Tax Planning and Management	100	4
MC4P01	Project Work	100	6
	Viva voce		2





1. Duration of the Each semester consist of 16 weeks of study.  
This does not include the time used for conducting University examinations.
2. Internal Assessment all courses except project work shall have internal assessment.
3. Internal Assessment components and Marks as per regulations for CSS for PG
4. External Examination: As per common regulations for CSS for PG

### **Project Work**

1. During the third or fourth semester each student shall do a project for a business organization or a social or an economic problem identified by the supervising teacher under the guidance of a faculty member.
2. The project can be done individually or in groups of two students. But the project report should be different for each of the students. That is, one student may study a problem in the financial management area and another may study a problem in the marketing management area etc. of the same firm if two students in a college are doing project work for the same firm. In no case, the project reports of two students shall be identical.
3. The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared If the organization or the guide or both ask for one copy each.
4. The report shall be printed (or neatly typed) and bound (preferably spiral bound) with not less than 50 A4 size, double spaced, pages.
5. The project report should be submitted to the Head, Department of Commerce of the College where he/she is doing M.Com at least one month before the last working day of the fourth semester.
6. Structure of the report



## Contents

Chapter I: Introduction (Organization profile, Research problem, objectives of the study, Research methodology etc.)

Chapter II Review of literature

Chapters III and IV: Data Analysis ( 2 or 3 chapters)

Chapter V : Summary, Findings and Recommendations.

Appendix (Questionnaire, specimen copies of forms, other exhibits etc.)Bibliography (books, journal articles etc. used for the project work).

### 7. Project work shall have the following stages

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

8. Duration of project work The duration for project work is 3 weeks. This time is to be used for data collection. The work may be started in the third semester or early fourth semester as is suitable for the students.

9. A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done and it shall be included in the project report. If the project was not done for any organization, then a Certificate from the guide stating the reasons for not doing the project for any identified organization.

10. Evaluation of project report: As per common regulations for CSS for PG.

11. Viva Voce at the end of the fourth semester.



## B.Com with Finance

### Semester I

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM1A01(English)	4	4	20	80	100
Common	BCM1A02 (English)	5	3	20	80	100
Common	BCM1A07 (Language)	5	4	20	80	100
Core	BCM1B01 Business Management	6	4	20	80	100
Compl.	BCM1C01 Managerial Economics	5	4	20	80	100
	<b>Total</b>	<b>25</b>	<b>19</b>	<b>100</b>	<b>400</b>	<b>500</b>

### Semester II

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

### Semester III

Course	Title	Credits
Common	BC3A11 Basic Numerical Skills	4
Common	BC3A12 General Informatics	4
Common	BC3B03 Business Regulations	4
Core	BC3B04 Corporate Accounting	4
Compl.	BC3C03 Human Resource Management	4



## Semester IV

Course	Title	Credits
Common	BC3A13 Entrepreneurship Development	4
Common	BC4A14 Banking and Insurance	4
Core	BC4B05 Costing Accounting	4
Core	BC4B06 Corporate Regulations	4
Compl.	BC4C04 Quantitative Techniques for Business	4

## Semester V

Course	Title	Credits
Core	BC5B07 Accounting for management	4
Core	BC5B08 Business Research Methods	4
Core	BC5B09 Income Tax Law and Accounts	2
Core	BC5B10 Financial Market and Services	4
Core	BC5B11 Fundamentals of Investment	4
Open	BC5D02 Open Course(for students from other departments) (E. Commerce)	4

## Semester VI

Course	Title	Credits
Core	BC6B12 Income Tax and GST	4
Core	BC6B13 Auditing and Coporate Governance	4
Core	BC6B14 Financial Derivatives	4
Open.	BC6B15 Financial Management	4
CoreProject	BC6DB16 (PR) Project and <i>Viva Voce</i> .	4



## BACHELOR OF BUSINESS ADMINISTRATION

### BBA Semester I

Course	Course Code	Title	Contract Hours	Credits
Common	ENG1A01	Transactions-Essential Language Skills	5	4
Common	ENG1A02	Ways with words-Literature in English	5	3
Common	BBIA07	Additional Language Course1	5	4
Core	BBIB01	Management Theory and Practice	5	4
Compl.	BBA1C01	Managerial Economics	5	4

### BBA Semester II

Course	Course Code	Title	Contract Hours	Credits
Common	ENG2A03	Writing for Academic and Professional Success	5	4
Common	ENG2A04	Zeitgeist-Readings on Contemporary Culture	5	4
Common	BBIIA08	Additional Language Course II	5	4
Core	BBIIB02	Financial Accounting	5	4
Core	BBIIB03	Marketing	5	4

### BBA Semester III

Course	Course Code	Title	Contract Hours	Credits
Common	BBIVA11	Basic Numerical Skills	5	4
Common	BBIIIA12	General Informatics	5	4
Core	BBIIIB03	Business Regulatory Frame Work	5	4
Core	BBVIB13	Human Resource Management	5	4
Compl.	BBIIIC03	Quantitative Techniques for Business	5	4



### BBA Semester IV

Course	Course Code	Title	Contract Hours	Credits
Common	BBIIIA13	Banking and Insurance	5	4
Common	BBIVA14	Entrepreneurship Development	5	4
Core	BBIVB05	Marketing Management	5	4
Core	BBIVB06	Financial Management	5	4
Compl.	BBIVC04	Management Science	5	4

### BBA Semester V

Course	Course Code	Title	Contract Hours	Credits
Core	BBVB07	Accounting for Management	5	4
Core	BBVB08	Business Research Methods	5	4
Core	BBVB09	Emerging Trends in Management	5	4
Core	BBVB10	Human Resource Planning and Development	2	2
Core	BBVB11	Performance Management	5	4
Open	BBVD01	Open Course ( For others)	3	4

### BBA Semester VI

Course	Course Code	Title	Contract Hours	Credits
Core	BBVIB12	Operations Management	5	4
Core	BB111B04	Organizational Behavior	5	4
Core	BBVI B14	Industrial Relations	5	4
Core	BBVIB15	Management Training and Development	5	4
Core	BBVIB16	project and Viva Voce	5	4



## Core courses in the area of Specialization:

### A. Finance

1. Indian Financial System
2. Investment Management
3. Income Tax
4. Working Capital Management

### B. Marketing

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

### C. Human Resource management

1. Human Resource Planning and Development
2. Performance Management
3. Industrial Relations
4. Management training and development

▶▶ Internal Assessment: All courses except project report / placement training report shall have internal assessment as specified in the common regulations for CCSSUG 2009. Provisions of the clause 9.1 and 9.2 of the common regulation are applicable in the case of internal assessment.

▶▶ External Examination

The University shall conduct semester examinations as specified in the common regulations for CCSSUG 2009. The duration of



examination shall be three hours for each course. Provisions of clause 9.3, 9.4 and 9.5 of the common regulation for CCSSUG 2009 will be applicable for external examinations.

▶▶ Project Report

● During the sixth semester the candidate shall do a project for a business organization.

● The candidate shall prepare and submit a project report to the Head of the Department.

● The report shall be printed and spiral bound with not less than 50 A4 size pages.

● Project work shall have the following stages

➤ Project proposal presentation

➤ Field work and data analysis

➤ Report writing

➤ Draft project report presentation

➤ Final project report submission

▶▶ Duration of project work is 3 weeks.

➤ A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done and it shall be included in the project.





## BACHELOR OF ENGLISH

### B A Eng. I Semester

Course	Title	Contract Hours	Credits
ENG1A01	Transactions-Essential Language Skills	4	3
ENG1A02	Ways with words: Literature in English	5	3
A07	Communication Skill in the Additional Language	4	4
ENG1B01	Introducing Literature	6	4
C01	Complementary -1 (Social and Cultural History of Britain)	3	2
C022	Complementary - 2 (Modern Indian History)	3	2

### B A Eng. II Semester

Course	Title	Contract Hours	Credits
ENG2A03	Writing for Academic and Professional Success	4	4
ENG2A04	Zeitgeist: readings on Contemporary Culture	5	4
A08	Translation and Communication in the Additional Language	4	4
ENG2B02	Appreciating Poetry	6	4
C03	Complementary -1 (Social and Cultural History of Britain)	3	2
C042	Complementary - 2 (Modern Indian History)	3	2

### B A Eng. III Semester

Course	Title	Contract Hours	Credits
ENG3A05	Signatures : Expressing the Self	5	4
A09	Literature in the Additional Language	5	4
ENG3B01	Reading Drama	4	4
ENG3B02	Reading Fiction	5	4
C05	Complementary -1 (Social and Cultural History of Britain)	3	2
G06	Complementary - 2 (Modern Indian History)	3	2



### B A Eng. IV Semester

Course	Title	Contract Hours	Credits
ENG4A06	Reading Fiction and Non Fiction	5	4
A10	Culture and Civilization	5	4
ENG4B01	Modern English Literature	5	4
ENG4B02	Methodology of Humanities	4	4
007	Complementary - 1 (Social and Cultural History of Britain)	3	2
008	Complementary - 2 (Modern Indian History)	3	2

### B A Eng. V Semester

Course	Title	Contract Hours	Credits
ENG5B01	Indian Writing in English	5	4
ENG5B02	Language and Linguistics	5	4
ENG5B03	Methodology of Literature	5	4
ENG5B04	Informatics	5	4
EN5B5(Pr)	Project* (to be contd in Sem 6)	2	0
	Open Course	3	2

### B A Eng. VI Semester

Course	Title	Contract Hours	Credits
ENG6B01	Literary Criticism and Theory	5	4
ENG6B02	Literature in English American and Post Colonial	5	4
ENG6B03	Women's Writing	5	4
ENG6B04	Writing for the Media	5	4
ENG6B05E (1/2/3)	Elective-1- World Classics in Translation	3	2
ENG6B06(Pr)	Project *	2	4



## M A ENGLISH LITERATURE

### M A Eng. I Semester

Course	Title	Contract Hours	Credits
ENG1C01	British Literature Chaucer to 18 <sup>th</sup> Century	6	5
ENG1C02	British Literature: The 19 <sup>th</sup> Century	6	5
ENG1C03	History of English Language	6	5
ENG1C04	Indian Literature in English	6	5

### M A Eng. II Semester

Course	Title	Contract Hours	Credits
ENG1C05	20 <sup>th</sup> Century British Literature upto 1940	6	5
ENG1C06	Literacy Criticism and Theory Part 1	6	5
ENG1C07	American Literature	6	5
ENG1C08	Post Colonial Writings	6	5

### M A Eng. III Semester

Course	Title	Contract Hours	Credits
EN3C05	20 <sup>th</sup> Century British Literature: Post 1940	6	4
EN3C06	English Languages: History and Structure	6	4
EN3E15	Postcolonial Fiction and Drama	6	4
EN3E19	Women's Writing	6	4

### M A Eng. IV Semester

Course	Title	Contract Hours	Credits
EN4C07	Indian English Literature	6	4
EN4C08	Dissertation		4
EN4E20	Post Colonial Poetry	6	4
EN4E21	Indian English Fiction	6	4
EN4E28	American Ethnic Writing	6	4



## Bachelor of Travel and Tourism Management (BTTM)

### Semester I

Course	Code	Title	Credits
Common	A01	Transactions-Essential Language Skills	4
Common	A02	Ways with words-Literature in English	3
Common	A07	Communication Skill in the Language other than English	4
Core	TTMIB01	Principles and Practices of Tourism	5
Compl	TTMIC01	Business Statistics and Information Technology I	4
		<b>Total</b>	<b>20</b>

### Semester II

Course	Code	Title	Credits
Common	A03	Writing for Academic and Professional Success	4
Common	A04	Zeitgeist-Readings on Contemporary Culture	3
Common	A08	Translation and Communication in Languages other than English	4
Core	TTM2B02	Tourism Products	5
Compl.	TTM2C02	Introduction to Accountancy and Business Law I	4
		<b>Total</b>	<b>20</b>

### Semester III

Course	Code	Title	Credits
Common	A05	Native Media	4
Common	A09	Literature in Malayalam/Hindi/ Other Indian/World Languages other than English	4
Core	TTM3B03	Aviation Management	4
Core	TTM3B04	Tourism in Kerala	4
Compl.	TTM3C05	Business Regulatory framework	4
		<b>Total</b>	<b>20</b>



## Semester IV

Course	Code	Title	Credits
Common	A06	History and Philosophy of Science	4
Common	A10	Culture and Civilization (with a compulsory component on Kerala Culture)	4
Core	TTM4B05	Travel Geography	4
Core	TTM4B06	Introduction to Hospitality	4
Compl.	TTM4C07	IT for Business	4
<b>Total</b>			<b>20</b>

## Semester V

Course	Code	Title	Credits
Core	TTM5B07	Travel Management	4
Core	TTM5B08	Hotel Operation	4
Core	TTM5B09	Business Research Methods	4
Core	TTM5B10	Air Fares & Ticketing	4
Core	TTM5B11	Human Resource Management	4
Open	TTM5D01	Event Management (For other streams)	2
<b>Total</b>			<b>22</b>

## Semester VI

Course	Code	Title	Credits
Core	TTM6B12	Travel Agency and Tour Operation Management	4
Core	TTM5B13	Principles of Marketing	4
Core	TTM6B14	Innovative Practices in Tourism	4
Core	TTM6B15	Entrepreneurship Development	4
Core	TTM6B16	Project	2
<b>Total</b>			<b>18</b>



## Projects:

Each student of B.Com, B.Sc. Computer Science, B.A.Travel and Tourism is expected to do Project related to their core subject. Following are the details of the same.

### Duration of project work

The duration for project work is maximum 3 weeks. A certificate showing the duration of the project work shall be obtained from the organization for which the project work is done and it shall be included in the project report.

### Structure of the report

Title page, Certificate from the organization (for having done the project work), Certificate from guide, Acknowledgements, Contents, Chapter I: Introduction (Organization profile, Research problem, objectives of the study, Research Methodology etc.), Chapter II: Review of literature, Chapter III and IV: Data Analysis (2 or 3 chapters), Chapter V: Summary, Findings and Recommendations. Appendix (Questionnaire, specimen copies of forms, other exhibits etc.), Bibliography (Books, journal articles etc. used for the project work).

### Evaluation of project report

The project report shall be subject to double evaluation: The candidate should get a minimum of D grade for project to pass. If the candidate fails to get a minimum D grade in project report, he or she shall resubmit the project report after modifying it on the basis of the recommendations of the examiners.

### *Viva Voce*

At the end of sixth semester candidate shall attend a comprehensive *viva voce* examination and an aggregate D grade in the core project course. If the candidate fails to get D grade in project/ Viva he/she has to reappear for that part only.

### Requirement for passing the course

For passing the BA Travel & Tourism programme, the student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 62 credits from core and elective courses, 16 credits from complementary courses and 4 credits from open courses. In all other matters regarding the conduct of BA Travel & Tourism programme in the affiliated colleges under Calicut university under choice based credit semester system which are not specified in this regulation CUCCSSUG 2009 will be applicable.



## B. Sc COMPUTER SCIENCE

### Semester I

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
01	A01	Transactions-Essential Language Skills	4	20	80	100	5	0	5
		Ways with words-Literature in English	3	20	80	100	4	0	4
03	XXXXA07	Communication Skills in Languages other than English	4	20	80	100	5	0	5
04	BCS1B01	Computer Fundamentals & HTML	3	20	80	100	1	2	3
05	XXXXC01	Complementary Mathematics I	3	20	80	100	4	0	4
06	XXXXC01	Optional Complementary I	3	20	80	100	4	0	4
		<b>Total</b>	<b>20</b>			<b>600</b>	<b>23</b>	<b>2</b>	<b>25</b>

### Semester II

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
07	A03	Writing for Academic and Professional Success	4	20	80	100	5	0	5
08	A04	Zeitgeist-Readings on Contemporary Culture	3	20	80	100	4	0	4
09	XXXXA08	Literature in Languages other than English	4	20	80	100	5	0	5
10	BCS2B02	Problem Solving using C	3	20	80	100	1	2	3
11	BCS2B03	Programming Laboratory I: Lab Exam of 1 <sup>st</sup> & 2 <sup>nd</sup> Sem.HTML & Programming in C	2	20	80	100	0	0	0
12	XXXXC02	Complementary Mathematics	3	20	80	100	4	0	4
13	XXXXC02	Optional Complementary II	3	20	80	100	4	0	4
		<b>Total</b>	<b>22</b>			<b>700</b>	<b>23</b>	<b>2</b>	<b>25</b>

### Semester III

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
14	XXXXA11	Numerical Skill	4	20	80	100	4	0	4
15	XXXXA12	General Informatics	4	20	80	100	4	0	4
16	BCS3B04	Data Structures using C	4	20	80	100	3	4	7
17	XXXXC02	Complementary Mathematics III	3	20	80	100	5	0	5
18	XXXXC02	Optional Complementary III	3	20	80	100	5	0	5
		<b>Total</b>	<b>18</b>			<b>500</b>	<b>21</b>	<b>4</b>	<b>25</b>



## Semester IV

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
19	XXXXA13	Entrepreneurship	4	20	80	100	4	0	4
20	XXXXA14	Basics of Audio & Video Media	4	20	80	100	4	0	4
21	BCS4B05	Database Management System and RDBMS	4	20	80	100	3	4	7
22	BCS4B06	Programming Laboratory II: Lab Exam of 3 <sup>rd</sup> & 4 <sup>th</sup> Sem. Data Structures & RDBMS	2	20	80	100	0	0	0
23	XXXXC03	Complementary Mathematics IV	3	20	80	100	5	0	5
24	XXXXC02	Optional Complementary IV	3	20	80	100	5	0	5
		<b>Total</b>	<b>20</b>			<b>600</b>	<b>21</b>	<b>4</b>	<b>25</b>

## Semester V

No.	Course Code	Course Name	Credit
26	BSC5B08	Computer Organization and Architecture.	4
27	BSC5B09	Java Programming	4
28	BSC5B10	Web Programming Using PHP	4
29	BSC5B11	Principles of Software Engineering	4
30	XXX5DXX	Open Course	2
31		Mini Project Work	-

## Semester VI

No.	Course Code	Course Name	Credit
32	BSC6B12	Android Programming	4
33	BSC6B13	Fundamentals of Operating systems	4
34	BSC6B14	Computer Networks	4
35	BSC6B15	Lab-III Java & Php Programming	2
37	BSC6B16	Lab-IV Android & Linux Shell Programming	2
38	BSC6B17	Elective Course (System Software)	3
39	BSC6B18	Project Work	2





## M Sc COMPUTER SCIENCE

### Semester I

No.	Course Code	Course Name	Credit
1.1	CSS1C01	Discrete Mathematical Structures	4
1.2	CSS1C02	Advanced Data Structures	4
1.3	CSS1C03	Theory of Computation	4
1.4	CSS1C04	The Art of Programming Methodology	4
1.5	CSS1C05	Computer Organization and Architecture	4
1.6	CSS1P06	Practical 1	4

### Semester II

No.	Course Code	Course Name	Credit
2.1	CSS2C01	Design and Analysis of Algorithms	4
2.2	CSS2C02	Operating System Concepts	4
2.3	CSS2C03	Computer Networks	4
2.4	CSS2C04	Computational Intelligence	4
2.5	CSS2E05	Numerical and Statistical Method (Elective)	4
2.6	CSS2P06	Practical II	4
2.7	CSS2P07	Term Paper	1

### List of Elective Courses (Semester II)

2.5a	CSS2E05a	Computer Graphics
2.5b	CSS2E05b	Introduction to Soft Computing
2.5c	CSS2E05c	Web Technology
2.5d	CSS2E05d	Bioinformatics
2.5e	CSS2E05e	Computer Optimization Techniques
2.5f	CSS2E05f	Numerical and Statistical Methods



## Semester III

No.	Course Code	Course Name	Credit
3.1	CSS3C01	Advanced Database Management System	4
3.2	CSS3C02	Principles of Compilers	4
3.3	CSS3C03	Object Oriented Programming Concepts	4
3.4	CSS3E04	Elective II	4
3.5	CSS3E05	Elective III	4
3.6	CSS3P06	Practical III	4

### List of Electives for CSS3E04

3.4a	CSS3E04a	Pattern Recognition
3.4b	CSS3E04b	Wireless and Mobile Networks
3.4c	CSS3E04c	Cryptography and Network Security
3.4d	CSS3E04d	Advanced Web Technology
3.4e	CSS3E04e	Virtualisation and Cloud Computing
3.4f	CSS3E04f	Data Warehousing and Data Mining

### List of Electives for CSS3E05

3.5a	CSS3E05a	Data Compression
3.5b	CSS3E05b	Pervasive Computing
3.5c	CSS3E05c	System Security
3.5d	CSS3E05d	Molecular Simulation and Modeling
3.5e	CSS3E05e	Fundamentals of Big Data
3.5f	CSS3E05f	Web Engineering

## Semester III

No.	Course Code	Course Name	Credit
4.1	CSS4E01	Elective IV	4
4.2	CSS4C01	Principles of Software Engineering	2
4.3	CSS4C02	Project Work (Duration of the Project = 16Weeks)	8

### List of Electives for CSS4E01

4.1a	CSS4E01a	Digital Image Processing
4.1b	CSS4E01b	Advanced Topics in Database Design
4.1c	CSS4E01c	Software Development for Portable Devices
4.1d	CSS4E01d	Storage Area Networks
4.1e	CSS4E01e	Semantic Web
4.1f	CSS4E01f	Advanced Java Programming



## B Sc MATHEMATICS

### Semester I

No.	Course Code	Course Name	Credits
01	XXXXA01	Transactions-Essential Language Skills	4
02	XXXXA02	Ways with words-Literature in English	3
03	XXXXA07	Communication Skills in Languages other than English	4
04	MT1B01	Basic Logic and Number Theory	4
05	STA1C01	Introductory Statistics	4
06	CSC1C01	Computer Fundamentals	4

### Semester II

No.	Course Code	Course Name	Credits
07	XXXXA03	Writing for Academic and Professional Success	4
08	XXXXA04	Zeitgeist-Readings on Contemporary Culture	3
09	XXXXA08	Literature in Languages other than English	4
10	MT2B02	Calculus of Single Variable I	4
11	STA2C02	Compl. Statistics 2 Probability Theory	4
12	CSC2C02	Fundamentals of System Software, Networks & DBMS	3

### Semester III

No.	Course Code	Course Name	Credits
13	XXXXA11	Native Media	4
14	XXXXA12	Second Language	4
15	MAT3B03	Calculus and Analytical Geometry	5
16	XXXXC02	Complementary Statistics	4
17	CSC3C03	Problem Solving using C Programming	4



### Semester IV

No.	Course Code	Course Name	Credit
19	XXXXA13	Reading Fiction and Non- Fiction	4
20	XXXXA14	Second Language	4
21	MAT4B04	Theory of Equations, Matrices and Vector Calculus	4
22	CSC4C04	Data Structures Using C Programming	2
23	XXXXC03	Complementary Statistics IV	3
24	CSC4C05	Programming Lab: C & Data Structures	3

### Semester V

No.	Course Code	Course Name	Credit
25	MAT5B05	Vector Calculus	4
26	MAT5B06	Abstract Algebra	5
27	MAT5B07	Basic Mathematical Analysis	5
28	MAT5B08	Differential Equations	4
29	Open	Open Course	2

### Semester VI

No.	Course Code	Course Name	Credit
30	MAT5B09	Real Analysis	4
31	MAT5B10	Complex Analysis	5
32	MAT5B11	Numerical Methods	5
33	MAT5B12	Number theory and Linear Algebra	4
34	MAT6B13	Elective (E01) Graph Theory	2
35	MAT6P14	Project/Viva	2



## Bachelor of Social Work (BSW)

### BSW I Semester

Course	Title	Contact hours	Credits
ENG1A01	Transactions-essential Language Skills	4	3
ENG1A02	Ways with words: Literature in English	5	3
A07	Communication Skill in the Additional Language	4	4
BSW1 B01	Introduction to Social Work	6	5
SOC1 C0 1	Principles of Sociology	3	2
PSY1C05	Psychological Processes-I	3	2

### BSW II Semester

Course	Title	Contact hours	Credits
ENG2AE03	Writing for Academic and Professional Success	4	4
ENG2A04	Zeitgeist: Reading on Contemporary Culture	5	4
A08	Translation and Communication in the Additional Language	4	4
BSW 2 B 02	Fields of Social Work	6	5
SOC2C0 2	Indian Society	3	2
PSY2C05	Psychological Processes –II	3	2

### BSW III Semester

Course	Title	Contact hours	Credits
ENG3A05	Native Media in English	5	4
A09	Literature in the Additional Language	5	4
BSW3B03	Introduction to Social Case Work	5	4
BSW 3 B 04	Introduction to Social Group Work	4	4
SOC3 C03	Social Psychology	3	2
PSY3 C06	Life span Development	3	2



## BSW IV Semester

Course	Title	Contact hours	Credits
ENG4A06	Reading Fiction and non- Fiction	5	4
A10	Second Language	5	4
BSW4B05	Community Organization and Social Action	4	4
BSW 4 B 06	Field work –Community (P)	5	4
SO4 C0 6	Basics of Social Anthropology	3	2
PSY4 C06	Health Psychology	3	2

## BSW V Semester

Course	Title	Contact hours	Credits
BSW 5 B 07	Introduction to SocialWork Administration	5	4
BSW 5 B 08	Rural and Urban Community Development	5	4
BSW 5 B 09	Introductionto Social Work Researchand Statistics	6	4
BSW 5 B 10	Gandhian Philosophy and Social Work	5	4
BSW5 D 03	Gender and Development	3	2

## BSW VI Semester

Course	Title	Contact hours	Credits
BSW 6 B 11	Project Planning and Management for Social Work	4	4
BSW 6 B 12	Legal Information for SocialWorkers	4	4
BSW 6 B 13	Community Health and Health CareServices	5	4
BSW 6 B 14	Fieldwork(Agency Based Concurrent Fieldwork20 days)	6	4
BSW 6 E 01	Gender and Development in Social Work	4	4
BSW 6 E 02	Social Movements and Social Development	4	4
BSW6 E 03	Social Work with elderly	4	4



## MASTER OF SOCIAL WORK (MSW)

### MSW I Semester

Course	Title	Contact hours	Credits
SWIC01	History, Philosophy and Fields of Social Work	4	4
SWIC02	Sociology and Economics for Social Work	4	4
SWIC03	Human Growth and Development	4	4
SWIC04	Professional Skills for Social Workers	4	4
SWIC05	Social Legislation and Human Rights	4	4
SWIP 06	Concurrent Field Work	10	4

### MSW II Semester

Course	Title	Contact hours	Credits
SWIIC07	Social Casework	4	4
SWIIC 08	Social Group work	4	4
SWIIC 09	Community Organization and Social Action	4	4
SWIIC 10	Psychology for Social Work	4	4
SWIIC 11	Theory and Practice of Counseling	4	4
SWIIP 12	Concurrent Field Work	10	3

### MSW III Semester

Course	Title	Contact hours	Credits
SWIIIC13	Quantitative and Qualitative Methods for Social Work Research	4	4
SWIIIC14	Participatory Project Planning and Training	4	4
SWIIIC15	Community Health	4	4
SW IIIE1 16	Health Care Social Work	4	4
SW IIIE1 17	Social Work in Mental Health Settings	4	4
SW III E3 16	Family Welfare and Population Dynamics	4	4
SW III E216	Rural Community Developmentand Governance	4	4
SW IIIE2 17	Urban Community Developmentand Governance	4	4
SW III P18	Concurrent Field Work	10	4



## MSW IV Semester

Course	Title	Contact hours	Credits
SW IVC19	Administration of Human Service Organizations	4	4
SW IVC20	Social Work with Vulnerable Groups	4	4
SW IV E121	Therapeutic Approaches in Medical and Psychiatric Settings	4	4
SW IV E122	Social Work Practice with Families	4	4
SW IV E221	Environmental Studies and Disaster Management	4	4
SW IV E222	Social Work with Gender Issues	4	4
SW IV P23	Concurrent Field Work	10	4
SW IV Pr24	Dissertation	4	4
SW IV V25	Viva-Voce (Theory)		4
SW IV P 26	Block Field work		2

### Master of Social Work

#### Field Work

Field work is designed to provide a variety of opportunities to develop and enhance professional practice skills. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention. Major components of fieldwork are observation visits, community living experience/camp, concurrent field work, studytour, summer placement and block placement.

Field work should involve the selective utilization of all social work methods. The student should also be assigned small research studies, organization of programmes for the clientele of the agency and training programmes.

Each student is to be assigned to faculty supervisor who supervises the field work activities of the student. Individual conferences with the students are recommended. The Department should prepare an evaluation proforma to assess the level of competence of the student. This should be given to the agency supervisor for assessment.





The students should prepare and submit the report of their activities during fieldwork. They should also present a summary of activities in the fieldwork seminar held every semester. A viva voce exam should be held at the end of each semester in which a social work practitioner will be the examiner. This viva voce exam can be conducted by the Departments themselves.

### Field Work Schedule

Semester	Field Practicum Component	Duration/No ( Minimum Requirements are given)	Credits
I	a. Observation Visits b. Community living/ Campc. Concurrent Fieldwork	a. 12 organisations b. 7 to 10 Day s c. 10 hours per week .	4
II	Concurrent Fieldwork	10 hours per week	3
III	a. Concurrent Field work b. Study Tour	a. 10 hours per week b. Four to seven days to social welfare organizations and development projects	4
IV	a. Concurrent Field work b. Block Placement	a. 10 hours per week b. One Month at the end of the fourth semester	3 2

### Dissertation work

The student has to prepare and submit a dissertation under the guidance of a faculty. The student is engaged meaningfully in the process of problem formulation; reviewing some literature related to the study; preparing the research proposal, choosing an appropriate research strategy and developing instruments for data collection, collecting data, data processing, analysing and interpreting the data and preparing the research report. The length of the research report may be between 80 to 100 pages and should not exceed 120 pages.

The total credits for the dissertation work is 4. It is divided into two components; 30 for external evaluation and 10 for internal evaluation. General Grading pattern is applicable to dissertation also. If a candidate fails in the dissertation, the examiner will give comments and suggestions for resubmission. Corrected dissertation should be submitted to the University within one month of the receipt of comments from the University. The resubmitted dissertation may be sent to an examiner for re valuation.



### ACADEMIC COUNCIL

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Fr. Sojan Pananchickal sdb	Vice Principal
Dr. K. J. Eldho	IQAC Co-ordinator & HoD Computer Science
Mrs. Annie Liza	HoD, Management Studies
Mr. Mathew Varghese	HoD, Travel and Tourism
Mr. Rejin Y	HoD, English
Mr. Biju TT	HoD, Languages
Ms. Sanitha IS	HoD, Commerce
Ms. Diana Varghese	Asst. Professor, Commerce (Secretary)

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Ms. Priya Philip	IQAC Secretary
Fr. Benny Christudas	Administrator
Dr. Ayyappadas	External Member
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Mr. Isson K Jose	Nominated form Local Society
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Mr. Mathew Varghese	HoD of Tourism (Faculty Member)
Mrs. Annie Liza	HoD of Management (Faculty Member)
Mrs. Sanitha I S	HoD of Commerce (Faculty Member)
Mr. Biju T T	HoD of Languages (Faculty Member)
Dr. Karthick K	Placement Officer
Mr. Jinto KB	Librarian
Mr. Delbin	Alumni
Ms. Anjana Jose	Alumni
Ms. Akshaya P S	Student Representative
Mr. Aldrin Thomas	Student Representative



## LIST OF VARIOUS COMMITTEES

### CO-CURRICULAR ACTIVITIES

#### NSS (National Service Scheme)

Mr. Arshad	Program Officer
Ms. Geetha	Asst. Professor in Computer Science
Mr. Gracious	Asst. Professor in Commerce

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Ms. Priya Philip	IQAC Secretary
Mr. Antony P P	Asst. Prof. In Management
Mrs. Geethu Susan Joy	In charge of Documentation
Ms. Kavya Sathyan	Student Representative

### ISO

Mrs. Geethu Susan Joy	Asst. Professor, Management Studies
Ms. Priya Philip	IQAC Secretary
Mrs. Susan Thankachan	Office Jr. Superintendent
Mrs. lyda	Office Assistant

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Fr. Sojan Pananchickal sdb	Vice Principal
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Mrs. Annie Liza	HoD of Management Studies
Mr. Antony P P	Asst. Professor in Management Studies
Sr. Merina	Asst. Professor in Social Work



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Mr. Babu V S	Asst. Professor in Commerce
Mr. Basil John	Physical Education Director
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Mr. Mathew Varghese	HoD, Travel and Tourism
Mr. Rejin M Y	HoD, English
Mr. Biju TT	HoD, Languages

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Ms. Remya Mathew	Asst Professor, Social work
Ms. Praseetha	Asst Professor, Mathematics
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Ms. Jinu V V	Student Representative
Ms. Varsha Sunny	Student Representative



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Mr. Ajeesh	Lab Assistant

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Ms. Shincy Sebastin	Asst Professor, Commerce
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Ms. Leejia George	Asst Professor, Commerce
Sr. Merina	Asst Professor



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Mr. Biju TT	HoD, Languages
Mr. Biju TS	Asst. Professor, TTM
Mr. Riyas	Asst. Professor, Management Studies
Ms. Saritha Xavior	Asst. Professor, English
Ms. Diana Varghese	Asst. Professor, Commerce
Ms. Anna Merin Scaria	Asst. Professor, English
Ms. Annie Liza	HoD, Management Studies
Ms. Sanitha	HoD, Commerce
Ms. Gibi	Asst. Professor, Computer Science
	Student Council Members

### TRIBAL WELFARE CELL

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Ms. Neenu Prakash	Asst Professor, English

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Fr. Benny sdb	Administrator
Mr. Antony P P	Asst Professor, Management Studies
Ms. Leejia George	Asst Professor, Commerce
Mrs. Gibi K S	Asst Professor, Computer Science

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Subject Experts	
Concerned HoDs	

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Fr. Benny sdb	Administrator (Convenor)
Ms. Susan Thankachan	Jr. Superintendent
Ms. lyda	Office Assistant





## SPECIAL ASSIGNMENTS TO FACULTY MEMBERS Academic Year 2019-20

S.No.	Assignment	Faculty Incharge
1	Public Relation Officer	Mr. Biju T T
2	NSS	Mr. Arshad, Ms. Geetha K G
3	Sports and Sport's Day S,	Mr. Basil John, Mr. Biju T.S , Mrs. Nimi K Mr. Sajith Babu, Ms. Anjali K M
4	Arts Day	Ms. Sanitha, Ms. Jwala, Ms. Dhanya, Mr. Basil K Eldhose
5	IQAC Co-Ordinator	Dr. Eldho K J
6	IQAC Secretary	Ms. Priya Philip
7	IQAC Documentation	Mr. Basil Kiren
8	Onam Celebration	Mr. Mathew, Ms. Annie Liza, Mrs. Neethu Jose
9	Christmas Day Celebration	Mr. Biju TS, Ms. Gibi, Ms. Anna Merin Scaria
10	College Day	Mr. Sarath Sanker, Ms. Diana Varghese, Mr. Riyas
11	Feast of Don Bosco	Ms. Saritha Xaviour, Mr. Gracious
12	COP	Ms. Leejia, Ms. Nimi
13	Liturgy	Sr. Merina SKD
14	Jesus' Youth	Sr. Merina SKD, Mrs. Shincy
15	Staff Secretary	Mr. Sarath Sankar
16	F Zone	Mr. Sameer, Mrs. Sriitha S, Mr. Jumanul Haque O V
17	Mentoring	Mrs. Sangeetha P S. Mr. Antony, Mrs. Preetha P R
18	Staff Meeting Report	Mrs. Meenakshi P V
19	Placement Officer	Dr. Karthick K, Mr. Biju T S, Mrs. Leejia George



S.No.	Assignment	Faculty Incharge
20	Exam Controllers	Mrs. Brilla Varghese, Mr. Babu V S, Mrs. Nishna T, Mrs. Neethu Scaria
21	Magazine Conveners	Mr. Rejin, Mr. Basil Kiren, Mrs. Jwala, Mrs. Sherin
22	Daily Assembly	Mr. Mathew, Mr. Basil John, Mr. Sameer, Ms. Nishna
23	National Seminar	Dr. Fr. Johny, Dr. Eldho K J, Ms Priya Philip
24	Store In-charge	Mr. Basil John, Mr. Gracious
25	Late Comers Monitoring	Ms. Sheeba, Mr. Basil John, Ms. Ashlin, Mr. Biju T T
26	Academic Council Secretary	Mrs. Diana Varghese
27	Women Cell	Mrs. Neenu Prakash, Mrs. Geethu Susan, Ms. Remya Mathew, Mrs. Praseetha N A
28	Alumni Association	Mr. Antony P P, Mrs. Diana, Mrs. Shincy Ms. Remya, Mrs. Sanitha IS, Ms. Sritha
29	Website	Fr. Sojan, Mr. Basil K Eldhose, Mr. Ajeesh C A
30	Election Officers	Mr. Babu V S, Mr. Babu MT, Mrs. Sheeba K M
31	Admissions	Ms. Dhanya K P, Mr. Riyas E M, Mrs. Brilla Varghese
32	Club Coordinators	Fr. Sojan, Mrs. Annie Liza
33	Music Club	Mr. Basil K. Eldhose
34	Dance	Mr. Sameer
35	Drama	Mr. Gracious Mathai
36	Nature Club	Mr. Babu M T, Mr. Sajith
37	ED Club	Mrs. Leejia George, Mr. Jumanul Haque O V
38	Computer Club	Mrs. Gibi K S
39	Reading Club	Ms Priya Philip
40	Media Club	Mrs. Geethu Susan Joy, Fr. Benny sdb
41	Arts Club	Mrs. Neethu Jose
42	Gym/ Fitness Club	Mr. Basil John, Ms. Sritha, Mr. Basil Kiran
43	Assembly Floor Incharges	Mr. Riyas E M, Mrs Nimi K S (MB First floor) Mr. Sajith Babu P R, Ms Geetha K G ( MB Second floor) Mr. Rejin M Y, Ms. Remya Mathew (B block)



## JUNE 2019

1	Sat	
2	Sun	
3	Mon	Orientation Program for New Faculty Members by IQAC
4	Tues	
5	Wed	Id –Ul- Fitre - Holiday
6	Thu	College Re-opening after vacation
7	Fri	First Friday Mass – Value Education
8	Sat	Second Saturday
9	Sun	
10	Mon	Bridge Course
11	Tues	Bridge Course/ Seminar on Moodle – Department of CS
12	Wed	Bridge Course
13	Thu	Bridge Course
14	Fri	Bridge Course
15	Sat	Bridge Course / Article Review - Management Studies
16	Sun	
17	Mon	Bridge Course
18	Tues	Bridge Course/ Farewell MSW
19	Wed	Bridge Course/ Article Review Department of Management Studies
20	Thu	Bridge Course
21	Fri	Bridge Course
22	Sat	
23	Sun	
24	Mon	First Year Students arrive – Fresher's Day
25	Tue	
26	Wed	Blood Donor's Day - Social Work
27	Thu	
28	Fri	Workshop on MENTORING for New Faculty Members by IQAC
29	Sat	
30	Sun	



## ACADEMIC CALENDAR 2019 -20

### JULY 2019

1	Mon	
2	Tue	Workshop on PRA- Social Work
3	Wed	St. Thomas Day - Holiday/Workshop on PRA- Social Work
4	Thu	Freshers' Day- English
5	Fri	First Friday, Holy Mass & Value Education
6	Sat	
7	Sun	
8	Mon	Seminar on financial awarness - commerce/ Farewell M.Sc
9	Tue	Computer literacy Program Inauguration-Department of CS/Freshers' Day -TTM Campus Placement Drive
10	Wed	Association Inauguration, Intra Dept. Quiz - Dept. of Management Studies, Send off for M.Com Students
11	Thu	Fresher's Day - Department of CS
12	Fri	Basheer Kathakal Anusmaranam - Languages Dept. Placement Drive ISAH Bank
13	Sat	Past Pupils meet: 2006-9 Batches
14	Sun	
15	Mon	
16	Tue	Association Inauguration - Department of English,
17	Wed	Workshop on Transcendentalism- English
18	Thu	Social outreach 1 & 11 BBA & I.V Third BBA
19	Fri	College Retreat/ Yoga Presentation- Dept. of Languages
20	Sat	College Retreat/FDP for College Staff at Mannuthy- Trichur
21	Sun	College Retreat
22	Mon	
23	Tue	
24	Wed	Academic Internal Audit by IQAC
25	Thu	Association Inauguration - Commerce Dept.
26	Fri	Association Inauguration TTM
27	Sat	Job Fair-Placement Cell
28	Sun	
29	Mon	
30	Tue	
31	Wed	KarkadakaVavu - Holiday



## AUGUST 2019

1	Thu	
2	Fri	First Friday , Value Education; One Month On-the-Job training for III TTM Commences
3	Sat	
4	Sun	
5	Mon	III & V Sem UG & III Sem PG- I Internal
6	Tue	III & V Sem UG & III Sem PG- I Internal
7	Wed	III & V Sem UG & III Sem PG- I Internal
8	Thu	Social Outreach- Department of CS- (UG)
9	Fri	
10	Sat	
11	Sun	Bakrid- Holiday
12	Mon	Seminar on social research- Dept. of Social Work
13	Tue	Seminar on social research- Dept. of Social Work
14	Wed	Marketing Mela- Department of Management Studies
15	Thu	INDEPENDENCE DAY
16	Fri	Quiz on India & Chart Exhibition- Department of English
17	Sat	
18	Sun	
19	Mon	National Seminar- Department of CS
20	Tue	Workshop for PG Students - Commerce Department
21	Wed	
22	Thu	Sales Training Final Year BBA/ Seminar& Hardware Workshop- Department of CS
23	Fri	SreeKrishna Jayanthi - Holiday, Workshop on street theatre SW dept.
24	Sat	Workshop on street theatre SW dept.
25	Sun	Workshop on street theatre SW dept.
26	Mon	I Sem PG & UG- I Internal
27	Tue	I Sem PG & UG- I Internal
28	Wed	I Sem PG & UG- I Internal
29	Thu	Workshop on Letter Writing - Department of Languages/ Session on Moral Values - English
30	Fri	
31	Sat	



## SEPTEMBER 2019

1	Sun	
2	Mon	Association Inauguration - Department of CS / Literary Week Commences- Department of English
3	Tue	
4	Wed	Seminar - Dept. of Commerce
5	Thu	Teacher's Day Celebrations by various departments
6	Fri	College Onam Celebrations
7	Sat	Onam Holidays begin / NSS Special Camp
8	Sun	Onam Holidays / NSS Special Camp
9	Mon	Onam Holidays / NSS Special Camp
10	Tue	Onam Holidays / NSS Special Camp World Suicide Prevention Day- Social Work
11	Wed	Thiru Onam Holiday / NSS Special Camp
12	Thu	Onam Holidays / NSS Special Camp
13	Fri	Onam Holidays – Sree Narayana Guru Jayanthi NSS Special Camp
14	Sat	Onam Holidays
15	Sun	Onam Holidays
16	Mon	Classes begin after Onam Holidays
17	Tue	
18	Wed	Debate Competition -Department of English
19	Thu	
20	Fri	Interaction with Political & Social Peers- Department of Languages
21	Sat	Rural Camp / Sree Narayanaguru Samadhi - Holyday
22	Sun	Rural Camp - Social Work Dept.
23	Mon	Rural Camp- Social Work Dept.
24	Tue	Rural Camp- Social Work Dept.
25	Wed	Quiz Competition Dept. of Commerce
26	Thu	Personality Development Session Department of Management Studies
27	Fri	World Tourism Day/ Rural Camp
28	Sat	Rural Camp- Social Work Dept.
29	Sun	
30	Mon	Seminar on ethical hacking - Department of CS



## OCTOBER 2019

1	Tue	
2	Wed	Gandhi Jayanathi – Celebrations by Social Work, Study Tour Department of Management Studies
3	Thu	
4	Fri	First Friday –Value Education
5	Sat	Pooja Holidays
6	Sun	Pooja holidays
7	Mon	Mahanavami Ayudha pooja
8	Tue	Vijayadasami Vidyarambam
9	Wed	Classes Resume after Pooja holidays
10	Thu	World Mental Health Day - Social Work
11	Fri	Social Outreach -Department of English
12	Sat	Seminar on social legislation -Dept. of Social Work
13	Sun	
14	Mon	Academic Internal Audit by IQAC
15	Tue	Meet the Personality –TTM/ Zetta Fest- Department of CS
16	Wed	Food Fest - Social Work, Marketing Game- Commerce
17	Thu	Seminar -Department of Management Studies
18	Fri	Seminar on Scope of Native Languages- Department of Languages
19	Sat	FDP for all Faculty Members by IQAC
20	Sun	
21	Mon	III & V Sem UG & III Sem PG-II Internal
22	Tue	III & V Sem UG & III Sem PG-II Internal
23	Wed	III & V Sem UG & III Sem PG-II Internal
24	Thu	Social Outreach - I B.Com CA and Finance
25	Fri	National Seminar Social Work/ Advt. Review - Dept. of English
26	Sat	National Seminar Social Work
27	Sun	Deepavali – Holy Day
28	Mon	
29	Tue	
30	Wed	Seminar - Department of Mathematics
31	Thu	Social Outreach - Department of CS(PG)



## NOVEMBER 2019

1	Fri	First Friday –Value Education.
2	Sat	
3	Sun	
4	Mon	I Sem UG & PG – II Internal
5	Tue	I Sem UG & PG – II Internal
6	Wed	I Sem UG & PG – II Internal, Manager's Day Celebration - Department of Management Studies
7	Thu	
8	Fri	
9	Sat	Miladi Sherif – Nabi Dhinam – Holiday / Legal Service Day- Social Work
10	Sun	
11	Mon	TTM National Tour Commences
12	Tue	
13	Wed	Parent- Teacher- Student Convention- Department of CS
14	Thu	Children's Day Celebration- Social Work
15	Fri	National Seminar on Role of IQAC- Conducted by IQAC
16	Sat	
17	Sun	
18	Mon	Survey on Perspective of Students on Social &Political issues and the realization of truth- Department of Languages
19	Tue	International Men's Day - Department of English
20	Wed	Cyber Awareness Programme Department of Management Studies
21	Thu	Study Tour - II year Commerce
22	Fri	Study Tour MSW
23	Sat	Study Tour MSW
24	Sun	Study Tour MSW
25	Mon	Study Tour MSW
26	Tue	Study Tour MSW
27	Wed	Study Tour MSW
28	Thu	Seminar - Department of English
29	Fri	Study Tour MSW
30	Sat	Study Tour MSW





## DECEMBER 2019

1	Sun	AIDS Day- Social Work
2	Mon	Computer Literacy Day Celebration- Department of CS
3	Tue	
4	Wed	Story Telling Competition- Department of English
5	Thu	Industrial Visit – I, II, III BBA Students
6	Fri	First Friday –Value Education
7	Sat	
8	Sun	
9	Mon	
10	Tue	Human Right's Day - Social Work
11	Wed	
12	Thu	Social Outreach- M.Com Students
13	Fri	Social Outreach- TTM
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	College Christmas Celebration
22	Sun	Christmas Holidays Begin
23	Mon	Christmas Holidays
24	Tue	Christmas Holidays
25	Wed	Christmas
26	Thu	Christmas Holidays
27	Fri	Christmas Holidays
28	Sat	Christmas Holidays
29	Sun	Christmas Holidays
30	Mon	Christmas Holidays
31	Tue	Christmas Holidays



## JANUARY 2020

1	Wed	New Year - College Opens after Christmas Holidays
2	Thu	
3	Fri	First Friday Holy Mass, Value Education Blitz- Department of Computer Science National IT Fest
4	Sat	
5	Sun	
6	Mon	Palliative Day- Social Work
7	Tue	
8	Wed	
9	Thu	
10	Fri	Emblazon-Commerce and Management Fest
11	Sat	Youth Day- Social Work
12	Sun	
13	Mon	
14	Tue	
15	Wed	IV & VI Sem UG & IV Sem PG – I Internal
16	Thu	IV & VI Sem UG & IV Sem PG – I Internal
17	Fri	IV & VI Sem UG & IV Sem PG – I Internal
18	Sat	
19	Sun	
20	Mon	
21	Tue	Virtuoso- Department of English
22	Wed	Academic Internal Audit by IOAC, Employability Skill Training -Department of Management Studies
23	Thu	Regional Seminar - TTM /Career Orientation - Department of English
24	Fri	Employability Skill Development -Department of Management Studies
25	Sat	
26	Sun	Republic Day
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	Feast of Don Bosco



## FEBRUARY 2020

1	Sat	
2	Sun	
3	Mon	Seminar on Interview Skills- Dept. of Commerce
4	Tue	Observation of World Cancer Day- Social Work
5	Wed	
6	Thu	Social Involvement Activity- Department of Management Studies
7	Fri	First Friday- Holy Mass/ Value Education
8	Sat	
9	Sun	
10	Mon	
11	Tue	Workshop on Literature- Department of English
12	Wed	Seminar on New Technologies- Department of Mathematics
13	Thu	Industrial Visit -TTM
14	Fri	Valentine's Day Celebration – Social Work
15	Sat	
16	Sun	
17	Mon	VI Sem UG- II Internal
18	Tue	VI Sem UG- II Internal
19	Wed	VI Sem UG- II Internal
20	Thu	Placement and career oriented programme -BBA
21	Fri	Seminar on Career Development- TTM
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	Manuscript magazine release- Department of English
28	Fri	
29	Sat	



## MARCH 2019

1	Sun	
2	Mon	Social Worker's week commences
3	Tue	
4	Wed	Techno Vismaya- Department of CS
5	Thu	Meet the Personality- Dept. of Commerce
6	Fri	First Friday – Holy Mass
7	Sat	
8	Sun	
9	Mon	World Women's Day Celebration by various departments and clubs
10	Tue	Farewell to III TTM
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	IV Academic Internal Audit by IQAC
24	Tue	
25	Wed	Farewell for BSc CS- Department of CS
26	Thu	
27	Fri	IV & II Sem UG & IV & II Sem PG – II Internal
28	Sat	
29	Sun	
30	Mon	IV & II Sem UG & IV & II Sem PG – II Internal
31	Tue	IV & II Sem UG & IV & II Sem PG – II Internal



## IMPORTANT TELEPHONE NUMBERS UNIVERSITY OF CALICUT

Calicut University P. O, Malappuram Dist. Pin - 673 635  
[www.universityofcalicut.info](http://www.universityofcalicut.info)

1. The Vice Chancellor .....2400241, 2401144, \* 102
2. The Pro. Vice Chancellor.....240114 \* 103
3. The Registrar.....2400252, 2401144 \* 104
4. The Controller of Examinations.....2400291  
Residence.....2400246
5. University Guest House.....2401144 \* 310
6. G & A Sections.....24001144\*119
7. University Enquiry Counter.....24001144\*227
8. Calicut University Information Centre, S. Bathery.....04936 226258

### NEAREST COLLEGES

1. W. M. O. College, Muttill.....203382
2. Pazhassi Raja College, Pulpally.....240366
3. Govt. College, Kalpetta.....202625
4. Govt. College, Mananthavady.....240351
5. Mary Matha College, Mananthavady.....241087
6. St. Mary's College, Bathery.....220246
7. Alphonsa College, Bathery.....225877

### OFFICES

7. Govt. Hospital, S. Bathery.....221444
8. Police Station, S. Bathery.....220400
9. Sub-Treasury, S. Bathery.....220203
10. B.D.O., S. Bathery.....220202
11. Panchayath Office, S. Bathery.....220240
12. K.S.E.B, S. Bathery.....220210
13. K.S.R.T.C., S. Bathery.....220217
14. Govt. Guest House, S. Bathery.....220225





*NOTES*



## TIME TABLE

### ODD SEMESTER

DAY	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

### EVEN SEMESTER

DAY	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						