

# MANNANIYA COLLEGE OF ARTS & SCIENCE

(A Minority Aided College Affiliated to the University of Kerala)

PANGODE, KALLARA

THIRUVANANTHAPURAM-695609

TEL . NO. 0472-2869210, FAX : 0472-2869970

ESTD : 1995

Web: [www.mannaniyacollege.ac.in](http://www.mannaniyacollege.ac.in)

Email: [mannaniya@gmail.com](mailto:mannaniya@gmail.com)



*Managed by*

**THE JAMIYA MANNANIYA ISLAMIA CHARITABLE SOCIETY**

S. V. PURAM P.O., VARKALA, THIRUVANANTHAPURAM

## HANDBOOK & CALENDAR

2023 - 2024

Name.....

Class.....Admission No.....Roll No.....

Address.....

.....

.....

Tel. No.....

PRAYER

In the name of God, the beneficent, the merciful,  
Praise be to God, lord of the worlds  
The beneficent, the merciful,  
Owner of the Day of  
JudgmentThee alone we  
worship,  
Thee alone we ask for help  
Guide us to the right path,  
The path of those on whom  
Thou hast bestowed thy grace,  
Not the path of those  
Who earn thine anger  
Nor of those who go astray.

(The Holy Quran)

{]mÀ°\

BewZneqhnov, ZmEnWymenbnovhmopt{]mcoizc³  
Xncp\ra nÃ.....  
\nJne temISÄ;pw GI c£I\mIpw AJnteizc\Ätbn  
kIe kvXpXnbpw.  
AJnteizc\ÄtbnkIekvXpXnbpw.  
]caImcpWym³, IcpWm\n[ntb, hn[n]dcpw  
Znhk`nt\Im[n]t\...  
]caImcpWym³, IcpWm\n[ntb, hn[n]dcpw  
Znhk`nt\Im[n]t\...  
\nbXamcn[n,q R\$F\$sb am{Xw.  
kXxw kLmb aÄ°n.Xpw Xncpap¹nÃ..  
\nbXamcn[n,q R\$F\$sb am{Xw.  
kXxw kLmb aÄ°n.Xpw Xncpap¹nÃ..  
\bnt;Ww R\$sf t\cmb amÄ° nÃ..  
\n¶\p{KL ]m{XamtbnAX³ amÄ° nÃ..  
ASlbnÄ tIm]n;s,t«mcpS hgnbÄ.

## **NATIONAL ANTHEM**

Jana - Gana-Mana-Adhinayaka Jaya

HeBharata -Bhagya- Vidhata

Pubjab-Sindhu-Gujarat-

MarathaDravida- Utkala-

Banga

Vindhya-Himachala-Yamuna-

GangaUchchhala- Jaladhi Taranga

Tava Subha Name Jage

Tava Subha Ashisa

MageGahe Tava Jaya

Gatha

Jana-Gana-Mangala Dayaka, Jaya

HeBharata- Bhagya -Vidhata,

Jaya He, Jaya He, Jaya He,

Jaya, Jaya, Jaya, Jaya He

## **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 my people I pledge my devotion. In their well being and prosperity alone lies my happiness.

## **VISION**

Mannaniya College of Arts and Science aspires to be a leading educational institution in Kerala as a centre of excellence by providing quality education, ensuring skill development training with the aid of technology to augment its potential for a world class leadership by the societal commitment to people and by building a climate of unity, enthusiasm and hope to work towards the optimum welfare for the maximum number of people so as to develop a better society for the next generation.

## **MISSION**

- ❖ Achieving excellence, developing potential, improving skills, attaining efficiency leading to success.
- ❖ Conceptualizing post modern classroom strategies, to achieve curricular goals to evolve evaluation strategies.
- ❖ Facilitating a context- sensitive, location-specific teaching / learning atmosphere focusing on the local linguistic and socio cultural particularities.
- ❖ Integrating digital technology equipped 'state of the art' infrastructure and learning resources for attaining optimum educational goals.
- ❖ Developing a new paradigm that is student- centered, environment friendly and an inclusive learner support system: so as to prepare students to be contributors of knowledge and not just merely recipients of knowledge.

- ❖ Making the college 'a paragon of excellence' 'a paradigm of efficiency' and an example, in terms of academic standards, skill development, autonomy, accountability and self sustainability based on an ideal framework of governance, leadership and management.
- ❖ Aiming of a core competency development through 'work - based community engagement' and 'community oriented action research'.

### **CORE VALUES OF THE INSTITUTION**

- ◆ Discipline and determination
- ◆ Team work and hard work
- ◆ Honesty
- ◆ Secularism
- ◆ Receptiveness to learn from others
- ◆ Tolerance and courtesy
- ◆ Empathy
- ◆ Academic excellence
- ◆ Diversity
- ◆ Public mission
- ◆ Ethics and dignity
- ◆ Commitment
- ◆ Respect

## **MANNANIYA COLLEGE OF ARTS & SCIENCE**

### **PROFILE**

Mannaniya College of Arts & Science, affiliated to the University of Kerala, is established in 1995. The college situated at Pangode, a remote village in Thiruvananthapuram district, owes its existence to the farsighted vision of Jamiya Mannaniya Islamiya Charitable Society, a congregation of erudite Muslim religious scholars. This co-educational institution is aided by the Government of Kerala and has also been recognized as an Institution with the Minority Status by National Commission for Minority Educational Institutions. The college has been included in the 2(f) and 12 (B) Categories of UGC since 2004. The college offers 5 UG programmes and 1 PG programme under the regular aided scheme. The UG and PG students are admitted to programmes based on the centralized allotment system of the University of Kerala. The college has a well qualified and dynamic faculty that regularly up skill to enrich teaching, research and outreach processes. The institute has adequate infrastructure facilities to support information and Communication Technology (ICT) based teaching and learning process. The institute strives to improve the socio-economic status of the economically weaker section by providing opportunities of education. Mannaniya College of Arts and Science is committed to provide value-based education by frequently improving the services to produce qualified and competent graduates and to transform itself into a Centre of Global Excellence.

### **MANAGEMENT**

The college is managed by the **Jamiya Mannaniya Islamiya Charitable Society**, a brain child of Dakshina Kerala Jami-yyathul Ulama. The Jami-yyathul Ulama was born out of the strenuous efforts of a group of far sighted Ulamas to form an authentic association for Islamic Scholars

of the Southern Kerala in the year 1955. Since then it has been spearheading the renaissance movement of the Muslim community in particular and the people of the state in general. Its headquarters is situated in the historic town of Kollam.

The year 1986 was a turning point in the history of Dakshina Kerala Jami-yyathul Ulama. It was in this year that Jami-yyathul Ulama gave birth to Jamiya Mannaniya Islamiya Charitable Society with the objective of uplifting both educationally and socially Muslims and other weaker sections of the society. Since then the society has been in the forefront in helping the poor and needy and also lending an arm of support to orphans, widows and destitute. In order to translate its objectives and aims into action, the Mannaniya Society has started a number of institutions in various parts of South Kerala with headquarters in Varkala.

But the long cherished dream of the founding fathers of the Dakshina Kerala Jami-yyathul Ulama and Mannaniya Charitable Society to enter into the main stream higher education sector of the State was realized only in 1995. The Mannaniya Society and its parent body Jami-yyathul Ulama became the first of its kind in India to establish an Arts & Science College. Thus the Jami-yyathul Ulama sets an example to the Islamic reform movement in India. The word Mannaniya is a synonym to the Almighty Allah and it denotes Kindness. By selecting Pangode, an under developed rural area, which is mostly inhabited by the downtrodden of the society, who had been denied the right to education for generations, the Jami-yyathul Ulama and Mannaniya Society fulfilled its commitment to the weaker sections and realize the spirit of its nomenclature.

### **THE MANNANIYA INSTITUTIONS**

1. Mannaniya Islamic University Arabic College, Varkala
2. Mannaniya Arabic College, Kollam

3. Mannaniya Tharbiyath College for Girls, Mukkunnam, Kadakkal, Kollam Dist.
4. Mannaniya Thahfizul Quran Madrassa, Mukkunnam
5. Mannaniya Public School (C. B. S. E.), Varkala
6. Mannaniya Umar-ul farook Yattheemkhana, Kollam
7. Mannaniya Yattheemkhana, Pangode
8. Mannaniya Banath Yattheemkhana, Mukkunnam
9. Mannaniya Auditorium, Pangode
10. Mannaniya Shopping Complex, Kollam
11. Mannaniya College of Arts & Science, Pangode

### **Director Board of Jamiya Mannaniya Charitable Society**

The management of the college is vested with the Director Board of Jamiya Mannaniya Islamia Charitable Society. The Director Board of the Society consists of,

- Chairman** : Al-haj, Thodiyoor Muhammad Kunju Moulavi  
Edekulangara P.O., Karunagapally.  
Ph: 0476-2660133, 9847844744
- Secretary** : Al-Haj, Kadakkal Abdul Azeez Moulavi  
Mubarak Manzil, Mukkunnam, Kadakkal P.O.  
Ph: 0474-2422755 (R), 2760794, 9847075786
- Treasurer** : Al-Haj, Aliyarukunju Moulavi  
Kallumpurathu House, Thevalakkara P.O.  
Ph : 0476-2872426
- Members** : 1. Al-Haj. Chelakkulam Abdul Bushra  
K.M Muhammed Moulavi  
Khairabad, Vengola, Ernakulam  
Ph : 8547819488
2. Al-Haj. A.K. Umar Moulavi  
Darul Surur, Muttakavu,  
Nedumpana. P.O, Kollam  
Ph : 0474 - 2562763

3. Al-Haj. Y.M. Haneefa Moulavi  
Suroor Manzil , Sithara Jn, Kottiyam P.OPh:9447905141

3. Al-Haj. Moulavi Hasan BasariDarul Imdad, Decent  
Mukku, Maruthikkunnu P.O., Thiruvananthapuram  
Ph : 9447582907

4.Al-Haj. Easal Qasimy  
Basith Manzil, Payippad P.C, Kavala P.OKottayam, Ph : 9947604205

### MANAGER

**Al-Haj: Kadakkal P.K. Abdul Azeez Moulavi**

Tel: Office 0474-2760734

Res: 0474-2422755, 9847075786

### PRINCIPAL (I/C)

**DR. P. NAZEER**

**Former Director, Department  
Of Minority Welfare, Govt. of Kerala**

### PRINCIPALS' GALLERY

<b>Prof. K. Y. Mohammed Kunju</b>	1995-2001
<b>Dr. T. Jamal Mohammed</b>	2001-2003
<b>Dr. M. Abdul Samad</b>	2003-2010
<b>Dr. Z. A. Azif</b>	2010 - 2018
<b>A.H. Badrudeen (I/C)</b>	2016 - 2019
<b>Dr. P. Nazeer (I/C)</b>	2019 onwards

### Administration of the College

The internal administration and management of the College is vested with the Principal, subject to the general directions and control of the JAMIYA MANNANIYA ISLAMIA CHARITABLE SOCIETY and in

accordance with the Act, Statutes, Rules and Regulation of the University of Kerala and the State Government.

## MEMBERS OF THE FACULTY

### Department of English

1. **Dr. K. Jaseedha**, M. A., B. Ed., Ph.D. 9447387605  
*Associate Professor & Head*
2. **Smt. Noufia. S.N**, M. A 9656846266  
*Assistant Professor*

### Department of Malayalam

1. **Dr. M. S. Noufal**, M. A., M. Phil, Ph. D., 9446507218  
*Associate Professor*

### Department of Hindi

1. **Smt. Asha Kumar**, M. A., M. Phil, 9447734149  
*Associate Professor*

### Department of Arabic

1. **Dr. Anvarshah. S**, M. A., M. Phil, Ph. D., 9526344769  
*Assistant Professor*

### Department of Chemistry

1. **Dr. C. Mercy Raj**, M. Sc., Ph. D., 9446385742  
*Associate Professor & Head*
2. **Dr. Shiji Fazil**, M. Sc, B. Ed, M.Phil, Ph.D 9847608350  
*Assistant Professor*
3. **Dr. Siyad.U**, M. Sc, M. Tech, Ph.D,PDF 9061608846

### Department of Physics

1. **Sri. Shereef**, M. Sc, NET, 8943430021  
(Assistant Professor on contract)

**Department of Mathematics**

1. **Smt. Fathima**, M. Sc., (Assistant Professor on contract)  
9633980354

**Department of Commerce**

1. **Dr. R .Suma**, M.Com, PGDTTM, M. Phil, Ph.D. 8547449341  
*Associate Professor & Head*
2. **Sri. M. Hashim**, M. Com., B .Ed, M. Phil. 9895895985  
*Assistant Professor*
3. **Sri. J. Asseem**, M. Com., B. Ed 9846620228  
*Assistant professor*
4. **Smt. S. Mumthas**, M.Com, B.Ed. 9048538210  
*Assistant professor*
5. **Smt. J. Jasmin**, M. Com., 9745228612  
*Assistant professor*
6. **Dr. P. Ezreth**, M.Com, MBA, B .Ed, M .Phil, Ph. D,  
*Assistant Professor* 8281915193
7. **Dr. Shijina. A.S**, M.Com ,B. Ed, M. Phil, Ph.D.  
*Assistant Professor* 9447334320
8. **Dr. Sini Mol V.N**, M com, 8907451414  
NET, PhD  
(Assistant Professor on contract)
9. **Smt. Sabeena .A**, Mcom, BEd 9207950037  
(Assistant Professor on contract)
10. **Sri. Valeed**, M. Com 9633330263  
(Assistant Professor on contract)
13. **Sri. Ameera**, M.Com, NET 7025411715  
(Assistant Professor on contract)

**Department of Islamic History**

1. **Dr. P. Nazeer**, M.A (His.), M.A.(Isl.His.),B.Ed, Ph.D

*Principal (i/c)*

9847602083

2. **Smt. Reena .S.R**, M.A, NET (Assistant Professor on contract) 9544060799

3. **Smt. Sunija**, M.A, NET (Assistant Professor on contract) 9074953620



**Department of History**

1. **Sri. A. H. Badrudeen**, M. A., M. Phil, 9447720750  
*Associate Professor*

**Department of Linguistics**

1. **Smt. Jasmin**, M.A., M. Phil (Assistant Professor on contract)  
8137058649

**Department of Psychology**

1. **Dr. Dilshad Bin Ashraf**, M.Sc., Ph.D 9995354778  
*Assistant Professor*

**Department of Physical Education**

1. **Dr. A. Baiju**, MPEd., M. Phil, NIS, Ph. D.  
*Associate Professor* 9745240500

**Department of Economic**

- Smt. Arya.U.R**, MA, JRF (Assistant Professor on contract)
1. 8086170353
  2. **Sri. Ashik.B**, MA, NET (Assistant Professor on contract)  
9995070296

**Administrative Staff**

1. **Sri. Mohammed Junayd . A** 7025154341  
*Jr. Superintendent*
2. **Sri. Abdul Gafar . A** 9447715183  
*Head Accountant* 9846589649
3. **Sri. Ahamed Fazil.Y**, Senior Clerk 9447366003
4. **Sri. Ummer. M**, Senior Clerk 9447892474
5. **Sri. Mohammed Basheer.A.**, L.D.C 9497271385
6. **Sri. Abdul Salim.S**, L.D.C 9496813610
7. **Sri. Siyad.M**, Computer Assistant  
cum Typist 9496813610

**Ministerial Staff**

1. **Sri. Asharafudeen**, *Lab Assistant* 9496813626

2. **Sri. Jalaludeen A**, *Lab Assistant*

9048085487

3. **Sri. Salim A, LGS** 9961235737
4. **Sri. Shehin.S**, Office attendant 9746787694
5. **Sri. Shabeer.B**, Office attendant 9645784270

**Librarian**

1. **Dr. Naseehath S.**, M.Sc., M .Li.Sc., M.Phil, Ph.D  
*UGC Librarian* 9497784246
2. **Sri. Salim E.**, *Library Assistant* 9495151775
3. **Sri. Sulfiker.S**, *Library Assistant* 9496393788

**The College Council**

To assist and advise the Principal in the internal affairs of the college, a council is constituted as per the statute of the Kerala University. Presently, following are the members of the council.

1. Dr. P. Nazeer (Principal (Chairman)- President)
2. Dr. Suma.R (HOD of Commerce)
3. Dr. C. Mercy Raj (HOD of Chemistry)
4. Dr. Jaseedha K. (HOD of English)
5. Dr. M.S. Noufal (HOD of Additional Language)
6. Dr. A. Baiju (HOD of Physical Education)
7. Dr. Dilshad Bin Ashraf (IQAC Co- ordinator)
8. Sri. Asseem .J ( Assistant Professor, Department of Commerce)
9. Smt. Noufia.S.N (Assistant Professor ,Department of English)
10. Sri. Mohammed Junayd (Office superintendent)
11. Dr. Naseehath.S (College Librarian)
12. Student representative

**COURSES OF STUDY OFFERED BY THE COLLEGE**

**U**

- Part I English**  
**Part II Malayalam / Hindi / Arabic**  
**Part III Optional Subjects**

Course	Core Subjects	Complementary Subjects	
B.A	Islamic History	Indian History	Linguistics
B. Sc	Chemistry	Physics	Mathematics
B.Com	Co-operation	Accountancy	Banking & Business Management
B.ComTTM	Commerce	Tourism & Travel Management	Psychology
BA Economics and Media Studies	Economics and Media Studies	Informatics	
M.Com Finance	----	----	----

**Details of the First Degree Programme offered by the**

<b>B.A. Islamic History</b>			
<b>I Year</b>			
<b>I Semester</b>		<b>II Semester</b>	
Course Title	Course Code	Course Title	Course Code
English-I	EN1111	English -II	EN1211
Additional Language -I	1111	English -III	EN1212
Foundation Course -I(English)	EN1121	Additional Language -II	1211
Methodology of Social Science and Muslim Historiography	IH 1141	Life and times of Prophet Muhammed	IH 1241
History of Modern India 1857-1900	HY1131.1	History of Modern India 1900-1920	HY1231.3
Linguistics	LN 1111	Linguistics	LN 1231
<b>III Semester</b>		<b>IV Semester</b>	
Course Title	Course Code	Course Title	Course Code
English IV	EN1311	English V	EN1411

Additional language III	1311	Additional language IV	1411
Informatics	IH 1321	The Umayyah and Abbasiyah	IH 1441
Glorious Caliphate and Socio Political Institutions	IH 1341	Muslims in Europe	IH 1442
History of Modern India 1921-1947	HY 1331.5	History of Contemporary India After 1948	HY1431.7
Linguistics	LN 1331	Linguistics	LN 1431

III Year			
V Semester		VI Semester	
Course Title	Course Code	Course Title	Course Code
Muslim World between 10 <sup>th</sup> & 15 <sup>th</sup> Centuries	IH 1541	Select Problems of West Asia	IH 1641
Rise and Fall of the Ottoman Empire	IH 1542	Revivalist Movement in Islam	IH 1642
Indian History I 711-1707	IH 1543	Human Rights in Islam	IH 1643
Indian History II 1707-1947	IH 1544	Islamic Economics	IH 1644
History and Culture of Kerala Muslims	IH 1545	Project	IH 1645
Open Course-Islamic Economics & Banking	IH 1551	Elective-Political Thought in Islam	IH 1651

  

<b>B. Sc</b>			
I Year Chemistry			
I Semester		II Semester	
Course Title	Course Code	Course Title	Course Code
English-I	EN IIII	English -II	EN 1211
Additional Language - I	IIII	English -III	EN 1212
Foundation Course-I(English)	EN 1121	Additional Language -II	1211
Physics -I (Rotational Dynamics and Properties of matter)	PY1131.2	Foundation Course -II (Chemistry its origin methodology and impacts)	CH1221
Maths-I (Calculus with application in Chemistry -I)	MM1131.2	Physics -II (Thermal Physics )	PY1231.2

Inorganic Chemistry I–	CH 1141	Maths -II (Calculus with, application in chemistry-II)	MM1231.2
------------------------	---------	--	----------

II B sc Year Chemistry			
III Semester		IV Semester	
Course Title	Course Code	Course Title	Course Code
English IV	EN 1311	English V	EN 1411
Additional language - III	1311	Additional Language -IV	1411
Physics -III (Optics, Magnetism and Electricity)	PY1331.2	Physics -IV (Atomic Physics, Quantum Mechanics, and Electronics)	PY1431.2
Maths -III (Theory of equation and Vector Analysis)	MM1331.2	Physics -practical	PY1432.2
Inorganic Chemistry II	CH 1341	Maths -IV (Complex Analysis, Fourier Series and Transforms)	MM1431.2
		Organic Chemistry - I Chemistry Lab -1 (Inorganic Qualitative Analysis)	CH1442

  

III Year BSc Chemistry			
Semester - V		Semester - VI	
Course Title	Course Code	Course Title	Course Code
Physical Chemistry -I	CH1541	Organic Chemistry -III	CH1641
Organic Chemistry -II	CH1542	In Organic Chemistry -III	CH1642
Physical Chemistry - II	CH1543	Physical Chemistry - III	CH1643
Inorganic Volumetric Analysis Lab course -II	CH 1544	Organic Chemistry Experiment Lab Course	CH1644
Physical chemistry Experiments lab course- III	CH - 1545	Gravimetry Lab course - V	
Open course Environmental Chemistry	CH 1551.3	Polymer Chemistry Elective	CH1645 CH1661.3
		Project and industrial visit	CH 1646

<b>S2</b>	
<b>Semester</b>	
English -II	EN 1211
Addi Language -II	
Informatics & Cyber laws	CO 1221
Financial Accounting	CO 1241
Business Regulatory Frame Work	CO 1242
Business Mathematics	CO 1231

**Appendix - B  
B.Com Co-operation**

<b>1 year</b>			
<b>I- Semester</b>		<b>II- Semester</b>	
Course Title	Course Code	Course Title	Course Code
English -II	EN1111	English -II	EN1211
Addi Language -I		Addi Language -I	1211
Methodology and perspectives of Business Education	CO 1121	Informatics and cyber law	CO 1221
Environmental studies	CO 1141	Financial accounting	CO 1241
Management Concepts & Thoughts	CO 1142	Business Regulatory Frame Work	CO 1242
Managerial Economics	CO 1131	Business Mathematics	CO 1231

<b>II Year</b>			
<b>III Semester</b>		<b>IV Semester</b>	
Course Title	Course Code	Course Title	Course Code
English III	EN 1311	English IV	EN 1411
Entrepreneurship Development	CO 1341	Capital Markets	CO 1441
Company Administration	CO 1342	Banking Theory & Practice	CO 1442
Advanced Financial Accounting	CO 1343	Corporate Accounting	CO 1443
Business Statistics	CO 1331	Information Technology in Business	CO 1431
Course from Elective Stream 1/2/3/4/5	CO 1361	Course from Elective Stream 1/2/3/4/5	CO 1461

<b>III Year</b>			
<b>Semester - V</b>		<b>Semester - VI</b>	
Course Title	Course Code	Course Title	Course Code
Fundamentals of Income Tax	CO1541	Auditing	CO 1641
Cost Accounting	CO 1542	Applied Costing	CO 1642
Accounting for specialized Institutions	CO1543	Managements Accounting	CO1643
Open course - 1/2/3	CO 1551	Open Course- 1/2/3	CO1651
Course from Elective Stream 1/2/3/4/5	CO 1561	Management of foreign trade	CO 1661
		Project	CO 1644

**B com TTM**

<b>I Year</b>			
<b>I Semester</b>		<b>II Semester</b>	
Course Title	Course Code	Course Title	Course Code
English I	EN 1111	English II	EN 1211
Addi Language-I	1111	Addi Language - II	1211
Methodology and perspectives of Business Education	TT 1121	Informatics and cyber law	TT 1221
Environmental studies	TT 1141	Financial accounting	TT 1241
Tourism Principal and practices	TT 1171	Emerging trends in tourism	TT 1271
Social Psychology	Ph1131.1	Communication and Inter Personal skills	Ph.1231.1

II Year			
III Semester		IV Semester	
Course Title	Course Code	Course Title	Course Code
English III	EN 1311	English IV	EN 1411
Management concepts and thought	TT 1341	Business Regulatory Frame work	TT 1441
Advanced Financial Accounting	TT 1342	Banking Theory & Practice	TT 1442
Tourism Marketing	TT 1371	Tourism Product	TT 1471
Tourism Regulations	TT 1372	Tourguidingandescorting	TT 1472
Social Influences	PG 1331.1	Applied Social Psychology	PG 1431.1

**B.Com T T M**

<b>Semester - V</b>	
Entrepreneurship Development	TT 1541
Indian financial markets	TT 1542
Cost Accounting of management	TT 1543
Travel Agency	TT 1571
Tour operation management	TT 1572
Open course	TT 1581
Project	

<b>Semester - VI</b>	
Auditing	TT 1641
Applied costing	TT 1642
Management Accounting	TT 1643
MICE Tourism	TT 1671
Tourism Development and Regulations	TT 1672
Front office management	TT 1661.8
Project	TT1644

**Appendix - D  
M.Com**

<b>Semester - I</b>	
Business Ethics & Corporate governance	CO 211
Legal Frame work of Business	CO 212
Research Methodology	CO 213
Planning and Development Administration	CO 214
Advanced Corporate Accounting & Reporting	CO 215

<b>Semester - II</b>	
E- Business and cyber law	CO 221
Strategic mgt	CO 222
Quantitative techniques & Financial Econometrics	CO 223
International Business	CO 224
Investment mgt	CO 225

<b>Semester - III</b>	
Income Tax Planning and Management	CO 231
Security Analysis and Portfolio Management	CO 232
International financial management	CO 233
Strategic cost and Management Accounting	CO 234

<b>Semester - IV</b>	
Goods and service tax & customs duty law and practice	CO 241
Risk management and Derivatives	CO 242
Accounting standards	CO243
Management Optimization Techniques	CO 244

<b>Open Course Offered</b>	
i) Islamic Economics and Banking	IH-1551
ii) Environmental of Chemistry	CH 1551.1
iii) Capital Market operations	CO 1551.3
iv) Principles of Management	TT 1551.2

## **CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (CLIS )**

A newly granted diploma course offered by CACEE(Centre for Adult and continuing education and extension) unit of Kerala University, Thiruvananthapuram. It gives training in the basic principles of library and information science including Fundamental laws, library organization, management and library and information Service. It train persons in the day today work involved in the running of small public and School libraries in the respective routine work of a modern library. The duration of the course shall be six months and it should be considered as part time Course .

### **Objectives**

- i. To give training to the students in the basic principles of Library and Information Science including fundamental laws, library organization, management, library and information services, and library automation.
- ii. To train persons in the day –to-day routine work involved in the running of small public and academic libraries
- iii. To train semi-professional staff of the college and special libraries in the respective routine work of a modern Library.

#### 2. Duration of the course:

The duration of the course shall be six months (300 instructional hours including practical's), @ 50hours per paper.

#### 3. Course Fee: '6000/- + 1500 for practicals

#### 4. Course strength: 40 candidates

#### 5. Course of study. The course of study shall consist of

- I. Library Organization and Management
- II. Library Classification and Cataloguing (Theory)
- III. Library Classification (Practical)
- IV. Library Cataloguing (Practical)
- V. Information Sources and Services
- VI. Basics of Information Technology
- VII. Internship

Course coordinator: Smt. Mumthas, Asst Professor, Dept of Commerce Other Certificate programme

1. Income tax law practice
2. Communicative Arabic and practice
3. Spoken English (let's talk)
4. Peer counseling

## **COLLEGE BYE-LAW**

### **Admission**

Students for admission to the Degree Course should have passed the Higher Secondary or equivalent examination.

Student seeking admission should submit application online to the University. In case of community quota students should apply in prescribed form to the college in addition to the online application to the University.

Only those candidates who have the genuine intention of academic pursuit and docility to the discipline of the college will be admitted.

Admission to all regular courses is governed by the terms of agreement between the Management and Government of Kerala and the rules and regulations framed by the University of Kerala from time to time.

Quota	Percentage of Seats
General Merit	40%
Muslim Reservation	20%
SC/ST Reservation	20%
Management	20%

Bonus marks are awarded for NCC and NSS certificate holders and children of Defense Service and Ex-Service persons. Certain number of seats is reserved for the candidates who have represented the District or State in sports and games competitions and for physically handicapped candidates. Applicants provisionally selected for admission will be informed by post. The Principal reserves the right to reject any application for admission without assigning any reason therefore.

### **Interview**

Applicants provisionally selected for admission will be asked to appear before the Principal for an interview. The candidates for interview must be accompanied by their parents or guardians and are required to produce the following certificates in original.

1. Certificates/ mark list of the qualifying examination.
2. Transfer Certificate.
3. Course and Conduct Certificate.
4. Income Certificate (for those who enjoy fee concession).
5. Two passport size photos.

The selected candidates will be enrolled on payment of the tuition and other fees stipulated in the schedule of fees together with caution deposit.

Any candidate who is found to have secured admission by false means will no longer be in the rolls and shall forfeit the fee paid.

#### **Collection and Refund of Fee**

1. Tuition fees shall be paid in three equal installments in the month of June, October and January.
2. The first installment together with library and other fees for the year and caution deposit shall be paid on enrollment.
3. Fee to a term becomes due on the first working day of the month of that term. After Seventh working day a fine of Five rupees will be due for ten working days after which an additional fee of Ten rupees will be due for the rest of the month. After this date the student will be considered as a defaulter.
4. If the fees and fine are not paid on or before the last date fixed for payment, the name of the student will be removed from the rolls of the college and the student will not get the benefit of attendance also from the date of removal.
5. Re-admission of such students is only with the special permission of the Principal and they have to remit all the arrears of fees with fine. The re-admitted student will get the benefit of attendance only from the date of admission.
6. Fee for the whole term will be levied from the students who leave the college in the course of a term.

7. No transfer certificate shall be issued to those whom there are dues to the college.
8. On the days fixed for the payment of fee for a particular class fee from others will not be accepted.
9. Absence with or without leave from the College shall not be an excuse for nonpayment of fees at the proper time.
10. Fees will be received in the college office between 10.00 am and 2.00 pm on all working days.
11. For all payments made, receipts will be issued forthwith.
12. Fees once paid will not be refunded.

#### **Fee Concession**

Full fee concession is granted to students belonging to Scheduled Caste/ Scheduled Tribes and other eligible communities. Those who belong to Other Backward Communities are also eligible for fee concession if they produce necessary income, nativity and community certificates at the time of admission. Concession will also be available to other students as per the provision of the Kumara pillai Commission Report.

#### **Subsequent Collection of Fees**

I Year B.A., B.Sc., B.Com., Economics	3 <sup>rd</sup> working day of the month.
II Year B.A., B.Sc., B.Com, Economics	4 <sup>th</sup> working day of the month.
III Year B.A., B.Sc., B.Com.	5 <sup>th</sup> working day of the month.
I & II M.Com,	6 <sup>th</sup> working day of the month

NB: The above mentioned dates may be changed for the convenience of the office. Detailed notice will be displayed On the notice board.  
Further rules regarding fee collection shall be on the basis of Govt. order Ms. No. 95/74 and Edn . dt. 12/06/74.

Fee Structure*					
Item	B.Sc	B.A.	B.Com	BA Econ omics	M.Co m
Tuition Fee	1000	1000	1000	1000	1800
Affiliation Fee	300	300	300	300	--
Admission Fee	75	75	75	75	150
Library Fee	100	100	100	100	100
Medical Inspection	10	10	10	10	10
Audio Visual Fee	25	25	25	25	25
University Union	50	50	50	50	50
Calendar	30	30	30	30	30
Stationery	50	50	50	50	50
Association	50	50	50	50	50
Magazine	50	50	50	50	50
Athletic	100	100	100	100	100
Sports	50	50	50	50	50
Laboratory	400	-	-	-	--
Students Aid Fund	20	20	20	20	20

Students from other Universities/ Boards shall pay additional fees as given below:

Matriculation Fee Rs.100/- , Recognition Fees Rs.300/- and Eligibility Fees Rs.200/-.

\*Fee structure may vary according to the direction of the University of Kerala.

### **University Examinations**

The University brings in revisions in the rules and regulations regarding the registration, cancellation and re-appearance of examinations as well as the rates of fees from time to time. Students are advised to contact the college office or the Public Relation Officer of the Kerala University for updated information before they apply for any University Examination.

### **Caution Deposit**

As per G. O. M. S. No. 58/75/4 Edn. dt. 24.01.1975 every student on admission to a course of study in a college shall along with the first installment of fees, pay the caution deposit prescribed for the courses.

Students selected for admission will have to deposit caution money at the following rates.

B.A./B.Sc./B.Com/Economics  
Rs.360/- .  
M.Com Rs. 600 /-

Students belonging to Scheduled Caste/Scheduled Tribes and other eligible communities are exempted from payment of fee or caution deposits.

The caution deposit paid by a student for a particular course shall be retained in the institution till the completion of the course. At the end of a particular course of study the caution deposit realized from the student will be refunded to him/her on receipt of application from the student in the form prescribed and after adjusting the dues if any on account of:

- i) Loss of Library book.
- ii) Recovery of the fine for breakage of laboratory equipment
- iii) Arrears of fee, if any

If the caution deposit is less than the amount to be realised from the students, the excess amount will be realized by such other means as the Principal may decide.

The students should keep in safe custody the receipts issued for



remittance of the caution deposit amount during the period of the course.

The caution deposit will be refunded only, if the receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund. Exemption from this rule may be granted by the principal in genuine cases where he is personally satisfied about the identity of the applicant claiming the refund. (See last page of this calendar for application form for refund of caution deposit.)

### **Attendance**

1. The classes of the morning session will be from 10.00 am to 1.00 pm and from 1.45 pm to 3.45 pm in the afternoon session according to the time table provided.
2. The first or warning bell for class is rung 10 minutes before the commencement of the morning and afternoon sessions; the second bell five minutes before the commencement and the third bell at the hour fixed for the beginning of the class.
3. Attendance will be taken daily at the beginning of each class. Absence during one period in the forenoon will be counted as absence for the forenoon and absence during one period in the afternoon will be counted as absence for the afternoon.
4. Students are required to be in their place at the beginning of each class. They are not allowed to leave the class room without the permission of the teacher.
5. A student coming late to a class after roll-call will be treated as absentee for that period.
6. Absence without leave for part of a day will entail forfeit of attendance for that period.
7. Absence without leave will be reported to the parent or guardian.
8. The minimum attendance for a semester is 75% of the total working days. Exemption from shortage of attendance can be granted by the syndicate on recommendation of the

Principal, provided leave has been applied for and granted for such absence on satisfactory grounds (on grounds of illness).

9. A student absent from the college for more than 15 consecutive working days without a satisfactory explanation is liable to have his/her name removed from the roll. A student seeking re-admission after such removal should pay the prescribed re-admission fee of Rs.75/-
10. Leave of absence should be obtained from the Principal on the recommendation of the Head of the Department. If the grounds of application for leave are not clear or satisfactory, the students may be called upon to explain or the leave may be refused. Exemption from attendance will not be considered if leave has not been obtained in the prescribed form.
11. Application for leave for more than three days at a time should be supported either by a letter from the parent or by a medical certificate in case of illness.
12. Application for a leave for a period may be granted by the teacher-in-charge of the period. In that case a note signed by the teacher concerned must be forwarded to the office.
13. A student who is obliged to leave a class owing to indisposition must obtain endorsement from teacher-in-charge of the class at the time in support of his/her application for leave.
14. Duty leave for Physical Education and Extra-curricular activities will be granted only to athletes and persons representing the college or University in various matches, tournaments, sports and cultural events.
15. The maximum period for which duty leave can be granted to a student for sports, athletic activities and cultural events will be limited to 10% of the total number of working days.

16. A student deputed to participate in matches, tournaments and sports events should submit his/her leave application duly recommended by the lecturer in Physical Education to the class teacher concerned for necessary action not later than one week after the event (See the last page for application for leave.).
17. Absence without leave, evading test papers and terminal examinations will be seriously dealt with.
18. Attendance and Progress Certificate required by the University for the eligibility to write the examination will not be granted unless (i) A student has attend not less than 75% of the working days during the semester and (ii) the Principal is satisfied with the student's progress and conduct.
19. The student who fails to earn 75% of attendance will be permitted to appear for examinations only after producing a condonation of shortage of attendance from the University. Condonation of shortage for attendance is restricted to a maximum of 10 days for semester courses. No exception will be granted to a student whose deficiency of attendance exceeds required number of days. While applying for condonation, reason for each day's absence will have to be explained and in case of absence on account of sickness a medical certificate also has to be submitted. Condonation is allowed only twice during the period of a course.
20. Sick leave should be limited to 20% of attendance and the leave applied should be submitted to the Principal counter signed by the teacher in charge.

#### **Issue of certificate**

1. Application for Transfer Certificate should submit in the prescribed form at least two days in advance.
2. Conduct certificate will ordinarily be issued only along with the Transfer Certificate when the student has completed the

Course.

3. A late fee of Rs.15/- will be collected from those who apply for T. C. after one year of his/her leaving the college. The date of leaving the college will ordinarily be the last day of his/her attending the college.
4. Duplicate T. C. will be issued if only the original T. C. is irrecoverably lost and is certified by a Magistrate and with a fine of rupees thirty.
5. No certificate will be issued from the college unless the Principal is satisfied with the reasons stated by the applicant for such certificates.
6. A student applying for return of his/her qualifying certificates or any other certificates from the college, must have cleared all his/her dues to the college.
7. The qualifying certificates submitted by the students will be returned along with their T. C. and conduct certificate after the completion of the course. Students are therefore directed to keep certified true copies of such certificates before submitting the originals for admission.
8. Qualifying certificates have to be claimed at least within one year after leaving the college.
9. The college will not be responsible for any damage or loss of certificates left unclaimed by students indefinitely.
10. In case any student is expelled from the college for serious misconduct or repeated misbehavior his/her T.C. will be sent to the Registrar of the University and the matter will be reported to his/her parent or guardian.

#### **Identity Card**

1. All students of this college will be given Identity Cards duly signed by the Principal.
2. Identity card is compulsory for all students admitted to this

institution. The identity card which will be issued to students at the time of the admission will have validity for three academic years.

3. All students must carry identity card with them whenever they are in the college campus and must produce them for inspection on demand by any member of the staff.
4. If any identity card is irrecoverably lost during the period of validity the student should file a declaration to that effect attested by the head of the department/tutor with his seal and signature and fresh identity card will be issued only after fine of Rs. 100/- is remitted in the office.
5. The identity card should be produced at the time of payment of fees and receipt of scholarship, stipends, cautions money deposit, hall ticket etc.

#### **College Examinations**

1. Under CBCS system each course (paper) in a semester will have one test paper. This test paper is being conducted on the model of university examinations. For M.Com students two test papers will be conducted and best of two will be considered for CE.
2. In addition to these test papers, special test papers may be given from time to time at the discretion of the Head of the Department.
3. Exemption from attendance at the college examinations, class examinations will not be permitted. Such students will not be allowed to continue the course of study in the next Semester.
4. Progress reports of students will be handed over to guardians during the meet-the-parents programme.
5. Any student who indulges in malpractice at the class examination will be liable for disciplinary action.

#### **Promotion**

1. Students who do not register their names for the one Semester

Examinations under CBCS system will not be permitted to continue the course of study in the next semester.

#### **CODE OF CONDUCT**

##### **(a) PRINCIPAL**

The Principal of an institution should always be honest, fair, objective, supportive, And Protective and law abiding. Besides, the following traits are expected from the principal.

He has to

- \* Chalk out a policy and plan to execute the vision and mission.
- \* Promote industry institution interaction and inculcate research development activities
- \* Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- \* Recommend and forward communication to the authorities.
- \* Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- \* Execute any other qualitative and quantitative work for the welfare of the institution .
- \* Listen to the student's ideas and set a supportive tone.
- \* Be fair in his disciplinary actions for the all the members of faculty. non teaching staff and students.
- \* Empower all his staff and students to reach their maximum potential
- \* Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

##### **(b) TEACHERS**

Teaching is a noble profession. It shapes the character , caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- \* Uphold the honour and dignity of the teaching profession
- \* Provide an innovative and quality education to pupils.

- \* Be impartial and discriminative against students.
- \* Interact with the students in a friendly manner.
- \* Abide by the rules and regulations of the institution.
- \* Abide by the procedures to ensure student's safety.
- \* Collaborate with fellow teachers.
- \* Be responsible and interact positively with parents and other stakeholders in educating the students.
- \* Be good counselors and facilitators.
- \* Help, guide, encourage and assist students in their learning.

**(c) NON - TEACHING STAFF**

The following traits are expected from the Non- teaching staff. He/ She must

- \* Report to duty at least 30 minutes in advance.
- \* Remain on duty during college hours.
- \* Adhere strictly to the laws and regulations of the college.
- \* Respect and maintain the hierarchy in the administration.
- \* Maintain honesty, integrity, fairness in all activities.
- \* Exercise self - discipline and restrain at all times and deal positively with staff, students and the general public.
- \* Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- \* Must not intercept or misappropriate college money.
- \* Must not be absent from duty without official approval or approved sick leave.

**(d) STUDENTS**

The rules and regulations of the college are framed by the management and the principal in accordance with Government rules and the rulings of the Hon. High Court of Kerala from time to time to ensure a peaceful campus atmosphere. The college community is bound to abide by such rules. The violation of these rules will invoke not only contempt of court but also invite punishment.

1. Politics is banned in the campus by the Management. Students are forbidden to organize or attend meetings other than the official ones. Students resorting to strike are strictly prohibited from entering the verandah of the building, class rooms or the campus.
2. The College Union election is held in the parliamentary mode, recommended in the report of the Lyngdoh Committee
3. Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially female students with in the campus or outside is totally banned and is a punishable crime under Police Act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.
4. The students are expected to be cleanly and respectably dressed.
5. Students shall always behave with dignity and courtesy and their behavior in the college shall conform to the standards of academic decorum.
6. When a teacher enters the classroom, students must stand up and must not sit until he/she invites them to do so or he himself takes a seat.
7. They should be punctual and disciplined in attending classes and any academic or extracurricular function arranged for them.
8. They should avoid ill-mannered noisemaking behaviour on the college campus.
9. No students shall leave or enter the classroom without the permission of the teacher.
10. Furniture in the classroom should not be dislocated or damaged. All serious and willful damage will be required to pay for with such penalty as may be imposed by the principal.
11. Any disfigurement or damage to college building, water, gas,

fire, electrical installations, gardens and premises will be punished and the cost of the damages if any will be recovered.

12. The students are forbidden from writing or making any mark on the furniture or walls or any part of the college premises and from throwing paper or ink in the classroom.
13. Students are forbidden to organize or attend any meeting in the college or to collect money for any purpose without the prior permission of the Principal.
14. Students are strictly forbidden from entering classrooms other than theirs.
15. Any student under suspension is forbidden from entering the college campus.
16. Any student who disrupts class by unauthorized entry into classrooms is liable to be expelled from the college.
17. Students will be expelled from the college for breach of discipline by the Principal in consultation with the College Council and there shall be no appeal to the decision taken by the College Council.
18. The Principal is empowered to fine or suspend or dismiss a student on the basis of the gravity of the offence. Each offender will be given a chance to explain his/her conduct before punishment is given. However a student may be sent out of the class at the discretion of the teacher concerned prior to further disciplinary action.
19. Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the college campus.
20. The Principal or duly constituted College authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus, from time to time and the students are obliged to obey them.
21. Educational concessions awarded to students are liable to

forfeiture for misconduct and the concessions will be withdrawn.

22. Irregular attendance, habitual inattention to class works and obscenity in words or deeds are sufficient reasons for permanent or temporary dismissal of the student.
23. Students and outsiders are not allowed to be present in the campus after 4.30 PM.
24. Students should not crowd in the verandas obstructing passage.
25. Students and outsiders are not permitted to bring vehicles into the campus during class hours. They have to park the vehicle at the allotted places.
26. Carrying and using mobile phones inside the campus is strictly prohibited.
27. Cinematic dance and other forms of performances having vulgar and indecent connotations are banned from performing in the campus.
28. Circulation of notices, use of loudspeaker and putting up of posters in the college premises without the written permission of the Principal, are strictly prohibited.
29. No student or office bearer of any association shall give any matter regarding the activities of the college to the press without the permission of the Principal.
30. No office bearer of any association shall mediate between the Principal and the students in the matters concerning discipline.
31. Proper respect should be paid to the staff both inside and outside the classrooms.
32. The decision of the Principal in the matters of discipline shall be final.

## **Ragging- A Criminal Offence**

Ragging is neither a means of familiarization nor an introduction with freshers, but a form of psychopathic behaviour and a reflection of deviant personalities. Ragging is violation of human rights. As per the **UGC Regulations, 2009**, 'Ragging' constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche or such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure,

vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **Kerala Prohibition of Ragging Act, 1998**

Kerala Prohibition of Ragging Act, 1998 published under the authority of the Governor, an Act to prohibit ragging in educational institutions in the State of Kerala. Contents of Kerala Prohibition of Ragging Act, 1998 includes,

### **1. Prohibition of ragging: -**

Ragging within or without any educational institution is prohibited.

### **2. 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 liable to a fine which may extent to 10000/- rupees.

### **3. 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 the order of such dismissal.

### **4. Suspension of Student: -**

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 offense, 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.

### **Library Rules**

1. All the members of the staff and students of the college are members of Library and are entitled to borrow books.
2. The library will be opened from 9.00 AM to 4.30 PM on all working days and it will be closed on Sundays and all recognized holidays.
3. Books from the references section will not be allowed to be taken out of the library except with the written authorization of the Principal. They can be consulted in the library room on all days during which the library remains open.
4. Strict silence should be observed in the library.
5. Books cannot be sublet. Those who violate this rule will be severely punished.
6. All markings, underlining etc. on books are punishable with a fine or with replacement or both.
7. The student must satisfy himself as to whether the book issued to him is in good condition and if it is not, it should be brought to the notice of the Librarian. For all damages to books noticed at the time of their return to the library the borrower will be held responsible and he will have to pay the cost of the replacement.
8. If the book is lost by borrower he must pay the cost of replacing it together with any fine that the Principal may impose upon them.
9. The book should be returned to the library within the stipulated period. Absence from the college will not be admitted as an excuse for delay in returning books.
10. Books will be issued only on production of identity cards.
11. No student shall take more than four books at a time.
12. No student shall keep a book for more than a fortnight.

13. Failure to return a book on the date, on which it is due, entails a fine of Rs. 1 per day for each volume retained.
14. Books should not be taken from the shelf without the permission of the Librarian.
15. All books issued from the library shall be returned without fail on or before the announcement of the annual examination or before the last working day of the academic year.
16. The Librarian has the right to recall any book at twenty four hour notice.
17. Book reservation facility is available. Members can reserve one book at a time.
18. No outsider is permitted inside the library without valid permission from the Principal.
19. Books, periodicals, paper or any other reading material should not be circulated in the college without the approval of the Principal.

### **Library Advisory Committee**

Co-ordinator : Dr. M.S. Noufal

Members : Dr. R. Suma

Dr. Mercy Raj

Dr. S. Naseehath

### **Laboratory Rules**

1. Students are reminded that practical work is the foundation of the study of science. Each student is required to give the most earnest and careful attention to it.
2. The students are required to keep the record books neat, legible and systematic.
3. Those students who break any article or apparatus will be required to replace it. If the article has been broken on account



of carelessness they will have to pay a fine in addition to replacing them.

4. If any articles are stolen the student will be suspended from the laboratory and necessary action will be taken against them.
5. Students must observe strict silence in the laboratory.
6. The students are responsible for the safe custody of apparatus given to them. When they finish their work they must leave the apparatus in the same position, in which they were placed originally.
7. Students are responsible for the apparatus entrusted to them and should have to pay a fine if they are found missing or broken and the lab dues thus arise are to be cleared before appearing for the examination.

#### **Internal Quality Assurance Cell (IQAC)**

In order to enhance the quality education and sustenance of learning, the institution has set up an Internal Quality Assurance Cell (IQAC). Which is mainly focuses to develop an overall performance of the institution. It enables to ensure that the optimization of innovative teaching methods and evaluation. IQAC will remain as a catalytic of vibrant academic environment.

IQAC has a defined quality Objectives as:

- ❖ To aim for being a College with Excellence
- ❖ To achieve academic and administrative excellence
- ❖ Creating a student- centric atmosphere for holistic learning
- ❖ To develop stronger Industry- Academia relation for benefit of staff and students
- ❖ To promote Inter disciplinary and collaborative research
- ❖ To enhance the quality of staff by promoting and encouraging over all faculty development
- ❖ To aim for international collaborations and International programs
- ❖ To enhance Infrastructure for Teaching - Learning and Administration

#### **Structure**

Mr. Kadakkal Abdul Azeez Moulavi Patron(Manager)  
Dr. P. Nazeer, Principal (Chairman)  
Dr. Parameswaran Ashok Nair Associate Professor, Dept. of Mathematics (Coordinator)  
Dr. Dilshad Bin Ashraf. Asst Professor, Dept. of Psychology, (Joint Co-ordinator)  
Dr. Mercy Raj C, Associate Professor & HOD, Dept. of Chemistry (Member)  
Mrs. Suma.R, Associate Professor & HOD, Dept of Commerce (Member)  
Dr. Shijil Fazil, Asst Professor, Dept. of Chemistry (Member)  
Dr. Shijina. A.S, Dept. of Commerce (Member)  
Dr. Siyad.U, Asst Professor, Dept. Chemistry (Member)  
Dr. Abdul Khalam. L, Ass. Professor & HOD(Rtd)Dept. of Physics, Iqbal College, Peringamala (Local Community Representative)  
Mr. M.M. Shafi, PTA Vice President (PTA Representative)  
Mr. Anas.S, Asst Professor, Dept of Political Science, Iqbal College, Peringammala (Alumni Representative)

#### **STUDENT'S CHAPTERS AND CLUBS**

##### **Career Guidance and Placement Cell**

Career guidance and placement cell are the integral part of the institute, which plays an important role for shaping the future of our student. The training and placement cell of our college is composed of a placement officer and coordinators . The placement cell provide platform for campus interviews, training to the students to develop their skills like aptitude, verbal, reasoning , resume writing, Interview etc. The cell frequently conducts seminars and lecture to provides awareness on higher education and job opportunities in private as well as public sectors.

**Co-ordinator:** Dr. Siyad.U, Assistant Professor, Department of Chemistry

### **Commerce Association**

Commerce Association provides a platform for the students to give awareness about the current business world, about trade activities and challenges faced by the business world. It provides a platform to exhibit their talents in various commerce oriented events and also help them to enhance their analytical and decision making skills. The platforms we provide also facilitate them to grasp team work, creative as well critical thinking and learning and also to build up self confidence.

Every Friday at 1.30 pm the students who had enrolled their names with the commerce association involve themselves in various activities like poster making, writing brochures, treasure hunt expeditions , group discussions, guest lectures, debates, and discussions. These activities and competitions help to improve their employability skills, communication skills and also contribute to their overall personality development.

**Co-ordinator** : Dr. Suma R , Associate Professor & Head Dept of Commerce

### **Chemistry Association**

Chemistry Association of the department was established in February 2018 to create a common platform for the students of chemistry to associate and research together. The aim of the association is mainly to indulge in the development of the Department as a whole with special emphasis on the progress its student community. It endeavours to promote interaction among the chemistry students with the hope of developing passion for the subject through the academic and professional activities like seminars, oral presentation , exhibition, quiz competition, meeting with the scientists out reach to industrial places etc. The association serves as a platform for the students to get involved in the activities which will in still and develop deep interest in the subject and inspire them to engage in higher studies through the involvement in lab work and other activities. Dr. Mercy Raj C, Associate professor and Head of the Department is the coordinator of the Association.

**Coordinator:** Dr Mercy Raj .C, Associate Professor & Head, Department of Chemistry

### **Islamic History Association**

The Islamic History Association is functioning in the institution from the inception of the department itself. It enables the students to enjoy the benefits of education by combining the curricular and non curricular activities. Seminar, Symposium, debate, quiz programme etc. are conducted frequently. Many Renowned personalities had delivered talks on contemporary issues under the banner of the association.

**Coordinator:** Smt. Reena, (Assistant professor in contract)

### **Arabic Association**

In initiative of the Arabic Association in Mannaniya college is to motivate the students to study of Arabic language and also intended to benefit them. The Arabic Association is aimed at delivering the relevance of the Arabic language to students by utilizing the Arabic as an additional language for all the subjects in the degree courses. In addition to this, several classes and seminars conducted to introduce Arabic language, culture and diversity.

Arabic Association offering a certificates Course, Communicative Arabic & Practice.

**Co-ordinator:** Dr. Anvarshah, Asst Professor & Head, Dept of Arabic

### **Women's Study Unit**

Women's study unit of the Institution acts primarily as a catalyst by empowering girls of the institution acts primarily as a catalyst by empowering girls of the institution to realize their full potential and exercise their rights and power as active agents of social transformation in the nation building process. WSU provides them with unique opportunities and exemplary guidance to make them committed to challenge and question myriad of equalities that prevails in the surrounding society and the wider world outside. The centre adopts an inclusive approach as it believes that the exclusion of women's perspective, and contributions by keeping them in the margins is the root cause to all the social problems women confront everywhere in the present world.

Women's study unit plays an active role in the institution by empowering the girls, fostering cordial relations among the student community and thus creating an ambience of amity and cordiality in the campus. WSU provides motivation, creates awareness regarding legal and gender rights, sensitizes on social issues, empowers them to take the right decisions in life and career, thereby moulding them into resilient individuals and responsible citizens.

The prime activities and programmes include numerous awareness programmes enlightening talks and lectures by dignitaries, food fests conducted annually intending to break all gender stereotypes, multitude of women's club activities in collaboration with the college union, quiz, elocution, poster designing contests on themes related to women, international women's day celebration, cultural programmes such as flash mob performances and group- choreographed dance items that validate their self-esteem shatters their inhibitions.

**Co-ordinator:** Dr. Jaseedha.K., Associate Professor & Head Dept. of English

### **Mytri Gender Forum**

MYTRI stands for Mannaniya Youth Transcending (Transforming) Redefining (Reconstructing) Identity, MYTRI started in our institution in the academic year 2018-19

MYTRI, the gender forum tries to question, Identify and tries to go beyond inter-sectionalists of gender and the categorization and compartmentalization of gender identities. It attempts to interrogate and challenge structures of inequality, social constructs of gender, relations and systemic oppressions based on social inequalities. Major objectives of MYTRI:

- ❖ Change the gender norms
- ❖ Break gender barriers
- ❖ Change in imbalance of power

MHRD endorses it with its programme and initiatives: "Gender champs"

The forum, MYTRI with the motto "Together we can" and with the mission of 'attaining gender equality and quality for all irrespective of gender works the solid vision of creating a barrier free world where solidarity prevails without any gender discriminations. MYTRI is envisaged as a gender equity club or platform the student community to promote, discuss and achieve equality of gender. It aims to break all barriers so as to create an environment of amenity by means of gender main streaming initiatives to ensure gender justice and to institutionalize gender equality through community outreach programmes as well as social networking facilitated by the students. Garnering support from the society by raising awareness about the importance of gender equity in the society for all genders is the thrust area of this forum.

**Co-ordinator:** Dr. Jaseedha.K, Associate professor & Head Department of English.

### **Tourism Club**

Our college started tourism club in order to impart skill and knowledge to tourism related matters for the tourism and travel students. Tourism club conducting exhibitions, photography competitions etc for the career development of students.

**Co-ordinator:** Shri. Asseem. J, Asst. Professor, Dept. of Commerce

### **Malayalam Vedhi**

Embracing ones culture and enriching creativity are the basic pillars of personality development. The same can be sincerely achieved only by the influence of mother tongue. The malayalam vedhi conducts different activities to enhance reading, improve speaking and presentation skill, and also to confront and understand our folklore.

**Co-ordinator :** Dr. M.S.Noufal, Associate Professor, Dept. of Malayalam.

### **Science Club**

The purpose of Science Club is to develop interest among students in Science, to introduce them to a variety of scientific disciplines and to develop skills in students.

Objectives:

- ❖ To arouse and cultivate students interest in learning science.
- ❖ Enable students to carry out self directed activities in areas of interest in science.
- ❖ Provide opportunities for students to develop initiatives and creativities.

Convenor : Dr. Shiji Fazil, Asst. Prof, Dept. of Chemistry

### **Red Ribbon Club**

The Red Ribbon Club of Kerala State Aids Control Society (KSACS) roffs and encourages blood donors across the state to continue the task and rope in further volunteers in the Endeavour. The Kerala State AIDS Control Society (KSACS), the parent organization plays a pivotal role in the state's strategy in combating the HIV/AIDS epidemic. It works under the National AIDS Control Organization (NACO) which is a part of the Ministry of Health and Family Welfare of the Government of India.

By encouraging blood donation , the Red Ribbon Club promotes a healthy and safe lifestyle through which one can be made capable of donating and there by controlling AIDS in the long run.

The Red Ribbon Club executes its objective by holding donation camps across the college and nearby region. It spreads the best practice message and also sets guidelines and instructs the volunteers in the 'do's and don'ts of blood donation . Thereby, helps people to be a regular donor.

The Red Ribbon club was commenced in the college in 2013, From the year onwards blood donation camps are conducted regularly in every year. Apart these, conducted Awareness class on blood donation , AIDS awareness Rally and so on.

**Co-ordinator:** Dr. Shijina .A.S, Assistant Professor, Department of Commerce.

### **Health and Fitness Club**

With a view to improve the ability to work effectively, to enjoy leisure time and to resist hypo kinetic diseases, College has started health and fitness club. Under this banner we could organize a number of programmes to the staff and students of this College such as Aerobic Dance training, Yoga training, Body Mass Index (BMI), Profile of entire students etc.

**Co-ordinator:** Dr. A. Baiju, Head of the Department of Physical Education.

### **New initiatives**

#### **Walk with a Scholar (WWS) programme**

Walk with a Scholar (WWS) is a new initiative of higher education by collegiate education, Govt of Kerala, started in the academic year 2012-13; this scheme proposes to arrange specialized mentoring programs for students in under graduate to provide guidance for their future. The scheme introduces the idea of mentoring scheme for students will be purely voluntary in nature. It will be open for all students entering the first year of the under graduate programme of study. The Scheme aims at giving necessary orientation to needy students, to prepare them for employment and give them necessary guidance, motivation and necessary mental support to identify appropriate areas for higher study as well as employment. The mentoring scheme should be planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed before them and evolve ways by which they can be acquired. The scheme involves internal mentoring , external mentoring, motivational visit to reputed educational institutions, leadership camps, internship with civil servantsetc.

**Co-ordinator:** Dr. Dishad Bin Ashraf, Asst Professor, Department of Psychology

#### **Scholar Support Programme (SSP)**

The Scholar Support Programme, part of the New Initiatives in Higher Education initiated by the Department of Higher Education, Govt. of Kerala aims at imparting additional support to students in curricular

areas of weakness. The SSP aims to imparting personalized additional support to needy students through tutorials, study material, additional lectures, interactive sessions etc. We started SSP batch in the academic year 2014-15. Every year 50 first-year students will get the opportunity to enroll in SSP. Students were provided with notebook, pen, refreshment, study materials, and TA through the funds from SSP.

**Co-ordinator:** Dr. Ezreth.P, Asst Professor, Dept of Commerce

### **Entrepreneurship Development Club (ED CLUB)**

Entrepreneurship Development Club commonly called as ED Club is one of the vital ingredients of every academic institution. It promotes entrepreneurial skills and qualities among the youth and provide a platform for students to make their own innovation as well as expertise in various fields and their by contributing towards the economic wellbeing of the nation as a whole. The ED Club of Mannaniya College of arts and science, Pangode. envisages at inculcating entrepreneurial culture amongst the youth in order to equip, encourage and inspire by providing the skills, techniques and confidence to act as forerunners of entrepreneurship, ED Club is formed under the registration of Department of Industries and Commerce, District Industries Centre (DIC), Govt of Kerala Reg. No: EDC/Tvm/ 46/ 18. The Entrepreneurship Development Club opens a new world of opportunity to the students. Our main motive is to nurturing and developing enterpreneurial skills of the students.

**Co-coordinator:** Smt. Jasmin.J, Assistant Professor, Department of Commerce.

### **Mannaniya Creativity Hub**

Mannaniya creativity hub started on September 2017 is aimed at the holistic development of students. A counseling centre, a section in library with more than 400 personal growth books, a reading corner and a video hub are functioning in creativity hub. A lot of creative activities and skill development programs were organized such as seminars, quiz completions, elocution contests, debates, day observances, photography contest, and English speaking course, pre-

marital counseling course, peer counselor course, publishing books, manuscript magazines etc. We are also extending our services to the community. We visualize to:

- \* Skill development of students (Goal setting, Improving communication skill, Employability)
- \* Building up a positive attitude towards life.
- \* Support schools in serving students with issues that are interfering with school functioning.
- \* utilize the findings of psychology and related subjects for social well-being and change
- \* Provide psychological services to schools, colleges, orphanages, old age homes and other marginalized groups.
- \* undertake researches on social problems and social phenomena and bring out the findings to the attention of the general public and the civil authorities
- \* develop psychological awareness in general public by publishing pamphlets, notices, journals and books

**Co-ordinator:** Dr. Siyad. U, Asst Professor, Department of Chemistry

### **MINT-Vocational Training Centre**

Mannaniya College is located in a rural area, a good majority of the people are economically and educationally backward. The institution true to its vision and mission wants to change this socio-economic situation of the locality to some extent. With this objective in mind the institution has setup "MINT (Mannaniya Innovative Talents) – a Vocational Training Centre" with the noble vision of upgrading the lives of rural women. It is said that empowering a woman is almost equivalent to helping a family, and consecutively the society as a whole. The Mint attempts to empower women by giving training in various areas and skills so as to enable them to earn a comfortable income. Training sessions are organized by students trained in stitching, candle making, agarbathi making, soap manufacturing, paper bag production etc. This vocational training team of the college thus facilitates and benefits the

Local population along with empowering and enhancing the qualities of the student community.

**Co – ordinator:** Smt. Jasmin, Asst Professor, Dept of Commerce

### **Statutory cells**

#### **Grievance Redressal Cell**

The Grievance Redressal Cell was constituted to probe into the student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to use the suggestion box placed on the campus to express constructive suggestions and grievances. Complaints dropped in the 'Suggestion Box' by students and oral complaints are also redressed. All complaints are scrutinized by the management and the grievance redressal cell. HOD/Principal/Director regularly attends to these on daily basis. The college assures students that once a complaint is made, it will be treated with confidentiality.

#### **Objectives**

- \* To create a platform where students can point out their problems, regarding academic and non academic matters.
- \* Get suggestions from the students for improvement.
- \* Take necessary steps for improvement in the light of grievances.
- \* Students are encouraged to use the suggestion box placed on the campus to express constructive suggestions and grievances.
- \* Besides there is an exclusive mechanism to address the issues relating to women and their grievances.

#### **The complaint management mechanism is carried out in three levels in the institution**

- \* The departmental level grievances are attended by the concerned class Coordinators and Department Heads.
- \* The student coordinators and staff coordinators of grievance redressal cell act as facilitators to communicate and sort out the

Grievances at the department level.

- \* Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.

**Co-coordinator:** Dr. Mercy Raj. C, Asso. Prof & Head, Dept of Chemistry

#### **Anti Ragging Cell**

The anti ragging cell is a committee which includes Principal, HoD's of various departments, PTA executive committee members, student representatives and the anti-ragging cell coordinator. With the onset of every academic year the committee gives orientation lectures to students of the college to make them aware about the anti-ragging laws, consequences of ragging etc. Posters are displayed all over the campus along with the helpline numbers.

**Co-ordinator:** Dr. Suma R Associate Professor, Department of Commerce

#### **Minority Welfare Cell**

The minority welfare cell in Mannaniya College of Arts & Science, Thiruvanthapuram was constituted in the academic year 2015-16, with the purpose of empowering the minority communities in the College. The minority cell basically helps minority students including Christian, Muslims, Jain, Sikh etc in improving their academic performance and extracurricular activities.

#### **Objectives**

- \* To encourage minority students to enroll for career orientation programmes like Walk with a Scholar (WWS), ASAP etc, This would empower them and equip them with the necessary skills to choose a career option.
- \* To ensure equal opportunities for education of minorities.
- \* To facilitate financial support for minority communities from Government agencies and other sources in form of Scholarships and Endowments.

- \* To deal with the representations received from the Minority students regarding academic and campus life in the college.

**Co-ordinator:** Dr.Dilshad Bin Ashraf, Asst professor, Department of Psychology

### **SC/ST Cell**

SC/ST Cell of the college was established during the year 2013-14 for empowering the SC/ST students in this institution. The cell consists of four senior members of the teaching faculty and one among them is designated as Convenor of the cell.

The main objectives of the SC/ST cell are:

- \* To resolve all the affairs and problems related to the SC/ST students of the college.
- \* To inform the SC/ST students regarding the scholarships and financial assistance provided by UGC, State Government and Central Government.
- \* To give special attention to the SC/ST students to improve their studies, career progress, social awareness etc through various programmes conducted in the college
- \* To encourage SC/ST students to be in par with the main stream students and help them to pass the academic programme successfully. The main activities in this connection include:
- \* Circulation of the details of scholarship from UGC, State Government and Central Government.
- \* Regular communication and motivation with the students to improve their curricular and extracurricular activities.
- \* Monitoring implementation of the reservation policies during admission process.
- \* Regularly follow-up the dispersal of these scholarships with the concerned Departments/authorities.

**Co-ordinator:** Smt. Asha kumar, Associate Professor, Department of Hindi

### **OBC Cell**

OBC cell in the college was established in the academic year 2016-17 with the purpose of empowering the OBC communities in the region. The College takes special interest in facilitating financial support to students from these communities from government agencies and other sources. The cell is always engaged to solve the various problems of OBC students.

### **Objectives**

Following are the important Objectives of OBC Cell:

- \* To give awareness of various scholarship program of state and central government.
- \* To council and guide OBC students about various issues and help them to manage academic activities.
- \* To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.

**Co-ordinator:** Sri .A.H .Badrudeen Associate. Professor, Department of History

### **Internal Complaint Committee (ICC)**

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act” for in the year 2013. The ACT provides for Protection against sexual harassment of women at workplace and for the Prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

Educational institutions are also bound by the Supreme Court’s directive and the Act. The College is committed to creating and maintaining an environment which is free of all forms of gender violence,

sexual harassment, and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act College has constituted a Committee called "Internal Complaint Committee of Sexual Harassment Prevention & Women's Grievance Redressal".

The Internal Complaints Committee has been formed at Mannaniya college of Arts & Science, Pangode to address the issues under UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

### **Objectives:**

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- \* To develop a policy against sexual harassment of women in the College.
- \* To evolve a permanent mechanism for the prevention and Redressal of sexual Harassment cases and other acts of gender based violence at the Institute.
- \* To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- \* To uphold the commitment of the College to provide an environment free of gender based discrimination.
- \* To create a secure physical and social environment to deter any act of sexual harassment.
- \* To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

### **ICC Procedure**

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegation by collecting the documentary evidence as well as recording statements of any possible Witness including the complainant. ICC shall then submit the

Preliminary enquiry report to authority along with all original documents adduced during the preliminary enquiry proceedings. In case, the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC regulation 2015 and the sexual harassment act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegation made was false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC regulation 2015.

### **Who can approach ICC for help?**

Any female (faculty, student, staff) of the college.

### **Definition of Sexual Harassment.**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- \* Physical contact and advances
- \* Demand or request of sexual favours
- \* Sexually coloured remarks
- \* Showing any pornography, or
- \* Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

What are the possible actions that can be taken against the respondent?

- \* Warning
- \* Written apology



- \* Adverse remarks in the confidential report
- \* Stopping of increment/promotion
- \* Suspension
- \* Dismissal
- \* Any other relevant action

**Co-ordinator:** Dr .K. Jaseedha, Associate Professor & Head,  
Department of English

### **Green initiatives**

#### **Nature club**

Nature club provides a wide range of activities to enhance and preserve the sanctity of our eco-system. Nature club was formed with a vision to enhance social awareness and student understands about the interrelationship of man and nature. Fifty students are enrolled every year.

The major objective of the club is:

- \* To make our environment green and clean by making the campus free of plastics by all means.
- \* To sensitize the public, the need of ecological conscious in their everyday activities. Also provide awareness regarding environmental protection.
- \* To provide opportunities for our students to acquire eco-centric attitude, values and skills which are needed to protect and improve the natural environment.
- \* Promoting organic farming among students and community

**Co-ordinator:** Smt. Noufia S N, Asst. Professor, Department of English

#### **Green Army**

Green army is a joint initiative of NSS, Nature Club and creativity hub established in the academic year 2018-19. The major motto is green campus, clean campus. Green protocol as of today has truly become a movement in Kerala. It has definitely taken the form of an

environ-cultural revolution that the mission strongly believes is going to change the way we live in this Country and on this planet.

#### **Green Initiative Measures**

- \* Avoid the use of all types of disposables (including plastic, paper) in daily life
- \* Always use cups and containers that can be washed and reused instead of those made of plastic or paper
- \* Avoid banned plastic materials; follow government rules in this regard
- \* Segregate bio and non-bio degradable; compost bio degradable at source using simple and appropriate composting devices
- \* Keep the non-bio degradable clean and dry and store separately based the type; hand it over to local body systems or scrap dealer for recycling
- \* Avoid 'use and throw' carry bags. Always use bags made of eco-friendly materials
- \* Always use cloth banners instead of flex
- \* Use bamboo baskets or ones made of eco-friendly materials instead of plastic waste baskets
- \* Always use eco-friendly materials like leaves flowers etc for decoration and while making bouquets for felicitating guests.

**Co-ordinator:** Dr. Shijina A.S, Assistant Professor, Department of Commerce

#### **PTA**

The association of the guardians will elect an executive committee at the general body of the parents. This committee will help the institution in promoting and implementing many of the welfare schemes of the college and in maintaining proper atmosphere in the college.

#### **Vision**

- \* Making every student's potential a reality.

### **Objectives**

- \* To promote the student's well being, and educational success through strong parent, family, and social involvement.
- \* To promote their ethical values for furthering self esteem, integrity and respect for others.
- \* To promote inclusivity and to seek inputs from as wide a spectrum of viewpoints as possible.
- \* To promote parental-institutional bonding for mutual benefit.

### **The Constitution of PTA**

1. Principal
2. Vice president
3. PTA Staff secretary
4. Faculty representatives
5. PTA members

The Association of the guardians will elect an Executive Committee at the general body of the parents conducted every year. This committee will help the institution in promoting and implementing many of the welfare schemes of the college and in maintaining proper academic atmosphere in the college.

### **Co-ordinators:**

President : Dr P Naseer (Principal)

Vice President : M.M. Shafi

Treasurer Secretary : Dr. Suma.R, Asst Professor, Dept. of Commerce

### **National Service Scheme (NSS)**

National Service Scheme, popularly known as NSS, is a student-centered programme that was launched in 1969, hence forth creating a link between the campus and community, the college and village,

Knowledge and action. The overall aim of NSS is the Personality Development of students through community service. It aims at inculcating amongst the volunteers a spirit of team-work, service to the community and character building that ultimately leads to the development of their personality. The motto 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 to show consideration for fellow human beings.

### **NSS Logo**

The symbol of the NSS is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. It portrays the cycle of creation, preservation, and release, and signifies the movement in life across time and space. It stands for community and change and implies the continuous striving of National Service Scheme for social transformation & upliftment.

### **Objectives of NSS**

- \* Enable the students to understand the community in which they live.
- \* Understand themselves in relation to their community.
- \* Identify the needs and problems of the community and involve them in finding a solution.
- \* Develop a sense of social and civic responsibility.
- \* Develop competence required to socialize and to share the responsibilities.
- \* Enhance skills in mobilizing community participation.
- \* Acquire leadership qualities and democratic attitudes.
- \* Develop the capacity to meet emergencies and natural disasters.
- \* Practice national integration and social harmony.

**Programme Officers:** Dr. Baiju.A, Assistant professor, Department of Physical Education

Dr. Shijina A.S, Assistant Professor, Department of Commerce

## Group Tutorial and Mentoring System

The total students are divided into several groups and a teacher is put in charge of each group. Within this system every student is free to approach the tutor for proper guidance and counseling. A mentor/tutor is a trusted counselor, a guide and teacher. A mentor coaches, teaches, advises, supports, guides and helps the mentees achieve their goals. The tutor is expected to communicate with the students under him/her in a very cordial and friendly way and discuss the problems face by his/her wards in their personal life, studies, etc.

### Instructions

- \* The tutorial system has been organized to help the students in academic matter and find their field of interest and other problems in a better way.
- \* Group tutor/mentor has to meet their students at least once in a week or regularly and collect details for the purpose.
- \* Mentor has to meet parents of their mentees at least quarterly in a year and discuss progress of the student.
- \* Mentor has to provide proper guidance and counselling in personal and academic matters.
- \* Mentor has probe whether the mentee is in need of any type of assistance, especially financial.
- \* The mentor should try to assess whether mentee is physically and mentally fit to study well.
- \* The mentor has to maintain and submit individual reports (each student) and a collective report regularly.

**Co-ordinator:** Dr.Sini.V.N, Assistant Professor in contract, Department of Commerce.

### Divyangjan

Our college is trying to adopt disabled-friendly campus policy. To achieve this target, the following facilities are provided for the physically disabled students

- \* Wheel chair
- \* Rail in the staircase
- \* Ramp for easy access to the main building
- \* Scribe for exam
- \* An accessible restroom is designed to accommodate people with physical disabilities.
- \* Special Counselling Sessions, Personality Developments Programmes, Confidence Building workshops are conducted by Departments of Psychology.
- \* We also included the physically challenged students in the **OOTTUPURA** scheme, where economically backward students are availing free food from our college canteen.

**Co-ordinator:** Smt. Mumthas.S, Asst. Professor, Dept of Commerce

## INFRASTRUCTURE

### 1. Chemistry Laboratory

The general chemistry laboratory is designed to support and illustrate chemical concepts studied in the lecture portion of the course, as well as to introduce important laboratory techniques and encourage analytical thinking. The chemistry lab has sufficient number of equipment and facilities for bachelor degree students.

### 2. Physics Laboratory

The Department of physics is a part of the institution from its inception since 1995 and offering physics course (complimentary) to the chemistry departments of our institution. The department has a well furnished, physics practical lab having a separate dark room for optics experiments. There are more than 20 experiments for B.Sc. students. Various important experiments on the flywheel, the torsion pendulum, the spectrometer, the potentiometer, the direction and vibration magnetometer, the Carey Foster Bridge etc are conducting in the laboratory.

### 3. Computer Centre

The College has a computer Centre with 30 computers .All the systems are networked and internet enabled. The college facilitates external training and exposure for the faculty in the utilization of the IT infrastructure. Students are also made aware of their utility. The IT infrastructure is effectively utilized for the teaching-learning Process.

#### **4. Seminar Hall**

The Seminar Hall is situated in the first floor of the main building. It is well-furnished with a seating capacity of 300. It has all the modern audio-visual equipment. All the major academic Programs of the college are conducted in the Seminar Hall. The LCD projector, the computer and the sound system of the Seminar Hall provides the audience with an exquisite audio-visual experience

#### **5. College Auditorium**

The college Auditorium is situated in the college campus. It is well-furnished with a seating capacity of 600.All the major academic Programs and co-curricular activities of the college are conducted in the college auditorium

#### **6. Play Ground**

Our college has a spacious play ground with following specifications and facilities

Athletics Track (Specification of 200 meter track– Length 110 meter– Breathe 70 meter– Total Area: 7700 Sq. meter), Long Jump Pit, Shot/Hammer Circle, Discuss Throw circle, Javelin Throw Sector, football field, Volleyball court, Cricket field, Kabaddi Court, Soft ball field and Shuttle Badminton Court

#### **7. Food Court**

A well furnished food court is functioning in the campus. It provides food to students and staff at subsidized rates. The parent teacher association provides free midday meals to needy students. This is also operated through the canteen. A biogas plant is installed near food court

#### **8. Co –Operative Store**

The Mannaniya College Co-operative Society with Ltd. No. T 1513 has been constituted for the purpose of:

Encouraging thrift and self-help among the members.

Disseminating the knowledge of co-operative principles.

Providing services to the members and students.

All the teaching and non-teaching staffs have registered themselves as the members of the co-operative society.

The administrative committee members are;

\* Sri. A Mohammed Basheer

\* Sri. Mohammed Junayd .A

The text books of all courses /classes notebooks, pen, paper and other stationery materials etc. are supplied to the students at a fair price through the co-operative society. The profit of the co-operative society is not distributed among the members. Instead this amount is spent for the well-being of financially backward students especially for meeting their educational needs.

#### **9. Common Room**

The college provides a spacious and comfortable common room for the girls for healthy recreation and mutual contact among the students. These rooms have been designed to give students a place to relax study and have informal discussions in free time available. The newspaper, magazines, television and Journals are provided in the common for refreshing the students. A table, bed with pillow and chair are placed in the corner of the common room and separated, which is for the female students for taking rest/ sleep when they feel tiredness. An attender is attached to the common room to cater to the small needs of the students. Purified drinking water facilities are provided in common rooms. Sanitary pad vending machines is installed in the common room.

#### **10. Gymnasium**

A well-equipped gymnasium in the major attraction of our College.

The following are the equipments used in the gymnasium. The students as well as the teacher utilize this facility after the regular classes and in holidays.

#### **11. Other Facilities**

- ***Water Purifier***

Water is the most essential nutrient for our bodies, therefore, providing quality water to the students are one of the primary considerations for our institution. To provide quality water to our students, the institute installed four water purifiers in the campus.

- ***Sanitary Napkin Vending Machine***

Menstruation is a natural body function, taking a machine in the campus. Step forward towards ensuring menstrual hygiene, our institute installed a sanitary napkin vending

- ***Biogas Plant***

Our college authority creates a zero-waste management plan for our campus. In order to take step towards the zero-waste plan, the institute installed a biogas plant in the campus. The food waste obtained from the canteen and the class rooms are transferred in the plant. We also using this biogas plant for generating heat energy for cooking purpose.

- ***Prayer Room***

A separate room is provided to college community for performing prayers.

- ***Rain water harvesting***

Rainwater harvesting (RWH) is a simple method by which rainfall is collected for future usage. In order to effectively use the rain water in the campus, we installed a reservoir and collected the rain water from the roof top through the channels and pipe. The collected water is used for daily requirements (except drinking and cooking) and the excess water is transferred to the pits in the campus for collecting the rain water for the ground re-charge.

#### **Mannaniya Mates- Alumnus Association**

Mannaniya Mates is an association of former students and teachers, including retired teachers of Mannaniya College constituted with the intention of fostering a bond between them. The association provides avenues for the alumni to participate in various social events and provides forum to contribute through special talk and lectures for enhancing the employability of the students. It also aims at overall development of its members and the College. The Association aims at establishing and maintaining close contact and friendship with all those who leave this college after their studies. Former students are enrolled as members and they are informed of the various activities, progress and achievements of the College. The association conducts annual alumni meet to rejuvenate the old memories and renew the contacts. The annual meet of Mannaniya Mates conducts at Second Saturday of August every year.

- To bring together all the old students and the faculty of Mannaniya College to share their experiences with each other.
- To utilize the rich experiences of old students of the college for the benefit and progress of the present students and the college.
- To promote the campus placements through the old students working in reputed industries in India and abroad.
- To get the valuable advice of the Alumni in the overall development of the college.
- To provide guidance to the present students in their endeavor for better employment and higher studies.
- To arrange seminars, debates, workshops and also to arrange cultural and social welfare programs
- To arrange donations to the poor students either by way of scholarships.
- To involve the members in the overall development of the college and the Society

## **Sports Council**

The college provides adequate facilities for various sports and games. The Annual Athletic Meet is held in the college ground in a grand manner. A sports council has been constituted to provide impetus to students interested in sports and games. It consists of:

1. President - Principal
2. Secretary - Dr. Baiju.A  
Associate Professor Physical Education
3. - Sri. Asseem.J  
- Dr. Dilshad Bin shraf
4. General Captain - Elected by the College Union
5. Three students - Elected from the house captains

## **Excursion and Study Tours**

Excursions and study tours to various places of interest and importance are conducted every year. These outings help the students to see the different parts of our country, to enjoy the companionship, to experience travel and to learn more on the irrespective areas of interest. Prior permission of the Principal may be obtained and the following instructions should be observed.

1. Teachers who are deputed by the Principal / H OD's should accompany the students.
2. A lady teacher is a must if girl students included in the tour programme.
3. Any act of indiscipline while on tours shall be considered as an act of indiscipline committed in the campus. It will invite punitive action.

## **Committees for Co-curricular and extra-curricular Activities**

In order to organize and streamline various extra-curricular and co-curricular activities several committees are functioning in the college. They plan, develop and implement schemes and programmes for the benefit of the

students and the community around it they are:

1. Library Advisory Committee.
2. Academic Calendar Committee.
3. Time Table & Examination Committee.
4. Planning Board.
5. Computer Committee.
6. Committee for Sports and Games.
7. Committee for Minority and Remedial Coaching.
8. General Seminar Committee.
9. Discipline Committee.
10. Academic Monitoring Committee.
11. Extension Activities.
12. Canteen Committee.
13. Stock Verification Committee.

## **Fee Concessions, Scholarships, Awards**

The students of this college are entitled to various Scholarships, Fee concession and awards.

### **Fee concession**

1. All students belonging to SC/ ST/OEC are eligible for full fee concession, annual lump sum grant and university exam fee concession.
2. All other students whose parental annual income does not exceed Rs.10000 / - are eligible for full fee concession and university examination fee concession.

### **Scholarships and Educational Concession**

The following scholarships and educational concession from different sources are available to eligible students.

#### **1. Higher Education Scholarship**

Eligibility: Students belonging to economically weaker section of minority community (Muslim and Christians). 50% or equivalent grade in the previous final examination and the annual income of the parents/guardian from all sources should not exceed Rs. 2 lakhs.

Scholarship Amount: For UG Rs. 12000 for first year; Rs. 18000 for second year; and Rs.24000 for final year per annum. For PG Rs.40000 for first year and Rs.60000 for second year.

## **2. Post Metric Scholarship (PMS)**

Eligibility: For SC/ST 45% In Science and 40% in other subjects. For others 50% in Science and 45% in other subjects.

Scholarship Amount: Rs 3000 per annum for UG and PG students. For details - [www.scholarships.gov.in](http://www.scholarships.gov.in)

## **3. C.H.Muhammed Koya Scholarship (MGS)**

Eligibility: Should belong to Muslim, Latin and Converted Christian Community and should be a native of Kerala. Should be a girl student studying for the first year graduation for higher courses. Should have scored 50% or above in the qualifying examination. Annual income of the parent/guardian should not exceed Rs.4.50 lakhs.

Scholarship Amount: For UG Rs.4000 per annum. For PG Rs.5000 per annum.

For details - [www.minoritywelfare.kerala.gov.in](http://www.minoritywelfare.kerala.gov.in)

## **4. State Merit Scholarship (SMS)**

Eligibility: Applicant should have scored 50% or above in the qualifying exam and should be first year student of UG or PG. Annual income of the parents/guardian from all sources should not exceed Rs.1lakh.

Scholarship Amount: For UG Rs.1250 per annum. For PG Rs.1500 per annum.

For details - [www.dcecholarship.kerala.gov.in](http://www.dcecholarship.kerala.gov.in)

## **5. Suvarna Jubilee Merit Scholarship (SJMS)**

Eligibility: Should be first year students of UG or PG. Should belong to BPL family. Should have scored 50% or above in the qualifying examination.

Scholarship Amount: For UG and PG Rs.10000 per annum.

For Details - [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)

## **6. Hindi Scholarship (HS)**

Eligibility: Hindi must be one of the subjects in the present studying course. Only 1 year students are eligible for applying the scholarship. Scholarship Amount: For UG Rs.500 per month. For PG Rs. 1000 per month.

For Details - [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)

## **7. Merit Scholarship to the Children of School Teachers (MSCT)**

Eligibility: Children or Primary and Secondary School Teachers only are eligible.

Scholarship Amount: For UG and PG Rs. 50 per month. For Details - [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)

## **8. Muslim Nadar Girls Scholarship (MNS)**

Eligibility: Should be first year girls student of UG and should belong to forward of BPL family and Backward Community. Annual income of the parent/guardian should not exceed Rs. 18000 per annum.

For Details - [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)

## **9. Central Sector Scholarship (CSS)**

Eligibility: Applicant should have passed the senior school certificate Examination conducted CBSE and have secured the total aggregate marks (in first five subjects) equal or above the following minimum marks as per the stream opted by the applicant. Science:418 Commerce:396 Others: 332 (For all categories: SC/ST/OBC/UR) Annual income of the parents/guardian from all sources should not exceed Rs.4.50 lakhs.

Scholarship Amount: For UG 1000/- per month. For PG Rs. 2000 per month.

For details - [www.scholarships.gov.in](http://www.scholarships.gov.in)

## **10. Blind / PH Scholarship (BPHFC)**

Eligibility: Blind /PH/Deaf students studying in UG and PG. Financial



support: Fee Charges for Blind students with family annual income below

Rs.4.50 lakhs .Boarding charges for all PH students who are day scholars and whose family income is below Rs. 4.50 lakhs.

For Details - [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in)

### **11. Indira Gandhi Scholarship for Single Girl Child**

Eligibility: Any single girl child, being the only of her parents, is eligible to apply for the PG scholarship scheme. The scheme is applicable to such as a girl child who has taken admission to the first year master's degree programmes. The age of the girl student should not exceed 30 years at the time of admission.

Scholarship Amount: Rs. 2,000/- per month for a period of two only (10 months in the year) i.e. full duration of a PG course.

For Details - [www.ugc.ac.in/sgc](http://www.ugc.ac.in/sgc)

### **12. Kerala University Merit Scholarship**

Eligibility: Not less than 60% marks in the qualifying examination.

Students enjoying any other scholarship are not eligible.

Scholarship Amount: For B.A. /B.Sc./B.Com students, Rs. 2500/- per annum & For PG students :Scholarship amount-Rs.3000/-per annum. For Details-[www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)

### **13. Vidhya sammunnathi Scholarship**

Scholarship provided by Kerala State Corporation for Forward Community for UG and PG students.

Scholarship Amount: For UG Rs. 5000 per annum, For Rs. 6000 per annum.

For details - [www.kswcfc.org](http://www.kswcfc.org)

### **14. Educational Concession for SC/ST/OBC/OEC/KPCR**

Eligibility: Applications are to be submitted within two months from the date of admission.

Award: Full fee concession. Full fee concession , lump-sum grant and stipend for SC/ST students. Income limit: Rs. 100000/- per annum

For Details-[www.egrantz.kerala.gov.in](http://www.egrantz.kerala.gov.in)

### **15. Snehapoorvam Scholarship**

Scholarship provided by social security mission of Kerala Government to the students whose father or mother expired.

Scholarship Amount: Rs. 10000 per annum For Details: [www.kssm.ikm.in](http://www.kssm.ikm.in)

### **16. Student Aid Fund Scholarship from Kerala University Union**

Eligibility: Students of Degree & P.G. Classes whose parent's annual income does not exceed Rs. 10,000 per annum.

Scholarship Amount: Rs. 750/- per annum for Degree students & Rs. 1,000/- annum for P.G. students.

For Details - [www.keralauniversity.ac.in/dptStuService](http://www.keralauniversity.ac.in/dptStuService)

Nodal Officer: Dr. Shiji Fazil, Assistant Professor, Department of Chemistry.

### **Award by Management**

1. Gold medals instituted by the Management, be awarded to the first rank holders in the University Examinations

### **Award by P. T. A.**

1. The P. T. A of the college has instituted an award of a half sovereign gold medal for students who secure the first rank in the University Examinations.

### **Other Awards**

#### **1. Abdul Quadir Memorial endowment :-**

Abdul Quadir memorial endowment for the best student who excels in Arabic Language in the University examination, instituted in the year 2016-17, to commemorate the services rendered by the late Sri. Abdul Qadir, the first inspector of Muslim Education in Travancore for the modernization of Arabic Education in Kerala.

#### **2. Prof. K. Kamaluddin Memorial Endowment:-**

K. Kamaluddin memorial endowment awarded to the best student

who excels in English Language in the University examination instituted in the year 2016-17 by Dr.Jaseedha.K , HOD and Associate Professor of English ,in memory of her father who was a multi linguist and an eminent Professor of English.

### **1. Dr. Anil Kumar Memorial Endowment**

Dr. Anilkumar memorial endowment awarded to the best student who scores the highest marks in Chemistry in the University examination, instituted in the year 2013-14 by the institution in memory of late Dr. AnilKumar ,the first HOD of chemistry department who was a great teacher and visionary.

### **2. Joy Kuttan Memorial Endowment**

Joy Kuttan Memorial Endowment awarded annually to the highest scorer in Chemistry, instituted by the parents of late Joy Kuttan, who passed away while studying in the chemistry department.

### **3. 2009-12 Batch TTM Alumni Endowment.**

This endowments sponsored by the 2009-2012 TTM alumni batch for the best outgoing student in the TTM Batch from the academic year 2014.

## **Regulations Relating to the First Degree Programmes in Affiliated College**

### **Title**

These Regulations shall be called 'The University of Kerala Regulations relating to the First Degree Programmes under the Choice Based Credit and Semester (CBCS) system in Affiliated College'. 2013

### **2. Scope, Application and Commencement**

The Regulations provided herein shall apply to all regular First Degree (Under Graduate) Programmes under the Faculties of Science, Applied Sciences and Technology, Arts, Social Sciences, Fine Arts, Oriental Studies, Management Studies and Commerce except BFA and BPE conducted in Colleges Affiliated to the University of Kerala and Centers of the University. These Regulations shall also apply to the Vocational, Triple Main and Restructured

Degree Programmes .These Regulations shall not apply to the Courses offered by the Institute of Distance Education and the private Registration stream.

Hereinafter, the Vocational, Triple Main and Restructured Courses are renamed as Career related First Degree Programmes.

### **2.3. Medium of instruction in English except in the case of Language Courses other than English unless otherwise stated therein.**

These Regulations shall apply to First Degree Academic Programmes to which admissions are made from the academic year 2013-2014 onwards.

These Regulations supersede the provisions of all the existing Regulations for the regular Under Graduate Programmes conducted in the Colleges Affiliated to the University of Kerala and Centers of the University with effect from 2013- 2014 admissions unless otherwise specified.

### **3. Definitions**

#### **3.1. 'Academic Programme' means the entire Course of study as per the given Scheme and Examinations.**

'Semester' means a term consisting of a minimum of 90 working days distributed over a minimum period of 18 weeks.

'Course means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme)

'Language Course' are Courses in English and an Additional Language of student's choice, for which all the students who join for First Degree Programmes have to register.

#### **3.5. 'Foundation Course' means a Course at the foundation level that all students of the First Degree Programme have to register.**

'Core Course' means a compulsory Course in a Major Subject related to the First Degree Programme in a discipline.

'Complementary Course' means a Course in a subject other than the Major subject and is complementary to it.

‘Open Course’ means an Optional Course which the student is free to take at his/her will. Open Course shall be a Non- Major Elective Course offered by the Departments other than the Parent Department.

‘Vocational Course’ is a Compulsory course in a Major Subject of schedule 2(a).

‘Audit Course’ means a Course which the student can register without earning Credits (Zero Credit Courses) and are not for completing the Degree Programme.

“Elective Course” means a Specialized Course from the frontier area of the Core Subject , offered by the Parent Department which he/she is free to choose.

‘Repeat Course’ is a Course that a student repeats if he/she failed in it.

‘Credit’(C) of a Course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activities assigned for the Course.

‘Grade’ indicates the level of performance of a student in a course.

‘Grade Point’ is an integer indicating the numerical equivalent of the broad level of performance of a student in a Course. The product of Grade Point and the Credit of a Course is called ‘ Credit Point’

‘Semester Credit Point Average ‘ (SCPA) is an index of the overall performance of a student at the end of a semester. It is obtained by dividing the sum of the Credit Points obtained by a student at the end of a semester by the sum of the Credits of Courses taken by the student in the semester.

3.17. ‘Cumulative Credit Point Average’ (CCPA) indicates the broad academic level of performance of the student in a Programme. It is obtained by dividing the sum of the Credit Points in all the Courses taken by the Student for the entire programme by the total number of Credits.

Major Subject’ means the subject for which the student has chosen

the Core Courses in the respective Programme.

‘Faculty Advisor’ means a teacher appointed by the Department Council / HOD who will advise the student on all academic matters. The teacher will be from the Department of the Major Subject.

‘Grace Marks ‘ means marks awarded to a student in recognition of meritorious achievements in Sports / Arts /

## **NCC/NSS**

### **4. Admission**

Eligibility for admissions and reservation of seats of various First Degree Programmes shall be according to the rules framed by the University from time to time. No student shall be eligible for admission to a First-Degree Programme in any of discipline unless he/she has successfully completed the examination conducted by a Board / University at the +2 level of school in equivalent.

Student enrollment shall be in accordance with the academic and physical facilities available in the Institution. The college shall make available to all students a brochure listing all the Courses offered by the various departments in the entire programme and the number of seats sanctioned by the University for each Programme.

Depending upon the academic and physical facilities available in the Institution, the University shall allow the Institution to admit a certain number of students in the 3<sup>rd</sup> or 5<sup>th</sup> semester by transfer if required, from other institutions subject to conditions prescribed by the University. A student who has already successfully completed a First Degree Programme and is desirous of and academically capable of pursuing another First Degree Programme may also be admitted with the prior approval of the University according to conditions regarding course requirements specified by the University.

### **5. Registration**

Each student shall register for the Course in the prescribed registration form in consultation with the Faculty Advisor within in two weeks from the commencement of each semester.

The number of Course / Credits that a student can take in a semester governed by the provisions in these Regulations subject to a minimum of 16 and a maximum of 27 credits.

A student can opt out of a Course/Courses registered subject to the minimum Credit / Course requirement if he / she feels he/she has registered for more Courses than he / she can handle, within thirty days from the commencement of the semester.

The maximum number of students to be admitted to a Programme shall be limited to the number of seats sanctioned by the University.

The college shall send a list of the students registered for each Programme in each semester giving the details of Courses for which each of the students has registered including the repeat/reappearance Courses, to the University in the prescribed form within 45 days from the commencement of the semester.

## 6. Duration

The normal duration of the First Degree Programme shall be three years consisting of six semesters. No student shall be allowed to complete the Programme by attending more than 12 continuous semesters.

The duration of each semester shall be five months inclusive of the days of the examinations. There shall be at least 90 working days in a semester and a minimum of 450 hours of instruction in a semester. Odd semester (June-Oct) commences in June and Even semester (Nov-March) commences in November every year. There will be, to an extent possible, five days semester break in between odd and even semesters.

There shall be a uniform calendar prepared by the University for the Conduct of the Academic Programme.

## 7. Programme Structure

Students shall be admitted to the First Degree Programmes in the Faculties of Science, Applied Sciences and Technology, Arts, Fine Arts, Social Sciences, Oriental Studies, Management Studies and Commerce conducted in the Affiliated Colleges and the Centers of the University under the regular stream as indicated under 2.1

The First Degree Programme shall include 1) Language Course 2) Foundation Courses 3) Core Courses in the Major Subjects related to Degree Programmes 4) Complementary Courses on allied subjects 5) Open Courses 6) Elective Course and 7) Project / Dissertation. In the case of subjects included in 2 (a), there shall be a component of Vocational Course. The minimum number of Courses required for the completion of a Degree Programme may vary from 30 - 38 depending on the Credits assigned to different Courses.

The Students shall choose the Major Subject of study at the beginning to Programme and shall join a Department.

Language Courses and Foundation Courses shall be offered in the 1st, 2nd, 3rd and 4th Semesters. Core Courses shall be offered from the 1st semester onwards along with the Complementary Courses and shall include a compulsory Project / Dissertation to be undertaken during the 5th / 6th semester. Elective courses are courses offered by Parent Department during 6th Semester in the frontier areas / related areas of the Major subject. Open courses are courses which fall outside the area of the Major Subject of studies and are offered by the Departments other than the Parent Department during 5th Semester.

7.5. No course shall carry more than 4 credits. Audit courses will carry zero credit.

The core courses prescribed by the University for the first Degree Programmes shall be offered by the parent Department. More than one combination of Complementary

Courses in allied subjects may be offered depending on the availability of teachers and infrastructure facilities (e.g. Chemistry with Mathematics and Physics or Chemistry with Mathematics and Computer Science or Chemistry with Mathematics and Zoology.)

The student is free to take any combination of Complementary Courses offered by the Institution and is also free to select any Elective Course offered by the Departments. The student shall do Open/Elective Course totaling to a minimum of 4 Credits but not more than 24 Credits. However, the students may ascertain from the Faculty Advisor the suitability and usefulness of such Courses to increase the academic potential and opportunity/eligibility for higher studies.

The student secures the Credits assigned to a course on successful completion of the Course. The students shall be required to earn a minimum of 120 Credits including Credits for Language Courses, Foundation Courses, Core Courses, Complementary Courses (as the case may be), Dissertation, Open and Elective Courses as indicated below within a minimum period of 6 Semesters for the awarded of the Degree excluding Credit acquired for social Service/ Extension Activity. The Minimum required Credits for different Courses for the award of the Degree are given in the general structure of the First Degree Programmes in Schedules 1 and 2.

	B.A/ B.Sc	B.Com	Career related 2(a)                      2(b)	
Accumulated minimum Credits successful completion of the programme	120 Credits	120 Credits	120 Credits	120 Credits
Minimum Credits for Language Courses	33 Credits	22 Credits	18 Credits	4 Credits
Minimum Credits required for Foundation Courses	5 Credits	5 Credits	5 Credits	5 Credits
Credits required for Core Courses including Dissertation	50 - 56 Credits	61 Credits	42 Credits	78-102 Credits
Credits required for Complementary Courses	22-28 Credits	12 Credits	16 Credits	0-12 Credits
Minimum Credits required for Vocational Courses	.....	.....	35 Credits	.....
Minimum Credits required for Open Courses	2 Credits	2 Credits	2 Credits	2 Credits
Minimum Credits required for Elective Courses	2 Credits	18 Credits	2 Credits	2-22 Credits
Minimum Credits for Social Service/Extension Activities	1 Credits	1 Credits	1 Credits	1 Credits

The student is free to take Audit Courses which may be skill based/Vocational Courses offered in the College sanctioned by the University, in consultation with the Faculty Advisor to enhance the academic potential of the student for higher studies/employment. Although the Audit Courses do not fetch any Credits, these Courses shall be indicated in the score sheet.

A Student is free to register for as many Courses as he/she can if facilities permit, meeting the minimum Credits requirement. Such additional Credits acquired will be separately shown in the Mark cum Grade sheet. No student shall register for more than 27 Credits (excluding repeat Courses) and less than 16 Credits in each semester.

**Attendance** : Students who secure a minimum of 75% attendance in the aggregate for all the Courses of a semester taken together alone will be allowed to register for End Semester Evaluation. Others have to repeat the semester along with the next batch, unless they could make up the shortage of attendance through condonation. However the award of Grade for attendance in CE shall be made coursewise. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a Degree Programme shall be granted by the University on valid grounds. This condonation shall not be considered for awarding marks for CE. Benefit of attendance for a maximum of 10 days in a semester shall be granted to students who participate /attend University Union activities, meetings of the University Bodies and Extra Curricular Activities, on production of participation/attendance certificate by the University Authorities/Principals as the case may be. But in such cases, condonation will be considered for award of marks for CE.

**Credit Transfer** : The Credits acquired for Courses in other Universities within the country would be accepted on a reciprocal basis according to University norms. Credit transfer and accumulation system can be adopted in a programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programme or courses completed at another institution. The Credit transfer scheme shall allow students pursuing a programme in one University to continue their education in another University without break. University should make provisions for transfer of credits for those who transfer inter-University or intra-University, provided the student has a minimum of 20 credits in the credit bank.



## 8. Boards of Studies, Courses and Syllabi

The boards of studies (in each subject) shall design all the courses and syllabi for each course in that subject offered in the first Degree Programme. subject to the Regulations of the University. The board shall design and introduced new courses, modify or redesign existing courses or replace any course / courses with new / modified courses to ensure better exposure and training to students.

The syllabus for a course shall include : Course code, the title of the course, the statement of the aims and objectives of the course and the number of credits instructional hours in terms of lectures, tutorials, and laboratory sessions with the pre-requisites if any, for taking the course. The course content shall be given in a unitized manner along with a list of reading materials.

The syllabus for each course shall include the mode of transacting that course in terms of lectures, tutorials, seminars, laboratory sessions, field work, projects and such other activities.

The syllabus for each course shall also indicate the scheme of evaluation/examination.

Teachers should actively participate in all academic programmes. At least two meetings of teachers be held in every department of the institutions in each semester to discuss the matters regarding syllabi, text book etc. The feedback from the students shall also be collected. The head of the Department should compile all the suggestions / recommendation and forward the same to the principal in writing for onward transmission to the University. This should be communicated to the Boards of studies by the university. All boards of studies are to be requested to restructure the syllabi of the First Degree Programme in tune with the current trends.

For laboratory session, the size of a batch shall depend upon the size of the laboratory, the facilities available for controlling and supervising the group of students and the availability of the number of instruments for individual use. The optimal number of students in a batch for a normal laboratory session under the supervision of a teacher will be 16. In computer laboratory and language laboratory, the number can be more, or less, depending upon the availability of infrastructure. There shall be at least one teacher to supervise a batch of not more than 16 students in each laboratory session.

For tutorials, a group shall not generally be more than 15 students.

For supervision of Dissertation / Project, each student shall be assigned to a teacher. Not more than 15 students shall be assigned to a particular teacher in a semester for such supervisory work.

There shall be a minimum of 15 students but not more than 75 students for Open Courses.

Maximum number of students for Language Course shall not be more than 50

## 9. Evaluation and Grading

The Evaluation of each Course shall consists of two parts

- 1) Continuous Evaluation (CE)
- 2) End Semester Evaluation (ESE)

The CE and ESE ratio shall be 1:4 for both Courses with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE. For all courses (Theory and practical) Grades are given on a 7 point scale based on the total percentage of mark (CE+ESE) as given below.

### **Criteria for Grading**

Percentage of marks	CCPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to <90	8 to <9	A Excellent
70 to <80	7 to <8	B Very Good
60 to <70	6 to <7	C Good
50 to <60	5 to <6	D Satisfactory
40 to <50	4 to <5	E Adequate
Below 40	<4	F Failure

#### **Continuous Evaluation (CE)**

All records of Continuous Evaluation shall be kept in the Department and shall be made available for verification by the University, if and when necessary.

#### **Attendance (Max .marks 5)**

The allotment of marks for attendance shall be as follows :

Attendance less than 51 %	0 mark
51% & less than 60%	1 Mark
61 % & less than 70 %	2 Mark
71 % & less than 80 %	3 Mark
81 % & less than 90 %	4 Mark
91% to 100 %	5 Mark

#### **Assignments or Seminars (Max. Marks 5)**

Each student shall be required to do one assignment or one seminar for each Course. Valued assignments shall be returned to the students. The seminars shall be organized by the teacher / teachers in charge of CE and the same shall be accessed by a group of teachers including the teacher / teachers in charge of CE and the same shall be assessed by a group of teachers including the teacher / teachers in charge of that Course. Assignments/Seminars shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc and inform the same to the students. Due weight shall be given for punctuality in submission. Seminar shall be similarly evaluated in terms of structure, content, presentation, interaction etc.

#### **Tests : (Max. marks 10)**

For each Course there shall be one class test during a semester. Valued answer scripts shall be made available to the students for perusal within 10 working days from the date of the test.

#### **Announcement of results of CE.**

The results of the CE shall be displayed within 5 working days from the last day of a semester. Complaints regarding the award of marks for CE if any, have to be submitted to the Head of the Department within 3 working days from the display of results of CE. These complaints shall be examined by the Department Committee and shall arrive at a decision, which shall be communicated to the student.

The statement of marks of the CE of all the students shall be approved by the Department Committee, countersigned by the Principal and forwarded to the Controller of examinations within 15 working days from the last day of the semester. The University has the right to normalize the CE, if required, for which separate rules shall be framed.

### End Semester Evaluation (ESE) :

End Semester Evaluation of all the Courses in all the semesters shall be conducted by the University. The results of the ESE shall be arranged to be published according to the Examination Calendar prescribed by the University Level Monitoring Committee (ULMC), which shall not exceed 45 days from the last day of the examination. (See Clause 7.4)

### 10. Project / Dissertation Work :

For each First Degree Programme there shall be a Project/ Dissertation Work.

The Project / Dissertation work can be done either individually or by a group not exceeding five students. However, Viva-Voce based on the Project / Dissertation work shall be conducted individually.

The topic shall either be allotted by the supervising teacher or be selected by the students in consultation with the supervising teacher or be selected by the students in consultation with the supervising teacher.

The report of the Project / Dissertation shall be submitted to the Department in duplicate before the completion of the sixth semester. There shall be no continuous assessment for Dissertation / Project work.

A Board of two Examiners appointed by the University shall evaluate the report of the Project / Dissertation work.

The detailed guidelines regarding the conduct and evaluation of the Project / Dissertation will be framed by the Boards of Studies concerned.

### 11. Social Service / Extension Activity.

It is mandatory for a student to participate in any one of the following social Service/ Extension Activities for not less than forty hours, during the 3<sup>rd</sup> and 4<sup>th</sup> semesters, for successful completion of the programme.

1. Health Education
2. Peoples Planning Programme
3. Debate Club
4. Environmental Activities
5. Human Rights Forum
6. Community Health Activity
7. Kerala State Literacy Mission
8. Performing Arts Club-Folklore
9. Media Club
10. Community Based activities
11. NSS
12. NCC
13. Sports Club
14. Science Club
15. Nature Club/Eco Club
16. Theatre Club
17. Planning Forum
18. Literary Club
19. Women's Study Unit
20. Anti-Ragging Cell
21. State Library Council Affiliated of CACEE Rural Public Libraries

There shall be a General Co-ordinator to be nominated by the College Council, for the conduct of all these activities.

A statement testifying the participation of the students shall be forwarded to the Controller of Examinations along with the statement of CE results of the 4th semester.

Those who have not secured the minimum number of hours of social Service/Extension Activity during the 3rd and 4th semester shall secure the minimum required attendance by attending such Programmes during the 5th semester. In such cases, the details about participation shall be forwarded to the Controller of Examinations, by the College authorities along with the Continuous Evaluation (CE) results of the 5th semester.

## 12. Grading System

Both CE and ESE will be carried out using indirect Grading system on a 7 point scale.

### Consolidation of Grades

The maximum mark for a Course (ESE theory) is 80. The duration of ESE is 3 hours.

The marks of CE shall be consolidated by adding the marks of Attendance, Assignment/Seminar and Test paper respectively for a particular Course.

a	Attendance	5 Marks
b	Assignment/Seminar	5 Marks
c	Test Paper	10 Marks

Total marks for the ESE of practical is 80. The components of ESE of practical have to be set by the Chairmen, Boards of Studies, concerned.

The marks for the components of practical for Continuous Evaluation shall be as shown below.

a	Attendance	5 Marks
b	Record	5 Marks
c	Test	5 Marks
d	Performance, Punctuality and Skill	5 Marks

The Marks of a Course are consolidated by combining the marks of ESE and CE (80+20)

A minimum of 40% marks (E Grade) is required for passing a Course with a separate minimum of 40% (E Grade) for Continuous Evaluation and End Semester Evaluation

Consolidation of SCPA : SCPA is obtained by dividing the sum of credit Points (CP) obtained in a semester by the sum of Credits (C) taken in that semester. After the successful completion of a semester, Semester Credit Point Average (SCPA) of a student in that semester shall be calculated.

Suppose the student has taken four Courses each of 4 Credits and two Courses each of 2 Credits in a particular semester, after consolidating the grade for each Course. SCPA has to be calculated as shown in the example given below.

Course Code	Title	Credit(C)	Marks(M)	Grades	Grade Points (G=M/10)	Credit Point CP=C+G
01	.....	4	82	A	8.2	32.8
02	.....	4	60	C	6.0	24.0
03	.....	4	50	D	5.0	20.0
04	.....	4	45	E	4.5	18.0
05	.....	2	75	B	7.5	15.0
06	.....	2	40	E	4.0	8.0
Total	.....	20				119.8
SCPA = Total Credit Points / Total Credits = 119.8/20=5.99=D Grade						

For the successful completion of a semester, a student has to score a minimum SCPA of 4.00 (E Grade). However, a student is permitted to move to the next semester irrespective of his/her SCPA.

Consolidation of CCPA : An overall letter Grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CCPA using a 7-point scale, as given below. It is obtained by dividing the sum of the Credit Points in all the Courses taken by the student, for the entire Programme by the total number of Credits.

**Consolidation of CCPA**

Semester	SCPA Credit Point (CP)	SCPA Credit (C)
1	119	20
2	120	20
3	110	20
4	105	20
5	100	20
6	120	20
Total	674	120
CCPA = Total Credit Points of all semesters/Total Credits of all Semesters = 674/120 = 5.62 = D Grade		

**Overall Grade in a Programme**

Percentage of marks	CCPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to < 90	8 to < 9	A Excellent
70 to < 80	7 to < 8	B Very Good
60 to < 70	6 to < 7	C Good
50 to < 60	5 to < 6	D Satisfactory
40 to < 50	4 to < 5	E Adequate
Below 40	<4	F Failure

The Marks of the Courses taken over and above the minimum prescribed Credits , Shall not be counted for computing CCPA.

For the successful completion of a programme and award of the Degree, a student must pass all Courses satisfying the minimum Credit requirement as given in clause 7.8 and must score a minimum CCPA of 4.00 or an overall grade of E

**Pattern of Questions**

Question Type	Total number of Questions	Number of Question to be answered	Marks for each Questions	Total Marks
Very short answer type (One word to Maximum of 2 sentences)	10	10	1	10
Short answer (Not to exceed one paragraph)	12	8	2	16
Short essay (Not to exceed 120 words)	9	6	4	24
Long essay	4	2	15	30
Total	35	26		80

Promotion to higher semesters : Students who complete the semester by securing the minimum required attendance as specified in clause 7-11 and who register for the End Semester Evaluation conducted by the University of each semester alone shall be promoted to the next higher semester.

Repetition of the Semester Courses : Students who fail to secure the minimum required aggregate attendance during a semester shall be given one chance to repeat the semester along with the subsequent batch of students after obtaining re-admission, subject to provision contained in

clause 6.1 and they will have to repeat the CE for all Courses.

Re-appearance of Failed Students : “Students who fail shall have to reappear for the ESE of the same along with the next regular batch of students.” Candidates who fail to score ‘E’ grade in the ESE in any of the Course/Courses have to reappear for the ESE of the Course/Courses concerned with next regular batch of students. The number of chances or such appearances is limited to 5 and the same have to be done within a period of 12 continuous semesters including the semester in which they have first appeared.

However, students who fail to secure SCPA of 4.00 have to reappear for the ESE with the next regular batch of students for such courses for which they have secured the least Grade for improving the SCPA. Here also the number of appearance is limited to 5 and the same has to be done within a period of 12 continuous semesters including the semester in which they have first appeared.

In both cases (i.e. failure to obtain ‘E’ Grade for individual Course/ Courses and ‘SCPA of 4.00) Students shall not be allowed to repeat the semester, but the marks secured by them for the CE part shall be carried over and added to the marks obtained in the ESE that reappear. However, those who fail in the CE (i.e. those who fail to secure a minimum of ‘E’ grade) will have one chance to improve the same (except the marks for attendance) along with next regular batch of students.

### **Improvement of ESE**

Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students. In this case, the better marks obtained shall be considered for the calculation of SCPA.

**Grade Marks** : Grace marks shall be awarded for Sports/Arts/NCC/

NSS in recognition of meritorious achievements.

### **13. Mark cum Grade Sheet**

The University under its seal shall issue to the students a Mark cum Grade Sheet on completion of each semester indicating the details of Courses, Credits Marks for CE and ESE, Grades, Grade Points, Credit Points and Semester Credit Point Average (SCPA) for each Course.

The Consolidated Mark cum Grade sheet issued at the end of the final semester on completion of the Programme shall contain the details of all Courses taken during the entire Programme including additional Courses taken over and above the prescribed minimum Credits for obtaining the Degree. However, for the calculation of CCPA, only those Courses in which the student has performed the best with maximum Credit Points alone shall be taken subject to the minimum requirements of Credits for successful completion of a Programme. The Consolidated Mark cum Grade sheet shall indicate the CCPA and CCPA(S)\* and the overall letter grade for the whole Programme. The Consolidated Mark cum Grade sheet shall indicate the CCPA and CCPA(S)\* and the overall letter grade for the whole Programme. The Consolidated Mark cum Grade sheet shall also indicate all the Audit Courses (Zero Credit) successfully completed by the student during the whole Programme.

No student shall be eligible for the award of the Degree unless he/she has successfully completed a programme of not less than 6 semesters duration and secured at least 120 credits (Excluding Credits for Social Service/Extension Activities) as prescribed by the Regulations.

The Degree to be awarded shall be called Bachelors Degree in the respective discipline (e.g. B.Sc. on Chemistry, BA in

English, B.Com etc.) as specified by the Act and Statutes of the University.

\*CCPA(S) is CCPA for specialized subjects. (It is computed in a similar manner but without considering the Language Courses, Foundation Course for Language and Open Course).

#### **14. Monitoring of the Programme**

Monitoring of the First Degree Programmes shall be done by Committees at three levels viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC).

##### **Department Level Monitoring Committee (DLMC) :**

A Committee consisting of the Head of the Department and all teachers of the Department shall monitor the conduct of Courses and evaluation under CE. This Committee shall examine the complaints, if any, from aggrieved students regarding the evaluation. The Head of the Department shall be the Chairperson and a teacher selected by the DLMC from among the members shall be the Convener.

##### **College Level Monitoring Committee (CLMC) :**

The college Level Monitoring Committee shall consist of the Principal, the Heads of the Departments and the elected representatives of teachers in College Council. The Principal shall be the Chairperson and a member selected by the CLMC from among the Heads of the Departments shall be the Convener. This Committee shall be responsible for the conduct of the First Degree Programmes, ensuring minimum instructional days making arrangements for ESE (University Examinations) of various semesters days, making arrangements for ESE (University Examinations) of various semesters etc. This committee shall consider

all the complaints not redressed by the DLMCs. While considering the complaints, by the CLMC, the college Union Chairperson shall be included as an invitee. The College level Monitoring Committee shall be reconstituted by the Principal immediately on commencement of each academic year.

##### **University Level Monitoring Committee (ULMC) :**

This committee shall be responsible for monitoring and conduct of the First Degree Programmes envisaged in this Regulations. This committee shall also serve as an appellate committee to examine and settle the complaints not redressed by the CLMC.

All committees mentioned under clause 14.1, 14.2 and 14.3 meet three times in a semester, at the beginning, middle and at the end of the semester.

All Committees shall be constituted at the beginning of each Academic Year.

##### **Quorum of the Committees**

**DLMC** 50% of the total number of the members in the Department shall form the quorum of this Committee. It is obligatory for the teacher /teacher in-charge of the CE for the particular Course/s to attend the meeting.

**CLMC** : 50% of the total number of members shall form the quorum of the Committee. It is obligatory for the Head of the Departments concerned, to be present in the meeting while a complaint pertaining to that Department is discussed in the Committee.

#### **15. Transitory Provision**

Notwithstanding anything contained in these Regulations, the Vice-Chancellor shall for a period of three years from the date of coming into force of these Regulations, have the power to provide by order that these Regulations shall be applied to any Programme with such modifications as may be necessary.

## 16. Repeal

Regulations now in force is so far as they are applicable to Programmes offered in the Affiliated Colleges as mentioned in 2.1 and 2.2 and to the extent they are inconsistent with these Regulations are hereby repealed. In the case of any inconsistency between the existing Regulations and the Regulations relating to First Degree Programmes under the Semester Pattern in the Affiliated Colleges and Centers of the University in their application to courses offered in the affiliated Colleges and Centers of the University as mentioned in 2.1, the latter shall prevail.

### Schedule I

#### 1. Course Structure for B.A / B.Sc. Degree Programmes

Study Components	Number of Courses	Credits/Course	Total Credits
Language Courses			
a) English	5	3-4	19
b) Additional	4	3-4	14
Language	2	2-3	5
Foundation Course			
Core course	12-15	2-4	46-52
Complementary	8-10	2-3	22-28
Course	1	4	4
Project / Dissertation			
Open Course	1	2	2
Elective Course	1	2	2

#### 2. Course Structure for B.Com. Degree Programmes

Study Components	Number of Courses	Credits/Course	Total Credits
Language Courses			
a) English		4	3-4 14
b) Additional	2	4	8
Language		2	2-3 5
Foundation Course			
Core Course	10	2-4	57
Complementary	4	3	12
Course	1	4	4
Project / Dissertation			
Open Course	1	2	2
Elective Course	1+4	2-4	18

Total number of Courses : 32-38

Minimum Duration : 6 Semesters

Total Credits required for the Courses of Study : 126 Credits

Minimum Credit for Social Service / Extension Activity: 1 Credit



## Schedule 2

### General Course Structure of the Career-related First Degree Programmes under CBCS system

All Programmes under schedule 2 are henceforth known as Career related First Degree Programmes. These programmes are categorized into 2 groups viz. 2 (a) & 2 (b)

#### 2 (a)

Study Components	Number of Courses	Credits/Course	Total Credits
Language Courses			
a) English		4	3 12
b) Additional Language	2	3	6
Foundation Course		2	2-3 5
Core Course	12-14	2-4	38
Vocational Courses	10-12	2-4	35
Complementary Course	4-6	2-4	16
Project/Dissertation	1	4	4
Open Course	1	2	2
Elective Course	1	2	2

Accumulated Total Minimum Credits required for Programme of study = 120 Credits.

Minimum credits for Social Services / Extension Activity = 1 Credit

Minimum Duration = 6 Semesters

### Programmes offered by Kerala University under 2 (a)

1. Botany and Biotechnology
2. Environmental Science & Environment and Water Management
3. Biochemistry & Industrial Micro Biology
4. Physics & Computer Application
5. Chemistry & Industrial Chemistry
6. Journalism & Mass Communication and Video production
7. Malayalam and Mass Communication
8. English & Communicative English
9. Commerce & Hotel Management and Catering
10. Commerce & Tax procedure and practice
- 11. Commerce and Tourism and Travel Management**
12. BPA (Vocal, Veena, Violin, Mridangam and Dance)

## Application for T.C. and Conduct Certificate

1. Name :
2. Subject :
3. Class & Class No. :
4. Admission No. :
5. University Examination appeared through the College and Register number of first appearance :
6. Whether enjoy any fee concession :
7. SC/ST/OBC/SEBC etc :
8. Whether a member of the NSS/NCC :

Place.....

Date.....

Signature of the Applicant

### Dues Report

1	Dues report from the Head of the Department
2	Department Library
3	Professor in-Charge of Dept. of Subsidiary Subjects
4	General Library
5	NSS
6	Department of Physical Education.
7	Dues report from Account Section
8	Principal's Remarks and Signature

## Form of Application for Refund of Caution Deposit

1. Name :
2. Class and group/subject :
3. Roll No/ Class No :
4. Year of study in the College :
5. Amount of caution deposit to be returned :
6. No. and date if receipt received in token of having made deposit :
7. Whether the T.C. has already been taken. If so state No. and date of T.C. obtained :
8. Address (Permanent) :

### Application form for Leave

1. Name :
2. Address :
3. Class/ Subject/ Batch :
4. Class Number :
5. Period and date of absence :
6. For which leave is applied :
7. Reason for absence :
8. Counter signature of the Guardian :

# TIME TABLE

Day	F.N.			A.N.		
	I	II	III	IV	V	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

## PG Programmes in Affiliated College

1	Notification : 15 -09-2020
2	Online registration Starts : 15-09-2020 (Subject to publication of the results of UG Programmes)
3	Closure of Registration : 31- 10-2020
4	First Allotment : 03-11-2020
5	Second Allotment : 10-11-2020
6	College Joining : 17-12-2020, 28-12-2020 to 30-12-2020
7	Commencement of classes : 04-01-2021

### Semester - 1

Commencement of Classes: 04 -01-2021
Exam Commencement : 21- 04-2021
Exam Notification : 08 -03 -2021
Exam Conclusion : 30 -04 -2021

### Semester - 2

Commencement of Classes : 01 -06-2021
Exam Commencement : 06- 09-2021
Exam Notification : 22 -07 -2021
Exam Conclusion : 15 -09 -2021

### Semester - 3

Commencement of Classes : 20 -09-2021
Commencement of Project Work : 25-10-2021
Exam Notification : 08 -11 -2021
Exam Conclusion : 13 -12 -2021
Exam Commencement : 03-12-2021

### Semester - 4

Commencement of Classes : 16-12-2021
Project Submission : 28-03-2022
Exam Conclusion : 22-04-2022
Exam Notification : 02-03-2022
Exam Commencement : 11-04- 2022

### Semester - 3 (2019-20 Admission)

Commencement of Classes : 01-06-2020
Exam Notification : 07 -10-2020
Exam Conclusion : 23-02-2021
Commencement of Project work : 06-08-2020
Exam Commencement : 09-02-2021

### Semester - 4 (2019-20 Admission)

Commencement of Classes : 16-11- 2020
Project Submission : 26-03-2021
Exam Conclusion : 13-04-2021
Exam Notification: 25-02-2021
Exam Commencement : 29-03-2021

\* For courses without practical examination, the internal assessment marks shall be forwarded within 15 days after the completion of last theory exam. For courses with practical examination the Internal assessment marks shall be forwarded with in 10 days after the completion of last practical examination.

\* In each semester, class ate to be engaged at least for 450 hours. Any deficiency in this shall be the prescribed date for the academic event notified.

\* If any of the dates, prescribed in the calendar, happens to be a holiday, the next working day shall be the prescribed date for the academic event notified.

\* The Academic calendar shall be strictly followed, and the internal assessment made accordingly for the timely submission of CA marks to the University.

\* The principal shall ensure that the students have the minimum attendance required for the previous semesters while registering them for University examinations and also ensure the minimum attendance requires for the semester for which registrations were made while issuing the hall tickets.

\* The college shall ensure that the online registration of examinations are made complete by verification of the student registration at the required levels ( Teacher Level, HoD Level, Principal Level).

\* The attendance of Students during the period of 90 days be taken for calculating the percentage of attendance for the Semester.

\* Entrollment process shall start 5 days after ther closure of admission.

\* Submission of qualifying certificates shall be done 5 days after the closure of enrollment

### D1 : CBCS UG Programmes in Affiliated Colleges

#### Ist Year UG (2020-21 Admission)

1. Notification : 21-07-2020
2. Online Registration : 21-07-2020
3. Closure of Registration : 09-09-2020
4. First Allotment : 11-09-2020
5. Second Allotment : 18-09-2020
6. College Joining : 22-09-2020 to 05-10-2020
buffer date 16-10-2020
7. Commencement of Classes : 10-11-2020
8. First Supplementary Allotment : 16-10-2020
9. Second Supplementary Allotment : 04-11-2020
10. Third Supplementary Allotment : 16-10-2020
11. Sixth (Special supplementary) Allotment : 01-12-2020
12. Date and Venu of spot admissions will be decided subject to availability of vacant seats.

### Semester - 1

Commencement of Classes : 18-11-2020
Exam Notification : 18-03-2021
Exam Commencement : 02-06-2021
Exam Conclusion : 21-06-2021
CV Camp : 01-09-2021
Publication of Result : 20-10-2021

**Semester - 2**

Commencement of Classes : 22-06-2021
Exam Notification : 31-08-2021
Exam Commencement : 28-09-2021
Exam Conclusion : 20-10-2021
CV Camp : 17-11-2021
Publication of Result : 10-01-2022

**2nd Year UG (2019 -20 Admission)****Semester - 3**

Commencement of Classes : 01-06-2020
Exam Notification : 31-12-2020
Exam Commencement : 27-01-2021
Exam Conclusion : 17-02-2021
CV Camp : 26-05-2021
Publication of Result : 05-07-2021

**Semester - 4 (2019-20 Admission)**

Commencement of Classes : 16-11-2020
Exam Notification : 04-12-2021
Exam Commencement : 05-05-2021
Exam Conclusion : 24-05-2021
CV Camp : 07-07-2021
Publication of Result : 31-08-2021

**3rd Year UG (2018 -19 Admission)****Semester - 5**

Commencement of Classes : 01-06-2020
Exam Notification : 18-01-2021
Exam Commencement : 17-02-2021
Exam Conclusion : 01-03-2021
CV Camp : 17-03-2021
Publication of Result : 23-04-2021

**Semester - 6**

Commencement of Classes : 16-11-2020
Exam Notification : 22-02-2021
Exam Commencement : 30-03-2021
Exam Conclusion : 15-04-2021
CV Camp : 28-04-2021
Publication of Result : 31-05-2021

In each semester, classes are to be engaged for 90 teaching days or for 450 hours. It shall be the responsibility of the principals to ensure that any deficiency in this shall be made good either by conducting classes on holidays / Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed. If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

S6 BSc Practical exam will commence on.

## General Academic Calendar (2020-21)

Month & working days	University Teaching Departments	Month & working days	Affiliated Colleges & UIT, UIM etc	Month	Affiliated Colleges & UIT, UIM etc
June 20 22 days	June 10, PG S3 Starts	June 20 22 days		June 20	Course Work Notification 12-06-2020
June 20 21 days		June 20 21 days		June 20	
Aug 20 18 days	28-08-2020 Onam Holidays Starting	Aug 20 19 days	28-08-2020 Onam Holidays Starting	Aug 20	Last date of Application 24- 08 -2020
Sep 20 16 days	Sep 7 : re open after onam Holidays	Sep 20 1 days	Sep 7 : re open after onam Holidays	Sep 20	
Oct 20 20 days		Oct 20 20 days		Oct 20	
Nov 20 21 days	Nov 2 : PG S3 ESE Starts Nov 18 : PG S1 Starts Nov 23 : PG S4 Starts	Nov 20 21 days		Nov 20	Dates of Examinations 16-11-2020 to 18-11-2020
Dec. 20 17 days	X mas holidays : 18-12- 2020 to 27 - 12- 2020	Des 20 17 days	X mas holidays : 18-12- 2020 to 27-12- 2020	Des 20	

Jan 21 19 days	Jan 18 : M.Phill S1 Starts	Jan 21 19 days		Jan 21	Publication of Results (July 2020) 18-01-2021 Date of Notification (December 2020 Session ) 13-01-2021
Feb 21 20 days		Feb 21 20 days		Feb 21	Last date of Application 01-02-2021 Dates of Examinations : 24-02-2021 to 26-02- 2021
Mar 21 22 days		Mar 21 22 days	Ill week : University Youth Festival	Mar 21	
Apr 21 19 days	April 15 : PG S1 ESE April 21 PG S4 ESE	Apr 21 19 days		Apr 21 19 days	Publication of Results : 07- 04 -2021
May 21 20 days	May 3 : PG S2 Stars	May 21 20 days		May 21	
June 21 23 days					

- Notes : 1. Principals of Colleges should ascertain minimum 90 working days in each semester.  
2. The days spent for College Union Election , Union Inauguration, Arts and Sports Festivals and College Day Celebrations are to be treated as working days since the University Act and Statutes Provide for the same. The days lost due to student strikes, drought, flood and unforeseen holidays shall be compensated.

