

# **CPA COLLEGE OF GLOBAL STUDIES**

**PUTHANATHANI**

(Affiliated to University of Calicut & Recognized by Govt. of Kerala)  
Run by: NICE Educational Trust, Cheloor, Puthanathani,  
Punnathala PO, Malappuram, Kerala,  
India - 676552



**|| CALENDAR & HAND BOOK ||**  
**2020 - 2021**

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**“AL-Fathia”**

**THE OPENING**

*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 Judgement  
Thee do we worship,  
Thee do we ask for help,  
Guide us to the right path.  
The path of those on whom, thou  
bestowed thy grace  
Not (the path) of those who earn  
Thine anger, nor those who go astray*

(Aameen)

- HOLY QUR-AN

## 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 respect to my parents, teachers and elders 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.

## പ്രാർത്ഥന

പ്രാർത്ഥിക്കുവിൻ ലോക നാഥൻ നാമത്തിൽ

പ്രാർത്ഥന സ്രഷ്ടാവിലേക്കുള്ള മാർഗ്ഗം (2)

വായിച്ചു വളരാൻ പഠിപ്പിച്ച നാമന്റെ

രക്ഷയിൽ അക്ഷര ധ്യാനം തുടങ്ങാം.(2)

ആധിയും വ്യാധിയും ഇല്ലാതെ ഞങ്ങളെ

ആയുരാരോഗ്യരായ് കാത്തീടണേ (2)

അനുഗ്രഹിക്കു ..... വിശ്വൈക നാഥാ

അക്ഷര ദീപ്ത പ്രകാശം ചൊരിയു (2)

പ്രാർത്ഥിക്കുവിൻ ലോക നാഥൻ നാമത്തിൽ

പ്രാർത്ഥന സ്രഷ്ടാവിലേക്കുള്ള മാർഗ്ഗം (2)

**WORKING TIME OF THE COLLEGE**

Teaching Staff	: 9.20 am to 3.45 pm
Office Staff	: 9.00 am to 4.30 pm
First bell	: 9.20 am
Second bell	: 9.25 am
First period	: 9.30 am to 10.30 am
Second period	: 10.30 am to 11.25 am
Morning interval	: 11.25am to 11.35am (10 minutes)
Third period	: 11.35 am to 12.30 pm
Noon interval	: 12.30pm to 1.15pm (45 minutes)
Fourth period	: 01.15 pm to 2.15 pm
Fifth period	: 2.15 pm to 3.15 pm
College bus Departure Time	: 3.50 pm

**ON ALL FRIDAYS**

Teaching Staff	: 9.20 am to 3.45 pm
Office Staff	: 9.00 am to 4.30 pm
First bell	: 9.20 am
Second bell	: 9.25 am
First period	: 9.30 am to 10.25 am
Second period	: 10.25 am to 11.20 am
Third period	: 11.20 am to 12.20 pm
Noon interval	: 12.20pm to 1.50pm (1.30 hours)
Fourth period	: 1:50.00 pm to 2.45 pm
Fifth period	: 2.45 pm to 3.30 pm
College bus departure time	: 3.50 pm

*College main gate will remain closed at 9.45 am*

**PERSONAL MEMORANDUM**

Name of the Student :

Class :

Admn. Number :

Roll No. :

Home address :

Course/Programme :

Semester :

University Reg.No. :

Blood group :

Date of birth :

Name of the Guardian :

Phone No. :

E-mail ID :

## **A BRIEF PROFILE OF THE COLLEGE**

CPA College of Global Studies is located in Puthanathani, Malappuram, Kerala, India. The campus is just one kilometer from the National Highway Road. The picturesque site and blossoming green environment makes the campus free from pollution. The campus is spread across a vast area of nine acres of green land with shrubs, herbs and trees. The college, a self-financing institution, is affiliated to the University of Calicut and approved by the Government of Kerala.

CPA believes in nurturing a holistic education, which is about honing every facet of a student, helping an individual develop life-skills, a spirit of enquiry and research. Beyond learning in the classroom and laboratories, the college has developed a mechanism to introduce each student to a wide range of co-curricular activities. To achieve this goal the students are given a special graduate programme called UPDATE. This encourages the student for team work, interpersonal relationship, creative learning and collective responsibility. We also equip the students with social responsibility by fostering among them palliative service and trauma care.

The college is run by the NICE Educational Charitable Trust with an avowed objective of developing higher education among the masses and creating a young generation set with global requirements. The campus had well-arranged infrastructure with all the modern facilities.



## **VISION**

To equip the students with all-round development and potential by providing need based, career-oriented quality education with an emphasis on social concern.

## **MISSION**

Our mission is to become a leading institution which helps our students develop the knowledge, intellectual capacity and professional experience they need for their long term careers. We prepare the students to play a role as citizens of a complex world. To engage with that world, to help solve problems and forge relationships, to understand other points of view, all this requires integrity, creativity and the ability and willingness to take responsibility

The Nice Educational Trust (Regd.)  
**CPA COLLEGE OF GLOBAL STUDIES**  
**PUTHANATHANI**

**MANAGEMENT COMMITTEE**

Chairman	: <b>Jb. CP Abdurahiman Haji</b>
Secretary	: <b>Dr. Hussain Randathani</b>
Manager	: <b>Mr. T Ubaid</b>
Members	: <b>Mr. Abdul Kader Haji</b> : <b>Mr. A. Muhammed Ali Haji</b> : <b>Mr. P. Musthafa Haji</b> : <b>Mr. KV Sivadas</b>

Staff Name	Designation	Qualification	Mobile	Email
Dr. Hussain K	Principal	MA, PhD	9995946382	drhussaink@gmail.com
Mr. Sadarudheen E	Vice. Principal	MA, Mphil, BEd	9946732236	sadarvgt@gmail.com
<b>Department of English</b>				
Ms. Mary Haritha P T	HOD, Asst. Professor	MA, BEd, SET	8157962776	maryharitha7@gmail.com
Ms. Asha P	Asst. Professor	MA, B.Ed, SET	9946765966	ashapanil@gmail.com
Ms. Deepa M	Asst. Professor	MA, BEd, SET	9562927488	deepa12345ptb@gmail.com
Ms. Surya P V	Asst. Professor	MA, BEd	9072988989	suryapvvilayur@gmail.com
Ms. Sumayya C P	Asst. Professor	MA, BEd, SET	9567489359	sumiaflu09@gmail.com
Mr. Kabbab Beeran T K	Asst. Professor	MA, BEd, NET	9562558380	kabbabtk@gmail.com
Ms. Sameera K T	Asst. Professor	MA	9526462656	ktsameera3@gmail.com
<b>Department of Arabic</b>				
Mr. Hafeesudheen P	Asst. Professor	MA, MPhil	8592069629	hafeesbava786@gmail.com
Mr. Sadarudheen E	Vice. Principal	MA, MPhil, BEd	9946732236	sadarvgt@gmail.com
<b>Department of Malayalam</b>				
Ms. Rasitha K	Asst. Professor	MA, Bed, MCJ	7012779585	rasithakramesh@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
<b>Department of Tourism</b>				
Mr. Noufal Naheem K K	HOD, Asst. Professor	MTTM, NET	9633989564	noufalnaheemkk786@gmail.com
Ms. Raahina P	Asst. Professor	M.Com, SET	9605820058	rahsinamol@gmail.com
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<b>Department of Commerce</b>				
Prof. Abdul Razak K H	Professor	MCom	9946023225	
Mr. Nizamudheen KK	Asst. Professor	MCom, MEd, NET SET & MA Arabic	9947896537	nizamkk19@gmail.com
Ms. Bindu R	Asst. Professor	MCom ,BEd	9539194028	bindukrishnaponmala@gmail.com
Mr. Illyas KP	Asst. Professor	M.Com, B.Ed, SET, NET, JRF	9744430141	kpilyas@gmail.com
Ms. Jabira Farsana K	Asst. Professor	M.Com, NET	8891291955	jabirafarsanak@gmail.com
Mr. Mohammed Jabir.CV	Asst. Professor	MCom	9656568847	jabirmohammed030@gmail.com
Mr. Ali Akbar M K	Asst. Professor	MBA	9895605723	mkaliakbar@gmail.com
Mr. Safer Parayil	Asst. Professor	MBA, MPhil	9995795054	parayilsafeer@gmail.com
Mr. Subin K	Asst. Professor	MCom ,BEd	9745123881	subink881@gmail.com
Ms. Shafeekha Chungath	Asst. Professor	MBA, NET	8547377332	shafeekhashety@gmail.com
Ms. Ansiya Jamaludheen	VAsst. Professor	MCom, NET, JRF	7592857208	ansiyajamaludheen@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
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Ms. Suhaila N P	Asst. Professor	MCom, NET	9645710567	suhailnp1997@gmail.com
Ms. Masbooba C	Asst. Professor	MCom	9496881410	masboobac@gmail.com
<b>Department of Botany</b>				
Prof. Hamza PV	Professor	MSc, MPhil	9847054180	hamzapsmo@gmail.com
Ms. Priyanka T	Asst. Professor	MSc, MPhil	7025357840	priyankatvcr2012@gmail.com
Mr. Abdul Faisal P	Asst. Professor	MSc	8943956888	abdufaisal2010@gmail.com
Dr. Archana ER	Asst. Professor	MSc, PhD, JRF	9747933457	erarchana0@gmail.com
Dr. Sruthi Palliyath	Asst. Professor	MSc, PhD	9645772127	sruthipalliyath110@gmail.com
<b>Department of Zoology</b>				
Prof. PT Ibrahim	Professor	MSc	9995402712	ebrahimkuttupt@gmail.com
Ms. Jasla Mol K K	Asst. Professor	MSc, NET	9947491188	jaslamolkk1993@gmail.com
Ms. Jamshiya Jaithun C	Asst. Professor	MSc, BEd, NET	9331400400	jamshiyajaitunc@gmail.com
<b>Department of Chemistry</b>				
Ms. Shimna K	Asst. Professor	MSc, BEd, SET	9946243100	shimnaalthaf@gmail.com
<b>Department of Psychology</b>				
Ms. Akhila K	Asst. Professor	MSc	9400920291	akhilakarukayil@gmail.com
<b>Department of Physical Education</b>				
Mr. Shameem P	Asst. Professor	MPeD, JRF	9633871688	shameemparassery@gmail.com

**ADMINISTRATIVE STAFF**

1. Mr. Ubaid T	Administrator	9847373228
2. Mr. Vasudevan Unni P	Superintendent	9447433269
3. Mr. Shaju Raiman T P	System Admin	9809558821
4. Mr. Muhammed Shafi A K	Accountant	9746986518
5. Mrs. Asiya M	Clerk	9745116704
6. Mrs. Deepa M P	Library Assistant	7034912616
7. Mr. Abdul Razak P	Driver, Office Assistant	9961430064
8. Mr. Haris CC	Driver, Lab Assistant	9846430999
9. Mrs. Asiya K	Lab Assistant	9847612808
10. Mrs. Sunitha M	Office Assistant	9645950617
11. Mrs. Usha	Office Assistant	8156982650
12. Mrs. Jaya Sree K V	Office Assistant	9605866806

**INTERNAL TELEPHONE DIRECTORY**

1.	Chairman	:	616
2.	Principal	:	604
3.	Vice Principal	:	603
4.	Administrator	:	605
5.	Superintendent	:	601
6.	Office	:	602
7.	Botany	:	606
8.	Zoology	:	607
9.	Commerce	:	608
10.	System Admin	:	612
11.	English	:	613
12.	Tourism	:	614

**DUTIES AND CHARGES 2020-21**

Principal	: Dr. Hussain K
Vice Principal	: Mr. Sadarudheen E
Chief Tutor	: Vice Principal
IQAC	: Mr. Safeer Parayil
	: Ms. Mary Haritha PT
PTA	: Ms. Mary Haritha PT
PRO	: Mr. Shameem P
Staff Secretary	: Mr. Hafeesudheen P
NSS	: Mr. Mohammed Jabir C V
Trauma & Palliative	: Mr. Mohammed Jabir C V
Union Staff Advisor	: Mr. Subin K
Fine Arts Coordinator	: Mr. Mohammed Jabir C V
Staff Editor	: Ms. Rasitha Kavungal
Remedial Coaching	: Ms. Jabira Farsana K
Women Empowerment Cell	: Ms. Bindu R
Literary Club	: Ms. Asha P
Biodiversity Club	: Ms. Priyanka T
Grievance Redressal Cell	: Vice Principal
ED Club	: Ms. Latheef
Career Guidance Cell	: Ms. Shafeekha C
Assessment & Evaluation	: Vice Principal
Audio Visual Club	: Ms. Rasitha Kavungal
Chief Superintendent of Exam	: Mr. Nizamudheen K K
Internal Exam Co-coordinator	: Mr. Ali Akbar M K
Students Scholarship	: Ms. Shafeeka Chungath
Returning Officer	: Mr. Illyas K P
Anti Ragging Cell	: Vice Principal
UPDATE Programme	: Vice Principal
College Council Coordinator	: Mr. Nizamudheen K K
Heritage Club	: Ms. Deepa M
Tourism Club	: Mr. Mohammed Nishad
Sports Council	: Mr. Shameem P
Radio Club	: Ms. Mary Haritha PT
Health Club	: Mr. Shameem.P
Event Management	: Mr. Noufal Naheem
	: Mr. Mohammed Nishad

**Department Association**

Commerce Association	: Ms. Bindu R
Management Association	: Mr. Safeer Parayil
Tourism Association	: Mr. Mohammed Nishad P
English Association	: Ms. Sumayya CP
Botany Association	: Prof. PV Hamza
Zoology Association	: Ms. Jasla Mol

**Tutors**

BCom 3rd (Fin)	: Ms. Jabira Farsana K
BCom 3rd (Cop)	: Mr. Safeer Parayil
BBA 3rd	: Ms. Bindu R
BCom (Fin) 2nd	: Mr. Mohmmmed Jabir C V
BCom (Cop) 2nd	: Ms. Rahsina
BBA 2nd	: Ms. Shafeekha C
BCom 1st (Fin)	: Mr. KH Abdul Razak
BCom 1st (Cop)	: Mr. Nizamudheen V
BBA 1st	: Mr. Aliakbar M K
MCom 1st	: Mr. Subin K
MCom 2nd	: Ms. Ansiya Jamaludheen V
BSc (Zoology) 1st	: Prof. PT Ebrahimkutty
BSc (Zoology) 2nd	: Ms. Jasla Mol KK
BSc (Zoology) 3rd	: Ms. Jamshiya Jaithun C
BSc (Botany) 1st	: Mr. Abdul Faisal P
BSc (Botany) 2nd	: Ms. Priyanka T
BSc (Botany) 3rd	: Prof. PV Hamza
MSc (Botany) 1st	: Dr. Archana E
BSc (Psychology) 1st	: Ms. Akhila K
BA English 1st	: Ms. Asha P
BA English 2nd	: Ms. Deepa M
BA English 3rd	: Ms. Mary Haritha
BTTM 1st	: Mr. Noufal Naheem
BTTM 2nd	: Ms. Rahsina P
BTTM 3rd	: Mr. Muhammed Nishad C P



## VARIOUS COMMITTEES

### IQAC

As per the National Accreditation and Assessment Council (NAAC) guidelines every institution should establish an Internal Quality Assurance Cell (IQAC) for the accreditation of the college. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institutions. The IQAC also promotes measures for institutional functioning towards quality enhancement through internalization and institutionalization of quality culture and institutionalization of best practices.

Co-Ordinators : Mr. Safer Parayil  
: Ms. Mary Haritha PT

### COLLEGE COUNCIL

The College Council consists of the Principal, Heads of Departments and two members elected representatives of the teaching staff. It is an advisory body on internal academic and disciplinary affairs of the College.

Co-Ordinator : Nisamudheen KK (Asst. Prof, Dept. of Commerce)

### NATIONAL SERVICE SCHEME

The National Service Scheme is an Indian government sponsored public service programme conducted by the Ministry of youth affairs and Sports of the government of India. Popularly known as NSS, the scheme was launched in Gandhiji's centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in colleges.

The programme aims to instill the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disaster by providing food, clothing and first aid to the disaster's victims.

Coordinator : Mr.Muhammad Jabir.C.V

### **COLLEGE UNION**

The college union and its branch associations are meant for the responsible and constructive participation of the students. They are to train students in leadership and administration and preparing them for public life. The union is constituted and function as per the directions of the University / Government.

All the students of CPA College of Arts & Science, Puthanathani are ordinary members of the college union and the members of the teaching staff are its honorary members.

The principal shall be the honorable treasurer of the college union. There shall be a staff advisor to the college union.

Staff advisor : Mr. Subin K (Asst. Prof., Dept. of Commerce)

### **PARENT TEACHER ASSOCIATION**

All teachers of the college and guardians of the students of the institution are members of the PTA. The main objective of the PTA is to promote a cordial relationship and close interaction among teachers, students and their guardians.

Secretary : Ms. Mary Haritha PT  
(Asst. Prof,Dept of English)

## **ALUMNI ASSOCIATION**

The concept of alumni association is to provide a forum to bringing together the old students of the College, so that they can contribute their expertise to help each other for achieving the goal. The idea took shape and formation of Alumni Association turned into reality. Reaching out to College Alumni: CPA is proud to have as its alumni a collective of good engineers and entrepreneurs over the past 8 years . This number will continue to grow. The Association provides a forum for bringing together the old students of the College, so that they can effectively contribute their expertise in technology and research in the country.

Coordinator : Mr. Nizamudheen.K.K

## **TUTORIAL SYSTEM**

The tutorial system has been designed to make teaching and learning student friendly. It envisages close interaction between students and teachers to create the right ambience for academic pursuits. It also contributes to the maintenance of general discipline in the college.

The students are divided into batches and each batch is placed under a Chief Tutor. The Chief Tutor will closely monitor the attendance, academic progress and conduct of the students under his/her charge and initiate corrective measures wherever necessary. Parents are regularly kept informed about the progress of their wards and they are also encouraged to visit the college for review of the progress of their wards on a regular basis.

Chief Tutor : Vice Principal

## **INTERNAL EXAMINATIONS**

Besides the examinations conducted by the University, the college conducts monthly test papers, terminal examinations and model examinations. The progress reports are sent to the guardians after each examination. Failure to take any internal examination will be viewed as a serious breach of discipline and dealt with severely.

Internal Exam Cheif : Mr. Ali Akbar M K. (Dept of Commerce)  
Additional Charge : Mr. Subin K (Dept of Commerce)

## **ASSESSMENT & EVALUATION COMMITTEE**

The committee conducts the terminal examinations and the model examination each year. It arranges the parent-teacher-student interface at which the marklist are handed over directly to the parents in the presence of their wards. The committee also takes measures to ensure that students master the methodology of taking examinations and perform their best in them.

Convener : Mr. Ali Akbar M K. (Dept of Commerce)

## **ED CLUB**

Entrepreneurship development Clubs are set up by the Department of Industries & Commerce, mainly with the objective of promoting entrepreneurial traits among students in schools and colleges. In our college, ED Club was started in the year 2012. Since then club tries to build a culture of self-independence through entrepreneurship. ED Clubs provide a platform for realizing business opportunities by arranging industrial visits, business awareness classes, practical sessions on skill development training, interaction with entrepreneurs etc.

Convenor : Mr. Abdul Latheef C (Dept. Commerce)

**LITERARY CLUB**

This forum trained the students in affective public speaking, creating writing and prepares them for appearing in quiz competition.etc. In order to develop the debating skills of the students, the forum conducts regular debates on various subjects.

Co-Ordinator : Ms. Asha P (Asst. Prof, Dept. of English)

**TRAUMA AND PALLIATIVE CLUB**

To Build responsiveness among students about the social responsibilities. To Involve students in Extracurricular Activities along with academic work. To serve the society in its needs and perform the responsibilities as students to the society.

To generate opportunity of learning through selfless work.

Coordinator : Mr. Mohammed Jabir CV  
(Asst. Prof, Depart of Commerce)

**BIODIVERSITY CLUB**

The Biodiversity Club of the college mainly aim to equip younger generation to create biodiversity awareness in community and the protection, preservation and management of natural resources. The club undertakes and support activities like nature camps, biodiversity awareness programmes, initiatives & competition for students.

Coordinator : Ms. Priyanka T (Department of Botany)

**COLLEGE MAGAZINE**

The institution publishes a college magazine annually. It is edited by a student Editor assisted by an editorial committee and guided by a staff editor. Copies of the magazine are distributed among the staff and the students. The aim of the magazine is to encourage the literary and artistic talents of the students.

Magazine Advisor : Ms. Rasitha (Asst. Prof, Dept. of Malayalam)

**WOMEN EMPOWERMENT CELL**

Constituted as per the directive of the University Grants Commission, the cell looks into the grievances, if any, of the girl students and the women members of the staff of the college and takes corrective measures wherever necessary.

Co-Ordinator : Ms. Bindu R  
(Asst. Prof., Dept. of Commerce)

**STUDENTS GRIEVANCES REDRESSAL CELL**

Our College has decided to provide mechanism to students for redressal of their grievances with regards to their complaints on academic and non - academic matters, grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleagues students or teacher etc.

Co-Ordinator : Vice Principal

**STUDENTS WELFARE AND DISCIPLINARY COMMITTEE**

This committee is constituted to ensure discipline in the class rooms and campus by conducting enquiry and recommending suitable punishments. any serious misbehaviour on the part of students reported by the member the staff or other students may be referred to committee by the principal. The committee has the power to summon any staff or student and collect evidence from him/her. After proper enquiry the committee will make necessary recommendations to the Principal. The Principal will have the final authority to decide upon the nature of punishment.

**ANTI RAGGING CELL**

Ragging is an offence and any student found guilty of induce someone in ragging will be dismissed from the college ragging, teasing, intimidating, harassing, using words of abuse

etc. on junior students especially female students within the campus or outside 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.

All forms of harassment of female students shall be considered as acts of serious indiscipline and the students involved in such cases will be expelled from the college.

### **ANTI RAGGING COMMITTEE FOR THE YEAR 2020-2021**

Chairman : Principal

Convener : Vice Principal

Members : All HODs

Police Department: CI of Police, Valanchery

### **FINE ARTS ASSOCIATION**

The association exists to channelize the cultural energies of the student doing service to conservation, which has won wide acclaim and several prizes and awards from the government and other agencies.

A fine arts club is proposed to be set up to promote interest and proficiency in the fine arts. The club will also prepare the students and encourage them to do well in youth festivals and other competitions.

Co-Ordinator : Mr. Mohammed Jabir CV  
(Asst. Prof, Dept. of Commerce)

### **ADORNO CLUB**

The Campus Adorno Club is dedicated to improving the beauty, ambiance, accessibility and comfort of CPA campus. The beautification project will emphasize the campus' visual appeal and will evolve as needs are met and new projects are introduced. Our mission is to improve the physical beauty of CPA campus to

reflect the academic success of its students and show the students how much we value them in this community.

Coordinator : Mrs. Rahsina P

### **HEALTH CLUB**

Our vision is to be the premier medically-based health and wellness facility providing innovative, collaborative programming centered on the whole-health and well-being of our community and our region. We will be known for an exceptional member experience, with the highest quality fitness services.

Health Club is an association of students in college for taking care of everything that goes in to prescribing ways and activities for students to possess good overall health (Mental, Physical, Emotional and Social)

Co-Ordinators : Mr. Shameem P  
(Asst.Prof, Physical Education)

### **SPORTS & GAMES**

The college offers the sports and games facilities to every student who desires to develop his or her potential abilities and qualities of sportsmanship, team spirit and physical exercise. All the major items of games and athletics are provided.

Co-Ordinator : Mr. Shameem P  
(Asst. Prof. Dept. of. Phy. Education)

### **SPORTS COUNCIL**

We support the Ministry of Youth & Sports in planning, coordinating and promoting recreational sports through financial, administrative and services assistance to Sports Federations and other related Sports Bodies; thereby creating and maintaining a high sense of professionalism in sports management and practices

Co-Ordinator : Shameem



## **STUDENT FEEDBACK**

In the sustained bid to offer a wholesome campus experience aiming all-round excellence, students are encouraged to critically evaluate every aspect of curricular and extra curricular activities. Feedback is regularly obtained from students at various stages, particularly on course content, teaching, etc. through structured questionnaires, offering absolute freedom and confidentiality. The feedback is carefully analysed and the database is used for correction and effecting further improvement.

Co-Ordinator : Vice Principal

## **CAREER GUIDANCE & PLACEMENT CELL**

This committee will provide services to the students to successfully manage their carrier development and it will arrange seminars, special coaching on personality development etc.

Co-Ordinator : Ms.Shafeeka C (Asst. Prof.Dept. of Commerce)

## **WEBSITE ADMINISTRATION**

Our college recognizes the world wide web as an important electronic publication medium that facilities its teaching, learning, research student life and communications and administrative functions. The college's website was designed and increase the visibility of the college. It is maintained to:

- \* Enhance the mission of the college
- \* Inform educational professionals of new resoures available via the web
- \* Facilitate communication and discussion about the college activities, events and issues and publicize CPA ASC PTNI, its departments and programme, and the accomplishments of its faculty, students, alumni and friends.

Co-Ordinator : Mr. Shaju Rahiman TP (System Admin)

Department Name: BOTANY		Programme Name: B.Sc. Botany	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER I</b>			
EENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	4	4
ARB1A07(1)	Addl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Addl. Lan: Malayala Sahithyam I	4	4
CHE1C01	Comp: General Chemistry	2	2
ZOL1C01T	Comp: Animal Diversity and Wildlife Conservation	2	2
BOT1B01T	CORE: Angiosperm Anatomy, Reproductive Botany & Palynology (2019 Admission)	4(2+2)	3
<b>SEMESTER II</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB2A08(1)	Adl. Lan: Appreciating Arabic Language	4	4
MAL2A08(1)	Adl. Lan: Malayala Sahithyam II	4	4
CHE2C02	Comp: PHYSICAL CHEMISTRY	2	2
ZOL2C02T	Comp: Economic Zoology	2	2
BOT2B02	CORE: Microbiology, Mycology, Lichenology & Plant Pathology	4(2+2)	3
<b>SEMESTER III</b>			
ENG3A05	Com: Signatures: Expressing the Self	5	4
MAL3A09	Adnl Lan: Malayala Sahithyam 3	5	4
ARB3A09	Adnl Lan: Reading Arabic Prose and Poetry	5	4
CHE3C03	Comp: ORGANIC CHEMISTRY	3	2
ZOL3C03T	Comp: Physiology and Ethology	3	2
BOT3B03 T	CORE: Phycology, Bryology & Pteridology	5(3+2)	3
<b>SEMESTER IV</b>			
ENG4A06	Comp: Spectrum: Literature and Contemporary Issues	5	4
MAL4A10	Adnl Lan: Malayala Sahithyam 4	5	4
ARB4A10	Adnl Lan: Arabic Literature and Culture	5	4
CHE4C04	Comp: Physical and Applied Chemistry	3	2
CHE4C05 (P)	Comp: Physical and Applied Chemistry Practical 1	2	4
ZOL4C04T	Comp: Genetics & Immunology	3	2
ZOL4C05P	Comp: Zoology Complementary Practical	2	4
BOT4B04T	CORE: Methodology and Perspectives in Plant Science	5(3+2)	3
BOT4B05P	CORE COURSE 5: Practical Paper – I	2	4

Department Name: BOTANY		Programme Name: B.Sc. Botany	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER V (OLD)</b>			
BOT5B05 T	CORE: Gymnosperm, Paleobotany, Phytogeography & Evolution	5.5(3.5+2)	3
BOT5B06 T	CORE: Angiosperm Morphology & Plant Systematics	5.5(3.5+2)	3
BOT5B07 T	CORE: Reproductive botany, Plynology, Embryology, Ethnobotany & Horticulture	5.5(3.5+2)	3
BOT5B08 T	CORE: Introductive Biotechnology, Bioinformatics & Molecular Biology	5.5 (3.5+2)	3
	Open Paper		
<b>SEMESTER VI (OLD)</b>			
BOT6B09 T	CORE: Genetics & Plant Breeding	5	3
BOT6B10 T	CORE: Plant physiology & Metabolism	5	3
BOT6B11 T	CORE: Cell biology & Biochemistry	5	3
BOT6B12 T	CORE: Environmental Science	5	3
BOT6B14E	Elective: Genetics and Crop Improvement	2	3
BOT6BP2	Core Practical Paper II	2	5
BOT6BP3	Core Practical Paper III	2	5
BOT6BPR	Project Work		2

Department Name: BOTANY		Programme Name: MSc. Botany	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER I</b>			
BOT1C01	Phycology, Bryology, Pteridology and Gymnosperms	3	5
BOT1C02	Mycology and Lichenology, Microbiology and Plant Pathology	3	5
BOT1C03	Angiosperm Anatomy, Angiosperm Embryology, Palynology and Lab Techniques	3	5
BOT1L01	Practicals of Phycology, Bryology, Pteridology, Gymnosperms, Mycology and Lichenology	3	2.5
BOT1L02	Practicals of Microbiology, Plant Pathology, Angiosperm Anatomy, Angiosperm Embryology, Palynology and Lab Techniques.	3	2.5
<b>SEMESTER II</b>			
BOT2C04	Cell Biology, Molecular Biology and Biophysics	3	5
BOT2C05	Cytogenetics, Genetics, Biostatistics, Plant Breeding and Evolution	3	5
BOT2C06	Plant Ecology, Conservation Biology, Phytogeography and Forest Botany	3	5
BOT2L03	Practicals of Cell Biology, Molecular Biology, Biophysics and Cytogenetics	3	2.5
BOT2L04	Practicals of Genetics, Biostatistics, Plant Breeding, Plant Ecology, Conservation Biology, Phytogeography and Forest Botany	3	2.5

Department Name: Zoology		Programme name: B.Sc. Zoology	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER I</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
ARB1A07(1)	Adl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Adl. Lan: Malayala Sahithyam I	4	4
CHE1C01	Comp: General Chemistry	2	2
BOT1C01T	Comp: Angiosperm Anatomy & Microtechnique	2	2
ZOL1B01T	CORE: Animal Diversity: Non-chordata Part-I	4(2+2)	3
<b>SEMESTER II</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB1A08(1)	Adl. Lan: Appreciating Arabic Language	4	4
MAL2A08(1)	Adl. Lan: Malayala Sahithyam II	4	4
CHE2C02	Comp: PHYSICAL CHEMISTRY	2	2
BOT2C02T	Comp: Cryptogams, Gymnosperms and Plant Pathology	2	2
ZOL2B02T	CORE: Animal Diversity: Non-chordata Part-II	4(2+2)	3
<b>SEMESTER III</b>			
ENG3A05	Com: Signatures: Expressing the Self	5	4
MAL3A09	Adnl Lan: Malayala Sahithyam III	5	4
ARB3A09	Adnl Lan: Reading Arabic Prose and Poetry	5	4
CHE3C03	Comp: organic chemistry	3	2
BOT3C03T	Comp: morphology, systematic botany, economic botany, plant breeding and horticulture	3	2
ZOL3B03T	CORE: Animal Diversity - Chordata - Part I	5(3+2)	3
<b>SEMESTER IV</b>			
ENG4A06	Comp: Spectrum: Literature and Contemporary Issues	5	4
MAL4A10	Adnl Lan: Malayala Sahithyam IV	5	4
ARB4A10	Adnl Lan: Arabic Literature and Culture	5	4
CHE4C04	Comp: Physical and Applied Chemistry	3	2
CHE4C05 (P)	Comp: Physical and Applied Chemistry Practical 1	2	4
BOT4C04T	Comp: Plant Physiology, Ecology & Genetics	3	2
BOT4C05(P)	Comp: Botany Complementary Practical	2	4
ZOL4B04T	CORE: Animal Diversity - Chordata - Part II	3	3
ZOL4B04P	CORE: Practical I	2	3

Department Name: Zoology		Programme name: B.Sc. Zoology	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER V (Old)</b>			
Z05B06T	Core: Environmental Biology, Wild life Conservation & Toxicology	3	3
Z05B07T	Core: Ethology Evolution & Zoogeography	3	3
Z05B08T	Core: Cell Biology & Genetics	3	3
Z05B09T	Core: General Methodology in Science, Bio Statistics & Informatics	3	3
<b>SEMESTER VI (Old)</b>			
Z06B10T	Core: Bio Chemistry	2	2
Z06B11T	Core: Physiology & Endocrinology	3	3
Z00612T	Core: Molecular Biology & Bioinformatics	3	3
Z00613T	Core: Reproductive Biology, Developmental Biology & Teratology	3	3
Z00614T	Core: Bio Technology, Micro biology & immunology	3	3
Z06B15E3T	Elec: Applied Entomology	3	3
Z00616P	Practical II	8	4
Z00617P	Practical III	8	4
Z00618Pr	Project Work		2
Z00619F	Field Study		1
Z00620V	Viva voce		

Department Name: Psychology		Programme name: B.Sc. Psychology	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER I</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
PSY1B01	Core: Basic themes in Psychology-I	4	3
PSY1C01	Comp: Human Physiology	4	3
PSY1C02	Comp: Psychological Statistics	4	3
ARB1A07(1)	Add. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Add. Lan: Malayala Sahithyam I	4	4
<b>SEMESTER II</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB1A08(1)	Adl. Lan: Appreciating Arabic Language	4	4
MAL2A08(1)	Adl. Lan: Malayala Sahithyam II	4	4
PSY2C03	Comp: Human Physiology	2	2
PSY2C04	Comp: Psychological Statistics	2	2
PSY2B02	Core: Basic themes in Psychology-II	4	3

Department Name :ENGLISH		Programme name: BA ENGLISH	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER I (2019 Admission)</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
ENG1B01	Core: Introducing literature	6	5
HIS1(2)C03	Comp: Social and Cultural History of Britain: I	6	4
ARB1A07(1)	Add. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Addl. Lan: Malayala Sahithyam I	4	4
<b>Semester II (2019 Admission)</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ENG2B02	Core: Appreciating Poetry	6	5
JOU1(2)C0	Comp: Introduction to Communication and Journalism	6	5
ARB2A08(1)	Adl. Lan: Appreciating Arabic Language	4	4
MAL2A08(1)	Malayala Sahithyam II	4	4
<b>Semester III</b>			
ENG3A05	Com: Signatures: Expressing the Self	5	4
ENG3B03	Cor: Appreciating Prose	4	4
ENG3B04	Cor: English Grammar and Usage	5	4
HIS3C03	Comp: Social & Cultural History of Britain : History of Revolutions and Era of Colonialism	3	4
MAL3A09	Adnl Lan: Malayala sahitthiyam 3	5	4
ARB3A09	Adnl Lan: Reading Arabic Prose and Poetry	5	4
<b>Semester IV</b>			
ENG4A06	Comp: Spectrum: Literature and Contemporary Issues	5	4
ENG4B05	Core Appreciating Fiction	5	4
ENG4B06	Core: Literary Criticism	4	4
JOU4C01	Comp: Corporate Communication and Advertising	3	4
MAL4A10	Adnl Lan: Malayala Sahithyam 4	5	4
ARB4A10	Adnl Lan: Arabic Literature and Culture	5	4
<b>Semester V</b>			
ENG5B01	Core: Indian Writing in English	5	5
ENG5B02	Core: Language and Linguistics	6	5
ENG5B03	Core: Methodology of Literature	5	4
ENG5B04	Core: Informatics	5	4
	Open Paper		



Department Name :ENGLISH

Programme name: BA ENGLISH

Course Code	Title of the Course	No of contact hours per week	No. of credits
<b>Semester VI</b>			
ENG6B01	Literary Criticism & Theory	5	5
ENG6B02	Literature in English: American & Post-Colonial	5	5
ENG6B03	Women's Writing	5	4
ENG6B04	Writing for the Media	5	4
ENG6B05	Project	2	2

Department Name : Tourism		Programme name: BTM	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER I</b>			
ENG1A01	Com: Transactions: Essential English Language Skills	4	3
ENG1A02	Com: Ways With Words: Literature in English	5	4
ARB1A07(1)	Adl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Adl. Lan: Malayala Sahithyam -I	4	4
TTM1B01	Core: Principles and Practices of Tourism	6	5
TTM1C01	Business Statistics and Information Technology, I	6	4
<b>SEMESTER II</b>			
ENG2A03	Writing for Academic & Professional Success	4	3
ENG2A03	ZEITGEIST: Reading on Contemporary Culture	5	4
ARB2A08(1)	Appreciating Arabic Language	5	4
MAL2A08	Adl. Lan: Malayala Sahithyam II	5	4
TTM2B02	Core: Tourism Products	6	5
TTM2C02	Comp: Introduction to Accountancy and Business law I	6	4
<b>SEMESTER III</b>			
ENG3A05	Com: Signatures: Expressing the Self	5	4
ARB3A09	Adnl Lan: Reading Arabic Prose and Poetry	5	4
MAL3A09	Adnl Lan: Malayala sahitthiyam 3	5	4
TTM3B03	Core: Air transportation and Airport Operations	5	4
TTM3B04	Core: Indian Tourism Resources	5	5
TTM3C03	Comp: Introduction to Accountancy and Business law II	5	4
<b>SEMESTER IV</b>			
ENG4A06	Comp: Spectrum: Literature and Contemporary Issues	5	4
MAL4A10	Adnl Lan: Malayala Sahithyam 4	5	4
ARB4A10	Adnl Lan: Arabic Literature and Culture	5	4
TTM4B05	Core: Travel Geography	5	4
TTM4B06	Core: Introduction to Hospitality Business	5	4
TTM4C04	Comp: Business Statistics and Information Technology II	5	4
<b>SEMESTER V (Old)</b>			
TTM5B07	Core: Travel Management	5	4
TTM5B08	Core: Hotel Operation	5	4
TTM5B09	Core: Business Research Methods	4	4
TTM5B10	Core: Air Fares & Ticketing	4	4
TTM5B11	Core: Human Resource Management	4	4
	Open Paper		

Department Name :TOURISM		Programme name: BTM	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SMESTER VI (Old)</b>			
TTM6B12	Core: Travel Agency and Tour Operation Management	6	4
TTM6B13	Core: Principles of Marketing	6	4
TTM6B14	Core: Innovative Practices in Tourism	6	4
TTM6B15	Core: Entrepreneurship Development	5	3
TTM6B18	Project/Internship	2	2

Department Name: Commerce		Programme Name: BBA	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER I (2019 Admission)</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
ARB1A07(2)	Add. Lan: Communicative Arabic	4	4
MAL1A07(2)	Add. Lan: മലയാള സാഹിത്യ പഠനം 1	4	4
BBA1B01	Core: Management Theory and Practice	6	4
BBA1C01	Comp: Managerial Economics	5	4
<b>SEMESTER II (2019 Admission)</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB2A08(2)	Adl. Lan: Reading Arabic Prose and Poetry	4	4
MAL2A08(2)	Adl. Lan: മലയാള സാഹിത്യ പഠനം 2	4	4
BBA2B02	Core: Financial Accounting	6	4
BBA2B03	Core: Marketing	5	4
<b>Semester III</b>			
BBA3A11	Com: Basic Numerical Methods	5	4
BBA3A12	Com: Professional Business Skills	5	4
BBA3B04	Core: Corporate Accounting	5	4
BBA3B05	Core: Financial Management	5	4
BBA3C02	Comp: Business Regulations	5	4
<b>SEMESTER IV</b>			
BBA4A13	Com: Entrepreneurship Development	5	4
BBA4A14	Com: Banking and Insurance	4	4
BBA4B06	Core: Cost & Management Accounting	6	4
BBA4C03	Comp: Corporate Regulations	5	4
BBA4C04	Comp: Quantitative Techniques for Business	5	4
<b>SEMESTER V (Old)</b>			
BBAVB07	Core: Accounting For Management	5	4
BBAVB08	Core: Business Research Methods	4	4
BBAVB09	Core: Emerging Trends In Management	3	4
BBAV10	Core: Specializan-1 Indian Financial System	5	4
BBAV11	Core: Specialization-2 Investment Management	5	4
	Open Paper		

Department Name: Commerce		Programme Name: BBA	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>Semester VI (Old)</b>			
BBAVIB12	Core: Operation Management	5	4
BBAVIB13	Core: Human Resource Management	5	4
BBAVIB14	Core: Income Tax	5	4
BBVIB15	Core: Working Capital Management	5	4
BBVIB16	Core: Three Weeks Project and Viva Voce	5	4

Department Name : COMMERCE		Programme name: BCom COOPERATION	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER 1</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
ARB1A07(2)	Addl. Lan: Communicative Arabic	4	4
MAL1A07(2)	Addl. Lan: മലയാള സാഹിത്യ പഠനം 1	4	4
BCM1B01	Core: Business Management	6	4
BCM1C01	Comp: Managerial Economics	5	4
<b>SEMESTER 2</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB2A08(2)	Adl. Lan: Reading Arabic Prose and Poetry	4	4
MAL2A08(2)	Adl. Lan: മലയാള സാഹിത്യ പഠനം 2	4	4
BCM2B02	Core: Financial Accounting	6	4
BCM2C02	Comp: Marketing Management	5	4
<b>SEMESTER 3</b>			
BCM3A11	Basic Numerical Methods (common)	5	4
BCM3A12	Professional Business Skills (common)	5	4
BCM3B03	Business Regulations(core)	5	4
BCM3B04	Corporate Accounting(core)	6	4
BCM3C03	Human Resources Management (Comp.)	4	4
<b>SEMESTER 4</b>			
BCM4A13	Entrepreneurship Development(common)	5	4
BCM4A14	Banking and Insurance (Common)	5	4
BCM4B05	Cost Accounting (core)	6	4
BCM4B06	Corporate Regulations(core)	4	4
BCM4C04	Quantitative Techniques for Business (Comp.)	5	4
<b>SEMESTER 5</b>			
BCM5B07	Accounting for Management(core)	4	4
BC5B08	Business Research Methods(core)	4	4
BC5B09	Income Tax Law and Accounts(core)	5	4
BC5B10	Co-operative Theory and Practice(core)	5	4
BC5B11	Legal Environment for Co-operatives(core)	5	4
	Open Paper	2	2
<b>SEMESTER 6</b>			
BC6B12	Income Tax and GST	6	4
BC6B13	Auditing and Corporate Governance	5	4
BC6B14	International Co-operative Movement	5	4
BC6B15	Co-operative Management and Administration	5	5
BC6B16	Three Weeks Project and Viva-Voce	4	2

Department Name : COMMERCE		Programme name: BCom Finance	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER I</b>			
ENG1A01	Com: Transactions: Essential English language skills	4	3
ENG1A02	Com: Ways with Words: Literature in English	5	4
ARB1A07(2)	Addl. Lan: Communicative Arabic	4	4
MAL1A07(2)	Addl. Lan: മലയാള സാഹിത്യ പഠനം 1	4	4
BCM1B01	Core: Business Management	6	4
BCM1C01	Comp: Managerial Economics	5	4
<b>SEMESTER 2</b>			
ENG2A03	Com: Writing for Academic & Professional Success	4	3
ENG2A04	Com: Zeitgeist: Reading on Contemporary Culture	4	4
ARB2A08(2)	Adl. Lan: Reading Arabic Prose and Poetry	4	4
MAL2A08(2)	Adl. Lan: മലയാള സാഹിത്യ പഠനം 2	4	4
BCM2B02	Core: Financial Accounting	6	4
BCM2C02	Comp: Marketing Management	5	4
<b>SEMESTER 3</b>			
BCM3A11	Basic Numerical Methods (common)	5	4
BCM3A12	Professional Business Skills (common)	5	4
BCM3B03	Business Regulations(core)	5	4
BCM3B04	Corporate Accounting(core)	6	4
BCM3C03	Human Resources Management (Comp.)	4	4
<b>SEMESTER 4</b>			
BC4A13	Entrepreneurship Development(common)	5	4
BC4A14	Banking and Insurance (Common)	5	4
BC4B05	Cost Accounting (core)	6	4
BC4B06	Corporate Regulations(core)	4	4
BC4C04	Quantitative Techniques for Business (compl)	5	4
<b>SEMESTER 5 (Old)</b>			
BC5B07	Accounting for Management(core)	4	4
BC5B08	Business Research Methods(core)	4	4
BC5B09	Income Tax Law and Accounts(core)	5	4
BC5B10	Financial Markets and Services (core)	5	4
BC5B11	Fundamentals of Investments (core)	5	4
	Open Paper		
<b>SEMESTER 6 (Old)</b>			
BC6B12	Income Tax and GST	6	4
BC6B13	Auditing and Corporate Governance	5	4
BC6B14	Financial Derivatives (core)	5	4
BC6B15	Financial Management (core)	5	5
BC6B16	Three Weeks Project and Viva-Voce	4	2

Department Name: COMMERCE		Programme name: MCom (Finance)	
Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER 1</b>			
MCM1C01	Business Environment & Policy	5	4
MCM1C02	Corporate Governance & Business Ethics	5	4
MCM1C03	Quantitative Techniques for Business Decisions	5	4
MCM1C04	Management Theory and Organizational Behaviour	5	4
MCM1C05	Advanced Management Accounting	5	4
<b>SEMESTER 2</b>			
MCM2C06	Advanced Corporate Accounting	5	4
MCM2C07	Advanced Strategic Management	5	4
MCM2C08	Advanced Cost Accounting	5	4
MCM2C09	International Business	5	4
MCM2C10	Management Science	5	4
<b>SEMESTER 3</b>			
MCM3C11	Financial Management	5	4
MCM3C12	Income Tax Law, Practice and Tax Planning I	5	4
MCM3C13	Research Methodology	5	4
MCM3E01	Investment Management	5	4
MCM3E02	Financial Markets & Institutions	5	4
<b>SEMESTER 4</b>			
MCM4C14	Financial Derivatives & Risk Management	5	4
MCM4C15	Income Tax Law, Practice and Tax Planning II	5	4
MCM4E03	Elective III International Finance	5	4
MCM4E04	Elective IV Advanced Strategic Financial Management	5	4
MCM4PV01	Project Work & Comprehensive Viva Voce	5	4
<b>OPEN COURSES FOR UG V<sup>th</sup> Sem</b>			
PE5D03	Open: Physical Activity Health and Wellness	2	2
TTM5D01	Open: Event Management	2	2
BOT5D02	Open: Applied Botany	2	2
BC5D01	Open: E-Commerce	2	2
ENG5D03	Open: Applied Language Skills	2	2



## MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external examination of all Semesters shall be conducted by the University at the end of each Semester. Internal evaluation is should be done continuous assessment. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below.

For all courses without practical

- |                                  |      |
|----------------------------------|------|
| a. Marks of external examination | : 80 |
| b. Marks of internal evaluation  | : 20 |

All the three components of the internal assessment are mandatory. For common course English in 1st Semester, Internal oral examination shall be conducted instead of test paper.

<b>Components of Internal Evaluation(Old Admn)</b>	<b>Marks</b>
Attendance	5
Assignments / seminar / Viva	5
Test paper (s)	10
<b>Total</b>	<b>20</b>

<b>Components of Internal Evaluation (2019 Admn)</b>	<b>Marks</b>
Assignments	4
Seminar	4
Test paper	8
Class Room Performance	4
<b>Total</b>	<b>20</b>

### **For all course with practical**

a. Marks of theory (Main)- External Examination	80
b. Marks of Theory (Main)- Internal Evaluation	20
c. Marks of theory (Sub)- External Examination	64
d. Marks of Theory (Sub)- Internal Evaluation	16

### ATTENDANCE EVALUATION

For All Courses (Old Admn.)

% of attendance	Marks
90 and above	5
85-89	4
80-84	3
76-79	2
75	1

### INTERNAL ASSESSMENT

In the changing pattern of assessment and evaluation system, the University has introduced Internal Assessment for most courses. Internal Assessment is done by teachers at the end of each semester strictly in accordance with well-defined guidelines.

### RULES FOR ISSUE OF CERTIFICATES & ATTESTATION OF DOCUMENTS Etc.

1. Application for certificates should be made at least two days in advance.
2. Conduct Certificate will ordinarily be issued with T.C. along with the Transfer Certificate when the student has completed his/her course of study. A fee of Rs.50/- will be charged for every certificate issued other than at the completion of the course.
3. A fee Rs. 5/- per page will be charged for issuing a certified copy of document. A fee of Rs. 5/- will be charged for issuing a despatch copy of any certificate.
4. In the event of loss of Identity Card issued to a student the matter should be immediately reported to the principal and a duplicate card will be issued on payment of a fine of Rs. 100/-
5. No certificate will be issued from the college unless the principal is satisfied with the reasons stated by the applicant for such certificate.

6. Transfer Certificate is issued when student leaves the institution. The Transfer Certificate will be issued, in the case of those who have appeared for University Examination within one week after the publication of the results. A late fee of Rs.10/- will be levied for all late applications received after one year. Identity card has to be surrendered at the time of issue of transfer certificate.
7. Student who leaves the college before completing the course will not receive certificate of good conduct. Any student who discontinues study in the college without returning the college library books received or without paying any arrears or dues will not receive any certificate.

### **ATTENDANCE & LEAVE**

1. No student shall be absent from the class without leave. The reason for leave shall be clearly stated
2. Leave of absence will be granted for convincing reasons only on the recommendation of the group tutor.
3. Application for leave should be made in prescribed form with the recommendation of the Class Tutor before availing leave. Late application will not ordinarily be considered.
4. Students coming to the class late or leaving the class early shall lose half day attendance.
5. When the absence is for more than a day, leave application must be counter signed by parent or guardian.
6. When the absence is due to illness, the application for leave should be supported with a Medical Certificate.
7. Attendance is compulsory for Physical Education classes.
8. The annual certificate of attendance and progress required for admission to the university examination will not be granted unless the Principal is satisfied with the student's conduct, attendance and progress.
9. Students who absent themselves without securing leave on the closing day before a vacation and the reopening day after

the vacation will be severely penalized.

10. A student who is absent, with out leave for five consecutive working days stands the risk of having his/her name struck off the rolls.
11. The minimum attendance of 75% of the total working days of the year is absolutely necessary for promotion and for admission to the university examination.
12. The annual certificate shall not be granted unless a student has completed the course of instruction to the satisfaction of the college authorities and his / her progress and conduct have been satisfactory.
13. Students whose attendance falls below the minimum shall apply for condonation of shortage through the Principal to the University. The application in the prescribed form shall be accompanied by a chalan for Rs.855. The reason for each day's absence, should be explained. A medical certificate shall also be submitted in case of absence due to ill health. If the shortage exceeds 20 days, on no account shall it be condoned by the University. Also the condonation of shortage of attendance will be granted only once during a particular course.
14. No application for exception will be recommended by the Principal unless he is satisfied with the reason for the shortage of attendance, or due to causes beyond the students control. Ordinarily only prolonged illness will be accepted as a plea for shortage of attendance. Absence without leave will not be condoned under any circumstance. If a student is absent for one hour it will be treated as absence for half day and if the absence is for two or more hours it will be treated as absence for one full day.

### LIBRARY RULES

1. All the members of the staff and students are members of the library and are entitled to use library and to borrow books.
2. The library will be kept open from 9.30a.m. to 3.30p.m. continuously on all days other than public holidays.
3. Applications for books to be borrowed shall be submitted to the librarian before 10.00 a.m.
4. Personal belongings like books, periodicals, bags, umbrellas, boxes etc. are not allowed to be taken inside the library or reading room and they shall be left at the entrance.
5. Schedule for issuing of books will be notified on the library notice board.
6. Strict silence must be observed in the library.
7. A student is allowed to take only one book at a time.
8. The members of the staff may be allowed to take books not exceeding ten including text books.
9. Books will be lent to the members on getting their signature in personal ledger maintained for that purpose. The books must be returned in good condition to the librarian at the end of each year of the course, failing which clearance certificates will not be issued.
10. On receiving a book from the librarian the member shall satisfy himself and call the attention of the librarian to any damage found in the books. Otherwise it will be presumed that the book was quite intact when issued and the member is liable to be held responsible for the replacement of book.
11. Writing or any kind of marking upon the book with ink or pencil etc. will
12. If a book is damaged or lost by a member, he / she will have to replace it by a new copy in the same edition or pay cost of the latest edition of the book including 20% of the cost of book as the postage or 3 times the price of the book as fine, within the time limit fixed by the principal.
13. If one book of a set is damaged or lost from a member he / she must replace it by a sound copy of the same edition. If such a

- copy is not available he/she shall purchase the whole set of any edition within the prescribed time.
14. The reference book and current periodicals will not be lent out but they may be referred to within the library. But one or two reference books of their subjects & old periodical not exceeding 5 Nos may be lent out to members of the staff for a short period of two or three days.
  15. Before leaving the library each member shall return to the librarian books, periodicals taken by him/her for reference.
  16. Members are not allowed to transfer the books taken by them. Breach of this rule will lead to the loss of the membership.
  17. Books taken should not be retained for more than fourteen days from the date of issue.
  18. The students can renew the books once in a week and member of the staff can renew the books twice.
  19. If a book is not returned before the due date a charge of Rs.5/. per book per day including holidays will be collected from the students.
  20. If a book becomes due on a holiday it may be returned the next working day without overdue charges.
  21. A book which is over due will not be received from the students without overdue charges.
  22. A book can be returned on any prescribed day before due date.
  23. A book taken out is liable to be called back at any time if necessary.
  24. All books must be returned to the library two weeks before the closing of the last term of each year. The members of the staff may be allowed to retain the books up to the closing date of the college.
  25. The members may seek the help of the librarian in the selection of books.
  26. The membership card shall be surrendered to the librarian at the end of the academic year. Failing to do so shall invite a penalty of Rs. 10/-.

**JUNE 2020**

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

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**JULY 2020**

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26	27	28	29	30	31	

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<b>AUGUST 2020</b>						
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<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
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<b>SEPTEMBER 2020</b>						
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<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
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<b>OCTOBER 2020</b>						
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<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

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<b>NOVEMBER 2020</b>						
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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
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DECEMBER 2020						
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<b>JANUARY 2021</b>						
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<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
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<b>FEBRUARY 2021</b>						
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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
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<b>MARCH 2021</b>						
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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
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### **Events**

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<b>APRIL 2021</b>						
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<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
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<b>MAY 2021</b>						
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						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
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**APPLICATION FOR LEAVE**

Admission No. :  
 Name :  
 Class & Batch / Branch :  
 Class No. :  
 No. of Days &  
 Dates of leave required :  
 Reasons for taking leave :  
 (State if Medical Certificate or  
 any other document is attached)  
 Signature of Parent :  
 Recommendation of Class Tutor :  
 Place : Signature :  
 Date : Order of the Principal

**APPLICATION FOR TRANSFER CERTIFICATE,  
 CONDUCT CERTIFICATE Etc.**

Name (with initials in block letters) :  
 Admission No. :  
 Class, Class No. and years of study :  
 Reg. No. and date of  
 University Examination  
 Presented for (final year) :  
 Details of Passing of the first :  
 Appearance (Each part to be  
 shown separately) :  
 Whether pass or fail :  
 Purpose for leaving :  
 Whether course completed or not :  
 Date of application :  
 Signature of the applicant

**FOR OFFICE USE**

Tuition fees :  
 Library :  
 Sports :  
 Lab :  
 Head of Department :





**TIME TABLE**

<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
<b>THURSDAY</b>						
<b>FRIDAY</b>						
<b>SATURDAY</b>						

## National Anthem

Jana - gana - mana - adhinayaka, jaya he,  
Bharatha - bhagya vidhatha,

Punjab - Sindh - Gujarath - Marata,  
Dravida - Utkala - Banga

Vindhya - Himachala - Yamuna - Ganga  
Uchchala - Jaladhi - taranga.

Tava shubha name jage,  
Tava shubha Asisha mage,

Gahe tava jaya gatha.  
Jana - gana - mangla - dayaka jaya he

Bharata - bhagya - vidhatha  
Jaya he, jaya he, jaya he,

Jaya, Jaya, Jaya, Jaya he.