

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 ||
2021 - 2022

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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 :

Mobile No. :

E-mail ID :

Name of the Guardian :

Mobile Number of Guardian :

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 : **Jb. CP Abdurahiman Haji**

Secretary : **Dr. Hussain Randathani**

Administrator : **Mr. Ubaid.T**

Members : **Mr. Abdul Kader Haji**
: **Mr. A. Muhammed Ali Haji**
: **Mr. P. Musthafa Haji**
: **Mr. KV Sivadas**

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	sadarvgd@gmail.com
Department of English				
Ms. Mary Haritha P T	HOD, Asst. Professor	MA, BEd	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
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Mr. Shammas V P	Asst. Professor	MA	8147969007	wdshamz123@gmail.com
Mr. Muhammed Shanif K T	Asst. Professor	MA	8139079822	shanifolippuzha@gmail.com
Ms. Ann Mariya Jose	Asst. Professor	MA, BEd	9809449220	annmariajose1996@gmail.com
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Department of Arabic				
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Mr. Jafar K	Assistant Professor	MA	9633762064	jafujafark@gmail.com
Department of Malayalam				
Mr. Saleem Ahamed Shafi	Asst. Professor	MA	9656329906	saleemshafi@gmail.com
Ms. Fatima	Assistant Professor	MA	9633762064	jafujafark@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
Department of Tourism				
Mr. Muhammed Nishad C P	HOD, Asst. Professor	MBA	9744824845,	cpnishadedappalam@gmail.com
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Department of Commerce				
Prof. Abdul Razak K H	HOD, Asso. Professor	MCom	9946023225	
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Department of Management Studies				
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Staff Name	Designation	Qualification	Mobile	Email
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Department of Botany				
Prof. Hamza PV	HOD, Asso. Professor	MSc, MPhil	9847054180	hamzapsmo@gmail.com
Ms. Priyanka T	Asst. Professor	MSc, MPhil	7025357840	priyankatvcr2012@gmail.com
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Dr. Lins Simon	Asst. Professor	MSc, PhD	9495646531	linusmn@gmail.com
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Department of Zoology				
Prof. PT Ebrahimkuttty	HOD, Asso. Professor	MSc, Mphil	9995402712	ebrahimkutttypt@gmail.com
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Department of Psychology				
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Staff Name	Designation	Qualification	Mobile	Email
Department of Chemistry				
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Department of Physical Education				
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. Ms. Sajna KK	Librarian	9526500893
7. Mrs. Deepa M P	Library Assistant	7034912616
8. Mr. Abdul Razak P	Driver, Office Assistant	9961430064
9. Mr. Haris CC	Driver, Lab Assistant	9846430999
10. Mrs. Asiya K	Lab Assistant	9847612808
11. Mrs. Sunitha M	Office Assistant	9645950617
12. Mrs. Usha	Office Assistant	8156982650

INTERNAL TELEPHONE DIRECTORY

1.	Chairman	:	116
2.	Principal	:	104
3.	Vice Principal	:	103
4.	Administrator	:	105
5.	Superintendent	:	101
6.	Office	:	102
7.	Botany	:	106
8.	Zoology	:	107
9.	Commerce	:	108
10.	System Admin	:	112
11.	English	:	113
12.	Tourism	:	114

DUTIES AND CHARGES 2020-21

Principal	: Dr. Hussain K
Vice Principal	: Mr. Sadarudheen E
Chief Tutor	: Vice Principal
PTA	: Ms. Deepa
IQAC	: Mr. Safeer Parayil Mrs. Mary Haritha PT
College Council Coordinator	: Mr. Nizamudheen K K
PRO	: Dr. Chandini
Staff Secretary	: Ms. Asha P
NSS	: Mr. Mohammed Jabir C V : Ms. Surya KV
Trauma & Palliative	: Mr. Mohammed Jabir C V
Union Staff Advisor	: Mr. Subin K
Fine Arts Coordinator	: Mr. Mohammed Jabir C V
Staff Editor	: Mr. Sleem Ahammed Shafi
Women Empowerment Cell	: Ms. Bindu R
Literary Club	: Ms. Asha P
Biodiversity Club	: Ms. Priyanka T
Grievance Redressal Cell	: Vice Principal
ED Club	: Mr. Abdul Latheef
Career Guidance Cell	: Mr. Illyas KP
Assessment & Evaluation	: Vice Principal
Audio Visual Club	: Ms Lamees
Chief Superintendent of Examination	: Mr. Nizamudheen K K
Additional Chief of Examination	: Mr. Subin K
Internal Exam Co-ordinator	: Mr. Ali Akbar M K, Exam Rep of all Dept
Students Scholarship	: Ms. Shafeekha Chungath
Returning Officer	: Mr. Illyas K P
Anti-Ragging Cell	: Vice Principal
UPDATE Programme	: Vice Principal
Remedial Coaching Cell	: Ms. Jabira Farsana
Heritage Club	: Ms. Deepa M
Tourism Club	: Mr. Mohammed Nishad
Sports Council	: Dr. Shameem P
Radio Club	: Ms. Jamshiya Jaithun C
Health Club	: Dr. Shameem.P : Mr. Shammas V P
Adorno Club	: Ms. Rahsina P
NOTIZIA	: Ms. Surya P V

Malayalam Club	: Mr. Saleem Ahamed Shafi
Arabic Club	: Mr. Nibrasudheen
Even Management	: Mr. Shaju Rahiman TP
	: Mr. Abdul Razak P

Department Association

Commerce Association	: Ms. Bindu R
Management Association	: Mr. Safeer Parayil
Tourism Association	: Ms. Hajira C
English Association	: Mr. Shammas VP
Botany Association	: Prof. PV Hamza
Zoology Association	: Ms. Jasla Mol K K
AQLIS – Psychology Association	: Ms. Dhanya Nair

Tutors

BCom 1st (Fin)	: Mr. Illyas K P
BCom 2nd (Fin)	: Mr. Abdul Razak K H
BCom 3rd (Fin)	: Mr. Muhammed Jabir C
BCom 1st (Coop)	: Ms. Jabira Farsana K
BCom 2nd (Coop)	: Mr. Nizamudheen K K
BCom 3rd (Coop)	: Mr. Abdul Latheef C
BBA 1st	: Ms. Bindu R
BBA 2nd	: Mr. Ali akbar
BBA 3rd	: Ms. Shafeekha Chungath
MCom 1st	: Mr. Safeer Parayil
MCom 2nd	: Mr. Subin K
BSc (Zoology) 1st	: Ms. Sajna V
BSc (Zoology) 2nd	: Ms. Jamshiya Jaithun C
BSc (Zoology) 3rd	: Ms. Jasla Mol KK
BSc (Botany) 1st	: Dr. Lins Simon
BSc (Botany) 2nd	: Mr. Abdul Faisal P
BSc (Botany) 3rd	: Ms. Priyanka T
MSC Botany 1st	: Ms. Sareena K
MSc Botany 2nd	: Dr. Chandini V K
BA English 1st	: Ms. Surya PV
BA English 2nd	: Ms. Asha P
BA English 3rd	: Ms. Deepa M
BTTM 1st	: Ms. Hajra C
BTTM 2nd	: Ms. Rahsina P
BTTM 3rd	: Mr. Muhammed Nishad C P
BSc Psy 1st	: Mr. Mohammed Shanif KT
BSC Psy 2nd	: Ms. Dhanya Nair

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. Deepa M
(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
Co-ordinator : Mrs. Deepa M

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 Management)
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 : Vice Principal

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.

Convener : 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 : Mr. Saleem Ahamed Shafi

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 Management)

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 2021-2022

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 : Ms. 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)
: Mr. Shammass V P (Asst.Prof, English)

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

STUDENT SCHOLARSHIP CELL

A scholarship is an award of financial aid for a student to further his or her education. Scholarships are awarded based upon various criteria.

The Student Scholarship Cell of CPA College of Global Studies has been established to serve the purpose of providing help to students for their studies. The Cell aims high to give ample amount of help needed to the students through various kinds of scholarships to students like post-metric scholarship and all. Apart from that CPA College of Global Studies has been providing Management Scholarship in terms of semester fee waiver for those who have excellent academic record and has poor financial background.

Aims:

- To create awareness on welfare measures to the deserving students by the way of scholarships.
- Taking steps to make education affordable and accessible to the meritorious and economically disadvantaged students
- To induce more students to apply for post-metric scholarship and other kind of scholarships eligible to them.
- To help the management to find out students who deserve management scholarship.

Co-Ordinator : Ms. Deepa M (Ass. Prof, English)

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 : Mr. Safeer Parayil (Ass.Prof.Dep. Management)

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

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)

MALAYALAM CLUB

The aim of the Malayalam Club is to nurture the Malayalam language of the students and to cultivate their interest in literature. Training in literary writing and promotion of reading are the activities of the club.

Co-Ordinator : Saleem Ahamed Shafi (Ass. Prof, Malayalam)

ARABIC CLUB

Our Vision is to be motivate the students into Arabic Language Area. Learn about Arab Culture , History , Language , Traditions and Improve Arabic language Proficiency .

The Arabic club has lots of different activities that promote and motivate the students and let them get to their full potential.

Co-Ordinator : Mr. Nibrasudheen K (Ass.Prof, Arabic)

RADIO CLUB

Let's Talk campus Radio of CPA college Puthanathani conduct various programmes via online platform since last 2 months. Radio club also posts programmes in social media sites like instgram, facebook etc. We also podcasts through spotify and sound cloud

Co-ordinator : Jamshiya Jaithun C (Asst. Prof, Zoology)

AUDIO VISUAL CLUB

The Audio Visual Club is endeavor to enrich the talents of students who have taste of art,culture,theater and media.To inculcate humanity and literal sensibility which is being lost within the busy schedule of the academia.There are around 100 plus active members presently in the club.

Co-ordinator : Mrs. Lamees VP (Dept.of English)

Heritage club

Heritage education is not merely recreation for students but should be an important part of their learning process. It will help them understand history and society and will inculcate values of respect for diversity and tolerance. While it is important to highlight aspects of national heritage, it is also important to bring local heritage into the purview of heritage education programmes. Very limited resources are required for the most basic heritage education programmes. But most heritage activities, like heritage walks and heritage clubs can go a long way in helping the students to experience culture and heritage and bring alive many of the things they hear and see.

Co-Ordinator : Ms. Deepa M (Ass. Prof, English)

REMEDIAL COACHING CELL

The remedial coaching cell of CPA College of Global studies has been started to meet out the educational requirement of students who are with poor educational back ground and slow learners. The basic aim behind the cell is to identify academically backward students and provide remedial measures for improving their performance. The cell is providing remedial teaching for various subjects, language proficiency and personality development classes. With the start of healthy and students friendly cell in the college these learns are encouraged to compete with the rest of the students. Almost all the subjects are covered under this scheme taking into consideration of demand and need of the students with all necessary facilities and counselling.

Co-Ordinator : Ms. Jabira Farsana K (Ass. Prof, Commerce)

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
SEMESTER I			
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
SEMESTER II			
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
SEMESTER III			
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
SEMESTER IV			
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
SEMESTER V			
BOT5B06T	Gymnosperms, Palaeobotany, Phytogeography & Evolution	3	3
-	Practical Related To BOT5B06T	2	*
BOT5B07T	Angiosperm Morphology & Systematics	3	3
-	Practical Related To BOT5B07T	2	*
BOT5B08T	Tissue Culture, Horticulture, Economic Botany & Ethnobotany	3	3
-	Practical Related To BOT5B08T	2	*
BOT5B09T	Cell Biology & Biochemistry	3	3
-	Practical Related To BOT5B09T	2	*
BOT5D02T	Applied Botany	3	3
SEMESTER VI			
BOT6B10T	Genetics & Plant Breeding	3	3
-	Practical Related To BOT6B10T	2	*
BOT 6B11T	Biotechnology, Molecular Biology & Bioinformatics	3	3
-	Practical Related To BOT 6B11T	2	*
BOT 6B12T	Plant Physiology & Metabolism	3	3
-	Practical Related To BOT 6B12T	2	*
BOT 6B13T	Environmental Science	3	3
-	Practical Related To BOT 6B13T	2	*
BOT 6B14 (E) 03T	Genetics and Crop Improvement	3	2
-	Practical Related To BOT 6B14 (E) 03T	2	*
BOT 6B15P	Practical Related To BOT5B06T, BOT5B07T, BOT5B08T & BOT5B09T		5
BOT 6B16P	Practical Related To BOT6B10T, BOT 6B11T, BOT 6B12T & BOT 6B13T		5
BOT 6B17PF	Project Work And Field Study	2	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
SEMESTER I			
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
SEMESTER II			
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
SEMESTER III			
BOT3C07	Plant Physiology, Metabolism and Biochemistry	6	5
BOT3C08	Angiosperm Morphology, Angiosperm Taxonomy and Plant Resources	6	5
BOT3C09	Biotechnology and Bioinformatics	6	5
BOT3L05	Practical of Plant Physiology, Metabolism, Biochemistry Angiosperm Morphology, and Angiosperm Taxonomy	3	2.5
BOT3L06	Practical of Plant Resources, Biotechnology and Bioinformatics	3	2.5
SEMESTER IV			
BOT4E01	Elective I- Plant Tissue Culture	6	5
BOT4E02	Elective II- Pathology of Plantation Crops and Spices	6	5
BOT4L07	Practical of BOT4E01 & BOT4E02	3	2
BOT4D01	Dissertation	5	
BOT4V01	Viva Voce	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
SEMESTER I			
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
SEMESTER II			
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
SEMESTER III			
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
SEMESTER IV			
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
SEMESTER V			
ZOL5B06T	Cell Biology And Genetics	3	4
ZOL5B07T	Biotechnology, Microbiology And Immunology	4	4
-	Practical Related To ZOL5B06T & ZOL5B07T	4	*
ZOL5B08T	Biochemistry And Molecular Biology	4	4
ZOL5B09T	Methodology In Science , Biostatistics And Bioinformatics	3	4
-	Practical Related To ZOL5B08T & ZOL5B09T	4	*
ZOL5D03T	Applied Zoology	3	3
SEMESTER VI			
ZOL6B10T	Physiology And Endocrinology	3	3
ZOL6B11T	Reproductive And Developmental Biology	3	3
ZOL6B12T	Environmental And Conservation Biology	3	3
ZOL6B13T	Ethology Evolution And Zoogeography	3	3
ZOL6B14 (E) 03T	Applied Entomology	3	2
ZOL6B15P	Practical Related To ZOL5B06T , 07T, 08T & ZOL5B09T	4	*
ZOL6B16P	Practical Related To ZOL6B10T, 11T,12T, 13T & 14 (E) 03T	4	*
ZOL6B17PF	Project Work And Field Study	2	3

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
SEMESTER I			
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)	Addl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Addl. Lan: Malayala Sahithyam I	4	4
SEMESTER II			
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
SEMESTER III			
ENG3A05	Signatures: Expressing the Self	5	4
ARB3A09	Adl. Lan: Reading Arabic Literature-II	5	4
MAL3A09	Adl. Lan: Malayalam Sahithyam-III	5	4
PSY3B01	Psychological measurement and testing	3	3
	Experimental Psychology Practical-I	2	*
PSG3C01	COMP: Human Physiology III	5	3
STA3C02	COMP: Probability Distributions and Parametric Tests	5	3
Audit Course	Human Rights/Intellectual Property Rights/Consumer Protection		
SEMESTER IV			
ENG4A06	Spectrum: Literature and Contemporary Issues	5	4
ARB4A10	Adl. Lan: Reading Arabic Literature-II	5	4
MAL4A10	Adl. Lan: Malayalam Sahithyam-IV	5	4
PSY4B01	Individual Differences	3	3
PSY4B02	Experimental Psychology Practical -I	2	4
PSG4C01	Human Physiology IV	5	3
STA 4C 02	Statistical techniques for psychology	5	3
Audit Course	Gender Studies/Gerontology		

Department Name :ENGLISH		Programme name: BA ENGLISH	
Course Code	Title of the Course	No of contact hours per week	No. of credit
SEMESTER I			
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
Semester II			
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
Semester III			
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 sahithyam 3	5	4
ARB3A09	Adnl Lan: Reading Arabic Prose and Poetry	5	4
Semester IV			
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
Semester V			
ENG5B07	Core: Appreciating Drama and Theatre	5	4
ENG5B08	Core: Literary Theory	5	4
ENG5B09	Core: Language and Linguistics	5	4
ENG5B10	Core: Indian Writing in English	5	4
ENG6B21	Project /Research Methodology	2	2
Open Paper			

Department Name : Tourism		Programme name: BTM	
Course Code	Title of the Course	No of contact hours per week	No. of credit
SEMESTER I			
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
SEMESTER II			
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
SEMESTER III			
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
SEMESTER IV			
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
SEMESTER V			
TTM5B09	Tourism Research Methodology	04	04
TTM5B08	Accommodation Operation	05	04
TTM5B07	Travel Agency and Tour Operations Management	05	04
TTM5B10	Airline and Cargo Management	04	04
TTM5B11	Principles and Practices of Management	04	04
	Open Paper	03	03

Department Name :TOURISM		Programme name: BTM	
Course Code	Title of the Course	No of contact hours per week	No. of credit
SMESTER VI			
TTM6B12	Marketing for Tourism and Hospitality	06	04
TTM6B13	Tourism Planning and Policies	06	04
TTM6B14	Emerging Concepts in Tourism	06	04
TTM6B15	Event Management and MICE Tourism	05	03
TTM6B16	Resort and Recreation Management		
TTM6 B17	medical and wellness tourism		
TTM6B18	Project/Internship	02	02

Department Name: Management		Programme Name: BBA	
Course Code	Title of the Course	No of contact hours per week	No. of credit
SEMESTER I			
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
SEMESTER II			
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
Semester III			
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
SEMESTER IV			
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
SEMESTER V			
BCM5B07	Accounting for Management	4	4
BBA5B08	Business Research Methods	4	3
BBA5B09	Operations Management	4	4
BBA5B10	Income Tax	5	4
BBA5B11	Financial Market and Institutions	5	4
BBA5D01	Open Course (for Students from Other Departments)	3	3

Department Name : COMMERCE		Programme name: BCom COOPERATION	
Course Code	Title of the Course	No of contact hours per week	No. of credit
SEMESTER 1			
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
SEMESTER 2			
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
SEMESTER 3			
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
SEMESTER 4			
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
SEMESTER 5			
BCM5B07	Accounting for Management	5	4
BCM5B08	Business Research Methods	4	4
BCM5B09	Income Tax Law and Accounts	5	4
BCM5B10	Co-operative Theory and Practice	4	4
BCM5B11	Legal Environment For Co-operatives	4	4
BCM5D01	Open Course (For students from other Departments)	3	3
SEMESTER 6			
BCM6B12	Income Tax and GST	6	4
BCM6B13	Auditing and Corporate Governance	5	4
BCM6B14	International Co-operative Movement	5	4
BCM6B15	Co-operative Management and Administration	5	5
BCM6B16	(PR) 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
SEMESTER I			
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
BCM1B01	Core: Business Management	6	4
BCM1C01	Comp: Managerial Economics	5	4
SEMESTER 2			
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
SEMESTER 3			
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
SEMESTER 4			
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
SEMESTER 5			
BCM5B07	Accounting for Management	5	4
BCM5B08	Business Research Methods	4	4
BCM5B09	Income Tax Law and Accounts	5	4
BCM5B10	Financial Markets and Services	4	4
BCM5B11	Financial Management	4	4
BCM5D01	Open Course (For students from other Departments)	3	3
SEMESTER 6			
BCM6B12	Income Tax and GST	6	4
BCM6B13	Auditing and Corporate Governance	5	4
BCM6B14	Fundamentals of Investments	5	4
BCM6B15	Financial Derivatives	5	5
BCM6B16	(PR) 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
SEMESTER 1			
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
SEMESTER 2			
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
SEMESTER 3			
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
SEMESTER 4			
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
OPEN COURSES FOR UG Vth Sem			
PE5D03	Open: Physical Activity Health and Wellness	2	2
TTM5D01	Open: Tourism and Hospitality Management	2	2
BOT5D02	Open: Applied Botany	2	2
BC5D01	Open: E-Commerce	2	2
ENG5D03	Open: English for Competitive Examinations	2	2
ZOL5D03T	Open: Applied Zoology		

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

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

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

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

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/-.

January						
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30	31					

Events

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April						
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May						
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Events

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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 :

NOTES

A series of horizontal dotted lines for writing notes.

TIME TABLE

MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

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.