

# **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 ||**  
**2022 - 2023**

Ph : 0494 297 3333, +91 751036 3333  
cpacollegeinfo@gmail.com  
www.cpacollege.ac.in

## CONTENTS

1. Prayer	5
2. A Brief Profile of the College	8
3. Managing Committee	10
4. Teaching Staff	11
5. Administrative Staff	13
6. Duties and Charges	14
7. Various Committees	15
8. Courses offered	24
9. Internal Evaluation	36
10. College rules and Regulations	40
I) Rules of the college	
II) Union and activities	
III) Election Rules	
IV) Union Festal	
V) Tour Programmes	
VI) Library Rules	
VII) Hostel Rules	
11. Calender 2022	42
12. Application for Leave	52
13. Application for TC & CC	52

## “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 നാഥന്റെ  
 രക്ഷയിൽ അക്ഷര ധ്യാനം തുടങ്ങാം.(2)  
 ആധിയും വ്യാധിയും ഇല്ലാതെ ഞങ്ങളെ  
 ആയുരാരോഗ്യരായ് കാത്തീടണേ (2)  
 അനുഗ്രഹിക്കൂ ..... വിശ്വൈക നാഥാ  
 അക്ഷര ദീപ്ത പ്രകാശം ചൊരിയൂ (2)  
 പ്രാർത്ഥിക്കുവിൻ ലോക നാഥൻ നാമത്തിൽ  
 പ്രാർത്ഥന സ്രഷ്ടാവിലേക്കുള്ള മാർഗ്ഗം (2)

**WORKING TIME OF THE COLLEGE**

Teaching Staff	: 9.20 am to 3.50 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 3.50 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
Third period	: 11.25 am to 12.20 pm
Noon interval	: 12.20 pm to 1.45 pm (1.30 hours)
Fourth period	: 1:55.00 pm to 2.40 pm
Fifth period	: 2.40 pm to 3.25 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 gone 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 infra-structure 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
<b>Department of English</b>				
Ms. Mary Haritha P T	Head of the Department	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, B.Ed, SET	9567489356	sumiaflu9@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
Ms. Lamees V P	Asst. Professor	MA, BEd, SET, NET	9746666686	lameeslemi@gmail.com
<b>Department of Arabic</b>				
Mr. Jafar K	Head of the Department	MA	9633762064	jafujafark@gmail.com
Mr. Muhammed Suhail P	Asst. Professor	MA Arabic, NET	7558959265	suhailpalathingal@gmail.com
<b>Department of Malayalam</b>				
Mr. Saleem Ahamed Shafi	Head of the Department	MA	9656328906	saleemshafi@gmail.com
Ms. Aswathy	Asst. Professor	MA, M.Phil	9656510751	aswathyc6666@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
<b>Department of Tourism</b>				
Mr. Muhammed Nishad C P	Head of the Department	MBA	9744824845,	cpnishadedappalam@gmail.com
Ms. Rahsina P	Asst. Professor	M.Com,BEd, SET	9605820058	rahsinamol@gmail.com
Ms. Aswathy	Asst.Professor	MBA Tourism	9544699258	aswathy6666@gmail.com
<b>Department Of Management Studies</b>				
Mr.Safeer Parayil	Head of the Department	MBA, M Phil	9995795054	parayilsafeer@gmail.com
Ms.Suhaila N P	Asst.Professor	M.Com, MBA	8137994454	suhailanp1997@gmail.com
Mr.Mary Joby Chungath	Asst.Professor	M.Com	9645795741	chungathkizhoor123@gmail.com
Ms.Basila Sharin Mangadan	Asst. Professor	B.Com, MBA	9645795741	chungathkizhoor123@gmail.com
<b>Department Of Commerce &amp; Management (Cooperation )</b>				
Ms.Bindu	Head of the Department	M.Com, Bed	9539194028	bindukrishnaponmala@gmail.com
Mr.Mohammed Jabir CV	Asst.Professor	M. Com	9656568847	jabirmohammed030@gmail.com
Ms.Saniyya	Asst.Professor	M.Com, NET	9495567999	saniyyanoufal@gmail.com
<b>PG Department of Commerce and Management (Finance)</b>				
Mr.Nizamudheen K K	Head of the Department	M.Com,M.Ed,NET,SET & M.A.Arabic	9947896637	nizamkk19@gmail.com
Mr.Ali Akbar MK	Asst. Professor	MBA	9895605723	mkaliakbar@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
Ms.Arya	Asst. Professor	MCom	6238302428	ariyathambi123@gmail.com
Ms.Nishija	Asst. Professor	M.Com Finance, NET	8138950277	nishyana786@gmail.com
<b>Department of Botany</b>				
Mr. Hamza PV	Head of Department	MSc, MPhil	9847054180	hamzapsmo@gmail.com
Ms. Maya R	Asst. Professor	MSc	9020287243	mavtaravunni@gmail.com
Mr. Prashob P	Asst. Professor	MSc, PhD, B.Ed	9037755906	prahobbotany@gmail.com
Ms.Priyanka T	Asst. Professor	Msc, MPhil	7025357840	priyankatvr2012@gmail.com
Ms. Visruthi Vijayan	Asst. Professor	MSc, PhD	9495646531	visruthivijayan@gmail.com
Ms. Shalimol A	Asst. Professor	MSc, PhD	9845444309	shalimol.anamika@gmail.com
<b>Department of Zoology</b>				
Mr. PT Ebrahimkutti	Head of the Department	MSc, Mphil	9995402712	ebrahimkuttipt@gmail.com
Mr.Vishnuprasad N	Asst. Professor	MSc Zoology,GATE	9995864167	vishnoprasadnatrasserri@gmail.com
Ms. Suneera Chukkan	Asst. Professor	Msc Zoology BEd,GATE	9331400400	suneerachukkan@gmail.com
Ms. Sajina V	Asst. Professor	Msc	9061115444	sajinajaleel9358@gmail.com
<b>Department of Psychology</b>				
Ms. Dhanya Nair	Head of the Department	MSc Psychology	9895 100502	waytodhanya@gmail.com
Ms.Linitha Zerín K	Asst. Professor	MSc Psychology	9656692855	linithazerin00@gmail.com
Ms.Muhsina VP	Asst. Professor	Msc Zoology	9745823281	muhsinachinnu1@gmail.com

Staff Name	Designation	Qualification	Mobile	Email
Ms.Sajitha KS	Asst. Professor	M.Com ,SET	8157012230	sajithaottapalam@gmail.com
<b>Dpartment of Food Technology</b>				
Ms. Aswathy VV	Asst. Professor	MSc Food Technology	8592018887	aswathyv1999@gmail.com
<b>Department of Chemistry</b>				
Ms. Shimna K	Asst. Professor	MSc, BEd, SET	9946243100	shimnaalthaf@gmail.com
Ms. Soorya H	Asst. Professor	MSc	9633730739	sooryahari98@gmail.com
<b>Department of Physical Education</b>				
Mr. Noorudheen MT	Asst. Professor	MPEd,BA. Mass communication	96453371766	noorupm79@gmail.com
<b>Language Lab</b>				
<b>Course Coordinator</b>				
Jaseela Thasneem.MV	Coordinator	M.A Philiosophy	7902817992	myjaseelathasneem@gmail.com

**ADMINISTRATIVE STAFF**

1. Mr. Ubaid T	Administrator	9847373228
2. Mr. Vasudevan Unni P	Superintendent	9447433269
3. Mr. Shaju Rahman T P	System Admin	9809558821
4. Ms.Sureela	Accountant	7994653166
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	9961430064
9. Mr. Haris CC	Driver, Office Assistant	9846430999
10. Mrs. Asiya K	Lab Assistant	9847612808
11. Mr.Humaid	Lab Assistant	812986032
11. Mrs. Sunitha M	Office Assistant	9645950617
12. Mrs. Usha Devi	Office Assistant	8156982650

**INTERNAL TELEPHONE DIRECTORY**

1.	Chairman	:	116
2.	Principal	:	104
3.	Vice Principal	:	103
4.	Administrator	:	105
10.	System Admin	:	112
5.	Superintendent	:	101
6.	Office	:	102
7.	Exam Room	:	117
8.	Update Hall	:	124
9.	Library	:	115
7.	Botany	:	106
8.	Zoology	:	107
9.	Commerce	:	108
11.	English	:	113
12.	Tourism	:	114

**DUTIES AND CHARGES 2020-21**

Principal	: Dr. Hussain K
Vice Principal	: Mr. Sadarudheen E
Chief Tutor	: Vice Principal
Nodal Officer	: Vice Principal
PTA	: Ms. Deepa
IQAC	: Mr. Safeer Parayil
	: Mrs. Mary Haritha PT
College Council Coordinator	: Mr. Nizamudheen K K
PRO	:
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. Ali Akbar, Nishad
Fine Arts Coordinator	: Mr. Subin K
Staff Editor	: Mr. Saleem Ahammed Shafi
Women Empowerment Cell	: Ms. Rahsina, Aswathi, Basila
Literary Club	: Ms. Asha P
Biodiversity Club	: Ms. Visruthi Vijayan
Grievance Redressal Cell	: Vice Principal
ED Club	: Ms. Bindu
Career Guidance Cell	: Mr. Nishad
Assessment & Evaluation	: Vice Principal
Audio Visual Club	: Ms Lamees
Chief Superintendent of Examination	: Mr. Nizamudheen K K
Additional Chief of Examination	: Mr. Ali Akbar & Subin K
Internal Exam Co-ordinator	: Mr. Ali Akbar M K
	: Exam Rep of all Dept
Students Scholarship	: Ms. Lamees
Returning Officer	: Mr. Mohammed Nishad
Anti-Ragging Cell	: Vice Principal
UPDATE Programme	: Vice Principal
Remedial Coaching Cell	: Mrs. Surya P.V
Alumini Association	: Mr. Nizamudheen
Parents Club	: Mrs. Sumayya
System Administrator	: Mr. Shaju Rahiman
College Calendar	: Ann Mariya & Shaju Rahiman
Heritage Club	: Mrs. Deepa M
Sports Council	: Mr. Noorudheen
Radio Club	: Mrs. Mary Haritha
Health Club	: Noorudheen MT
Adorno Club	: Mrs.Saniyya
NOTIZIA	: Mrs. Surya P V



Malayalam Club	: Mr. Saleem Ahamed Shafi
Arabic Club	: Mr. Suhail
Even Management	: Mr. Shaju Rahiman TP

### Department Association

Commerce Association	: Ms. Bindu R
Management Association	: Mr. Safeer Parayil
Tourism Association	: Ms. Aswathy C
English Association	: Mr. Ann Mariya Jose
Botany Association	: Prof. PV Hamza
Zoology Association	: Mr. Vishnu Prasad
AQLIS – Psychology Association	: Ms. Dhanya Nair

### Tutors

Bcom 1st (Fin)	: Mrs. Nishija
BCom 2nd (Fin)	: Ms. Arya
BCom 3rd (Fin)	: Mr. Ali Akbar
BCom 1st (Coop)	: Mrs. Bindu
BCom 2nd (Coop)	: Mrs. Saniyya
BCom 3rd (Coop)	: Mr. Mohammed Jabir
BBA 1st	: Ms. Basila
BBA 2nd	: Ms. Suhaila
BBA 3rd	: Ms. Mary Joby Chungath
Mcom 1st	: Mr. Nizamudheen
MCom 2nd	: Mr. Safeer Parayil
BSc (Zoology) 1st	: Ms. Suneera Chukkan
BSc (Zoology) 2nd	: Ms. Sajna V
BSc (Zoology) 3rd	: Mr. Vishnu Prasad N
BSc (Botany) 1st	: Ms. Maya R
Bsc (Botany) 2nd	: Mrs. Shali Mol A
BSc (Botany) 3rd	: Mr. Proshob P
MSC Botany 1st	: Ms. Priyanka T
Msc Botany 2nd	: Ms. Visruthi Vijayan
BA English 1st	: Mrs. Sumayya CP
BA English 2nd	: Mr. Muhammed Shanif
BA English 3rd	: Mrs. Asha P
MA English 1st	: Mrs. Lamees
BTTM 1st	: Mr. Nishad
BTTM 2nd	: Mrs. Aswaty
BTTM 3rd	: Mrs. Rahsina
BSc Psy 1st	: Mrs. Linitha Zerine K
BSc Psy 2nd	: Ms. Sajitha KS
Bsc Psy 3rd	: Mrs. Dhanya Nair
Food Technology	: Aswaty
Language Lab	:

## 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. Safeer Parayil (Dept.of Commerce)  
: Ms.Mary Haritha PT (Dept. of English)

### 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 ( 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.AliAkbar (Dept.of Commerce & Management)

### **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  
(Dept of English)

## ALUMNI ASSOCIATION

The concept of alumni association is to provide a forum for 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 (Dept.fo Commerce & Management )

## 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 result and they are also encouraged to visit the college for review of the progress of their results on a regular basis.

Chief Tutor : Vice Principal  
Co-ordinator : Mrs. Deepa M (Dept.of English)

## 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& Management)  
Additional Charge : Mr.SubinK (Dept.of Commerce& Managment)

## 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.

Convenor : Ms.Bindu (Dept. Commerce & Management)

**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 : Mrs. Asha P (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  
(Depart of Commerce &  
Management )

**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. Visruthi Vijayan (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 (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 : Mrs. Rahina P (Dept.of Turisam)  
Mrs. Aswathy (Dept.of Turisam)  
Mrs. Basila (Dept.of Commerce  
& Managment)

## **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  
(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.



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

Coordinator : Mrs. Saniyya

## **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. Noorudheen MT  
( Dept. of. Phy. 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. Noorudheen MT  
( 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. Noorudheen MT  
( 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. Lamees VP (Dept.of 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. Muhammed Nishad (Dept. of Tourism)

## **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 : Mr.Saleem Ahamed Shafi (Dept.of 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. Suhail P (Dept.of 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 : Mrs. MaryHaritha (Dept .of English)

**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 : Mrs. Deepa M (Dept.of 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 : Mrs. Surya PV (Dept.of English)

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</b>			
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
<b>SEMESTER VI</b>			
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
<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
<b>SEMESTER III</b>			
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
<b>SEMESTER IV</b>			
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
<b>SEMESTER I</b>			
	Com Course : English	4	3
	Com Course : English	5	3
	Com Course : Additional language	4	4
ZOL1B01T	Animal diversity non-chordata Part 1	2	2
	Complementary Course : Chemistry	3	2
	Complementary Course : Zoology	2	*
	Practical Zoology	2	*
	Practical Chemistry	2	*
<b>SEMESTER II</b>			
	Com Course : English	4	4
	Com Course : English	5	4
	Com Course : additional language	4	4
ZOL2B02T	Animal diversity non-chordata part II	2	2
	Complementary course : Chemistry	2	2
	Complementary course : Botany	3	2
	Practical Zoology	2	*
	Practical Botany	2	*
	Practical Chemistry	2	*
<b>SEMESTER III</b>			
	Com Course : english	4	4
	Com Course : Additional language	5	4
ZOL3B03T	Animal Diversity chordata Part 1	3	3
	Complementary Course : chemistry	3	2
	Complementary Course : botany	3	2
	Practical Zoology	2	*
	Practical Botany	2	*
	Practical Chemistry	2	*
<b>SEMESTER IV</b>			
	Common Course : English	5	4
	Common Addition Language	5	4
ZOL4B04T	Animal diversity chordata Part II	3	3
	Complementary Course : Chemistry	3	2
	Complementary Course : botany	2	4
	Practical botany	2	4
	Practical chemistry	2	4

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</b>			
ZOL5B06T	Cell biology and genetics	3	4
ZOL5B07T	Biotechnology, Microbiology, immunology	4	4
ZOL5B08T	Biochemistry and molecular biology	4	4
ZOL5B09T	Methodology in Science, bio statistics	3	4
	Bioinformatics	3	4
	Open Course	3	3
	Core Practical	2	4
	Core Practical	2	4
<b>SEMESTER VI</b>			
ZOL6B10T	Physiology and endocrinology		
ZOL6B11T	Reproductive and developmental biology	3	3
ZOL6B12T	Environmental and developmental biology	3	3
ZOL6B13T	Ethology Evolution And Zoogeography	3	3
	Elective Course		
	Core Practical		
	Core Practical		
	Project and Field Study		

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
PSG1C01	Comp: Human Physiology-I	4	4
STA1C02	Comp: Descriptive Statistics	4	3
ARB1A07(1)	Adl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Adl. Lan: Malayala Sahithyam I	4	4
<b>SEMESTER II</b>			
ENG2A03	Writing for Academic & Professional Success	4	3
ENG2A03	Com: Zeitgeist: Reading on Contemporary Culture	5	4
ARB1A08(1)	Appreciating Arabic Language	5	4
MAL2A08(1)	Adl. Lan: Malayala Sahithyam II	5	4
PSY2C01	Comp: Human Physiology	2	2
PSY2B01	Core: Basic themes in Psychology-II	4	3
STA2C02	Comp: Regression Analysis and Probability theory	4	3
<b>SEMESTER III</b>			
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
<b>SEMESTER IV</b>			
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
<b>SEMESTER IV</b>			
PSY5B01	Abnormal Psychology -I	3	3
PSY5B02	Social Psychology	3	3
PSY5B03	Developmental Psychology-I	3	3
PSY5B04	Health Psychology	3	3
CHOICE I	Open Course		3
PSY5D01	-Psychology and Personal Growth		
CHOICE II	-Life Skill Applications		

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
CHE -III	-Children and Adolescent Mental Health		
PSY5D03	Experimental Psychology Practical II	3	***
	Experimental Psychology Practical III	3	***
	Project	1	*
<b>SEMESTER IV</b>			
PSY6B01	Abnormal Psychology II	4	3
PSY6B02	Applied Social Psychology	4	3
PSY6B03	Developmental Psychology II	3	3
PSY6B04	Life Skill Education : Application and training	3	3
PSY6B05P	Elective course	3	3
SY6B05-01	Oragnistional Behaviour		
PSY6B05-0	Psychology of Criminal Behaviour		
PSY6B05-04	Educational Psychology		
PSY6B05-05	Foundations of Behaviaoural Science		
PSY6B05-06			
PSY6B06	Experimental Psychology Practical - II	3	4
PSY6B07	Experimental Psychology Practical-II	3	3

Department Name: Bsc Food Technology		Programme name: Bsc Food Technology	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER I</b>			
A01	English Language I	4	3
A02	English Language II	5	3
A07	Second Language	5	4
FTL 1 B 01	Perspectives of Food Science & Technology	1+2(P)	2+13/17
PHY 1 C 01	Complementary Physics(T) I Complementary Practical2	2	2
CHE 1 C 01T	complementary chemistry(T) I	2	2
CHE1C01P	Complementary Practical	2	
<b>SEMESTER II</b>			
A03	English Language	4	4
A04	English Language	5	4
A08	Second Language II	5	4
FTL 2 B 03	Food Microbiology I	1+2(P)	1+2=3
PHY 2C 02	Complementary Physics(T) II Complementary Practical	2	2
CHE 2C 02T	PComplementary chemistry(T) I	2	2
CHE 2C 01	Complementary Practical	2	2
<b>SEMESTER III</b>			
A11	Common General Course I	4	4
A12	Common General Course II	4	4
FTL 3 B 05	Food Engineering	3	3
15FIL3B06(P)	Food Processing & Preservation	4	-
PHY 3C 03	Complementary Physics(T)III Complementary Practical2	3	2
CHE 3C03T	Complementarychemistry(T) III	3	2
CHE 3C 01	Complementary Practical		
<b>SEMESTER IV</b>			
A13	Common General Course III	4	4
A14	Common General Course Iv	4	4
FTL 4 B 07	Food Chemistry & Analytical Instrumentation	3	4
FTL 4 B 08P	Food Chemistry & Analytical Instrumentation	4	3
PHY 4C 04	Complementary Physics(T) IV	3	2
CHE 4C 05T	Complementary Practical	2	4
CH4C04T	Complementary chemistry(T) IV	3	2
CHE 4C05P	Complementary Practical12	2	4

Department Name: Bsc Food Technology		Programme name: Bsc Food Technology	
Course Code	Title of the Course	No of contact hours per week (Theory+Practical)	No. of credit
<b>SEMESTER V</b>			
FTL 5 B 09	Food Microbiology II	3	3
FTL 5 B 10	Cereals, Pulses and Oil seeds Technology	5	4
FTL 5 B 11	Food Preservation & Packaging Technology	5	3
FTL 5 B 12P	Cereals, Pulses and Oil seeds Technology	4	-
FTL 5 B 13	Food Microbiology II	3	-
FTL 5 B 14	Analysis of foods	3	2*
FTL 5 D 01/ 02 / 03	01. Technology of Spices 02. Fruits and Vegetables Processing 03. Food & Health	2	3
<b>SEMESTER VI</b>			
FTL 6 B 15	Dairy Technology	4	3
27FTL 6 B 16	Technology of Animal Food	3	4
FTL 6 B 17	Food safety, Food laws & regulations	4	4
FTL 6 B 18	Technology of Fruits, Vegetables, Spices & Plantation Crops	4	4
FTL 6 B 19P	Technology of Fruits, Vegetables, Spices & Plantation Crops	4	3+2=5
FTL 6 B 20P	Technology of Animal Foods	4	5
FTL 6 B 2Pr	Project work	2	2

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</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)	Addl. Lan: Language Skill in Arabic	4	4
MAL1A07(1)	Addl. 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
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>			
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 :ENGLISH

Programme name: BA ENGLISH

Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER VI</b>			
ENG6B11	Core: Voices of Women	5	4
ENG6B12	Core: Classics of World Literature	5	4
ENG6B13 Resar	Core: Film Studies	5	4
ENG6B14	Core: New Literatures in English	5	4
ENG6B17	Core: Writing foe the Media	3	3
ENG6B22	Project /Research Methodology	2	2



Department Name :MA ENGLISH

Programme name: MA ENGLISH

Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER I</b>			
ENG1C01	Core British Literature from Chaucer to 18th century	6	5
ENG1C02	Core British Literature - 19th century	6	5
ENG1C03	Core History of English Language	6	5
ENG1C04	Core Indian Literature in English	6	5
<b>SEMESTER II</b>			
ENG2 Co5	Core Twentieth century British Literature up to 1940	6	5
ENG2C06	Core Literary Criticism and Theory - Part 1 (up to New Criticism)	6	5
ENG2 Co7	Core American Literature	6	5
ENG2 C08	Core Postcolonial writings	6	5
<b>SEMESTER III</b>			
ENG3 Co9	Core Twentieth century British Literature post 1940	6	5
ENG3C10	Core Literary Criticism and Theory - Part 2	6	5
ENG3E01	Elective Shakespeare Studies	6	5
ENG3E03	Elective Women's Writing	6	5
<b>SEMESTER IV</b>			
ENG4 C11	Common English Literature in the 21st Century	5	4
ENG4P01	Common Dissertation / Project	5	4
ENG4V01	Core Comprehensive viva-voce	5	4
ENG4 E10	Comp Film Studies	5	4
ENG4 E18	Compl. Malayalam Literature in English Translation	5	4

Department Name : Tourism

Programme name: BTMM

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</b>			
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: BTTM

Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER VI</b>			
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
<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
BBA1B01	Core: Management Theory and Practice	6	4
BBA1C01	Comp: Managerial Economics	5	4
<b>SEMESTER II</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</b>			
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: BBA

Course Code	Title of the Course	No of contact hours per week	No. of credit
<b>SEMESTER VI (OLD)</b>			
BBA6B12	Organisational Behaviour	5	4
BBA6B13	Management Science	5	4
BBA6B14	Project Management	3	2
BBA6B16	Financial Services	5	4
BBA6B15	Investment Management	5	4
BCM6B16 (PR)	Three Weeks Project and Viva-Voce	2	2

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>			
BCM1A01	COMMON PAPER : English	4	4
BCM1A02	COMMON PAPER : English	5	3
BCM1A07	Language	5	4
BCM1B01	Core : Business Management	6	4
BCM1C01	Comp: Managerial Economics	5	4
<b>SEMESTER 2</b>			
BCM2A03	Common English	4	4
BCM2A04	Common English	5	3
BCM2A08	Language	5	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	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
<b>SEMESTER 6</b>			
BCM6B12	Core : Income Tax and GST	6	4
BCM6B13	Core : Auditing and Corporate Governance	5	4
BCM6B14	Core : International Co-operative Movement	5	4
BCM6B15	Core : Co-operative Management and Administration	5	5
BCM6B16	Core Project	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)	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
<b>SEMESTER 2</b>			
ENG2A03	English	4	3
ENG2A04	English	5	4
ARB2A08(1)	Appreciating Arabic Language	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</b>			
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
<b>SEMESTER 6</b>			
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
<b>SEMESTER I</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: 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

- |                                  |      |
|----------------------------------|------|
| 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
<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

## **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.

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.

## **CPA COLLEGE OF GLOBAL STUDIES**

### **RULES AND REGULATIONS**

1. Dress code. Students should wear prescribed uniform. No T shirts, skirts, leggings, jeans, frocks and high tops are allowed in the campus. Try to use shoes and no ordinary slippers allowed in any way. Dress neatly when you come to the college.
2. Students should wear uniforms and identity cards or badges in the campus. They will not be allowed to sit in the class without uniform and badges. During festival occasions the student can have colour dress with the consent of the principal. However, identity cards are compulsory.
3. The students should reach the campus before 9.25 a.m and remain in the classes. Late coming in the college is not allowed. It may lead to loss of attendance. Punctuality will lead to success in the life.
4. Wish each other with good morning, namaste or salam. Just raise your hands during salutations. Wish all the teachers irrespective of their departments.
5. There will be a prayer for the college.. When the bell for the prayer is rung, everyone should stand up in silence. Those who entered in the campus also have to stop walking and stand in silence till the prayer is over.
6. Wandering is not allowed. You can sit either in the loan, library or in the prescribed places. You are not allowed to go out of campus even in lunch time without the permission of the principal
7. Once the student is entered in the campus he will not be allowed to go out of the campus without the permission card of the Principal
8. No rude behavior in the campus is allowed. Be clean, tidy and pleasing in appearance Keep always friendship among yourselves. Any kind of hatred, whether it is senior junior

- issue, politics, religion, or gender issue, will be dealt with severely.
9. Behave neatly with teachers, administrative staff , security and cleaning staff. Any ill behavior towards them will cause suspension from the college.
  10. Avoid unnecessary talks in the class. Keep silence in the library, labs and loan during class hours. Wish your friends and teachers and staff with a smile.
  11. Maintain smartness and good behaviour in the campus and outside. Use standard language when converse and talk smartly. Shouting, howling and unnecessary voices are to be avoided
  12. **Party politics is prohibited in the campus. The students are not allowed to distribute any notice connected with religion or politics in the campus.**
  13. The union election of the college is held in parliamentary mode, electing class representative first and the union will be elected from among the representatives.
  14. The union is bound to follow the rules and regulations of the college. They had to follow the advice of the principal and student advisor in all the activities. No funds will be collected without the decision of the union and the consent of the principal
  15. The college maintains many other co curricular activities. The students should participate with enthusiasm in maximum programmes. Idleness and disinterest will lead you nowhere. Participate in competitions, arts or literature and utilize maximum the campus vibes.
  16. Take care of the college property. Keep the campus clean Use litter boxes to keep the garbages. Disfiguring or writing on the walls, benches, doors and desks are punishable. Any lost things or money are found, they should be brought to the principal

17. If there is any special need for college properties such as hall, vehicle, class rooms for academic purpose , an application should be forwarded through tutor to the principal
18. The whole campus is under surveillance. Beware that you are observed everywhere
19. Students should avoid deposit chewing gums and sweets on the floor after use. No cakes are allowed to cut in the class rooms, to avoid the remains being pasted on the furniture and the walls.
20. Every one shall use the property of the college with care and preserve the cleanliness of the furniture, building and the campus.
21. Meetings and fund collection which are not connected with college business are not allowed except with the permission of the principal
22. No guests or friends are allowed in the campus without permission.
23. **Ragging will be severely dealt with. Those who spread hatred in the campus will be suspended at once and the cases will be reported to the police immediately. The culprits will be barred in attending classes or writing examinations for three consecutive years. Case will also be registered in the court. Any kind of enmity among the students will be considered as ragging irrespective of junior or senior and no compromise or recommendations will be entertained.**
24. Notices, books or magazines will not be distributed in the campus without the consent of the principal.
25. Smoking, consumption of tobacco, pan-masala, liquor, drugs

- etc are not allowed in the campus. The students are expected to follow this restriction outside the campus also.
26. The two-wheelers have to wear helmet. They should possess a valid driving license. Rash driving or roaring sounds of the bikes and travelling with more than allotted persons are not allowed. The vehicle must be parked in the allotted space only. Vehicles other than bikes will not be allowed in the campus except those of the teachers, visitors, guests, parents and differently abled.
  27. **Fees: The parents have to take care of remitting fees in time. Fees should be remitted within ten days of the commencement of the semester. The students will be informed the date of the fees and the last date of the remittance through their whatsapp groups. Students will lose their attendance for the late remittance**
  28. Parents should attend the meetings regularly, otherwise it will affect the students. They should contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.
  29. Additional Courses: UPDATE is mandatory to the degree students. Students can choose to add on programmes like Diploma in Logistics, Accounting courses, and IATA programmes with Internationally accredited certificates
  30. Canteen: Keep discipline in the canteen, Behave with the canteen staff politely. If any complaints exist inform the principal.
  31. The students who reside in the hostels have to follow the hostel rules strictly
  32. You can meet the principal anytime, but if you are coming with any representation or complaints, enter only two or three persons in the principal's room and discuss the matter to find a suitable solution.
  33. Students should be attentive of the Scholarships given by the



management, Government and other agencies.

34. The grievance redress cell can be approached in case of any grievance or complaint.

### **LEAVE AND ABSENCE**

1. No student will be allowed to be absent herself/himself from the college without permission from the tutor.
2. Anyone who is not present in the class when attendance is taken will be marked as absent
3. Students have to obtain parent's signature preferably from father in the leave letter.
4. The absence of one hour or more in a session will be marked as absent for half a day.
5. The students should not be absent themselves particularly when the college works on Saturdays.
6. In case of being absent due to unforeseen cause, application for leave must be submitted as soon as possible, and never late than the first day of return to the college.
7. If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor as soon as he come to the college.
8. Medical certificate submitted late, will not be considered.
9. No leave will be granted for monthly tests and model examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
13. No student should be absent herself/himself on the first and last working day of the college.
14. The students should earn at least 75% of attendance to appear for university exams.
15. Enmasse leave by students or abstaining from classes for whatever reason will be strictly viewed
16. You will lose semester itself if you have no required attendance.
17. 15days continuous absence will bring your removal from the class.

### **EXAMINATIONS**

1. The students should clear all dues and fees before remitting their examination fees.
2. Students should attend the class tests, internal examinations and model examinations without fail. Malpractices will be strictly dealt with.
3. Students coming late in the examinations hall will not be allowed to write the exams.
4. Talking in the examination hall, bring paper pieces or using mobile phones or other devices will be treated as malpractices. Students who come without hall tickets also will not be allowed to write exams.

### **MOBILE PHONES**

1. Mobiles phones should be kept in silence during class hours (9.30am to 3.15pm) and can use only with the consent of the respective teachers.
2. At library the consent of the librarian is necessary to use mobiles
3. The phones of the defaulters will be taken out by the staff and it will given back after seven days only with the parent appear before the vice principal and sign the application

### **UNION AND ACTIVITIES**

1. Every College affiliated to the University of Calicut shall have a College students' Union called (Name of the College) Union
2. There will be following General members-Union Chairman, Vice Chairman, Secretary, Joint secretary, Student Editor, Fine Arts Secretary, General Captain and University Union member, one/800 students. Vice Chairman and Joint secretary posts are reserved to the girls. Besides there will be year-wise representatives, class representatives and department association members. No student of the final year class of any course of the college shall be eligible to contest the election as

- the Chief student Editor of the college Magazine,
3. The term of the Union shall generally be one year from the date on which the union assumes office or till the date of the elections to the Union in the subsequent year, whichever is earlier. However, a member or an office-bearer will cease to be a member or office-bearer (as the case may be) if he/she ceases to be a student of the College. However: this will not apply to the University Union Councilors, who will be governed by the Constitution of the University Union.
  4. A Staff-Advisor nominated by the President (Principal) in consultation with the Executive Committee.
  5. The Principal will be the Ex-officio President of the Union and shall have the authority to suspend any or all activities of the Union, with the prior approval of the Vice Chancellor, if in his opinion circumstances warrant such action.
  6. There shall be an executive Committee for the Union with the following office-bearers: i) The President of the Union, ii) The Chairman, iii) The Vice-Chairman, iv) The secretary, v) The Joint Secretary, vi) The University Union Councillor/ Councillors, vii) The Chief Student Editor, viii) The Secretary Five Arts ix) The General Captain for Sports & Games, . x) The staff advisor
  7. The elections to the college Union Council shall be held in all the colleges in the University on a day to be fixed by the Vice-Chancellor of the University. If, however, the election in any college could not be conducted on that day, it can be conducted on a subsequent day with the permission on the Vice-Chancellor.
  8. Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.

### Activities

1. The Union should organize activities connected with the overall development of the students and institution.
2. For any programme the student members should discuss with the advisor and a project has to be prepared and submitted to the principal
3. The fund for the programme is to be met from the union activity fund contributed by the students at the beginning of the year. The amount of the fund can be recommended by the union and decided by the principal
4. The common festivals permitted in the college are the following. These have to be organized as per the academic calendar
  - Freshers' day
  - Onam
  - Keralappiravi
  - Union inauguration
  - Union Festival
  - Christmas and New Year
  - Ishal fest (During Bakrid)
  - Sports and Games
  - Annual day
  - Events organized by the college
  - Convocation Ceremony
  - Alumni meet

The above ceremonies are limited to availability of time. The union has to decide the date of the events earlier in a Union meeting in the presence of the advisor and submit the proposal with estimate to the principal

7. No activities will be allowed without the prior consent of the principal
8. The coordinators are to submit income and expenditure of the programmes within one week of the programme to the Vice Principal

9. Indiscipline from the part of the students may lead to the adjournment of the programme
10. The Coordinators have to document each and every programme in the authorized software.
11. The above rules can be amended or annulled if there is any sufficient reason for the same.

### **ELECTION RULES**

1. The college follows Parliamentary system of election, electing the class representative first in the morning and electing the union from the class representatives.
2. Students will not be allowed to contest in the election in the name of any organizations or political parties or their organs. They have to contest individually
3. The students who contest the election should be of academic merit without having arrears and obtained no punishments or suspensions from the college and without criminal cases against them. They should be regular in the classes abiding the rules and regulations and with quality of leadership. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
4. The election process will be according to the instructions of the university.
5. The election should be held in peaceful manner. Those who break the law will be suspended from the college with immediate effect.
6. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
7. During the period of the elections no person, who is not a student on the rolls of the college, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student

- organisation, violating this rule shall be subject to disciplinary proceedings.
8. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
  9. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above. Notice or posters will not be affixed inside the campus.
  10. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
  11. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of college property.
  12. No processions or public meetings are allowed in the campus as part of election. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited. Do not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day. Do not hand out any propaganda on the polling day.
  13. No candidate shall indulge in, nor shall abet, any capacity,

which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious nor linguistic, or between any group(s) of students

14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college / university authorities may also take appropriate disciplinary action against such a violator.

### **UNION FESTIVALS**

- 1 Eligibility of Participants: Participation in the Festivals is open to all bonafide full time students, who are enrolled in the Colleges affiliated with the University for undergraduate or post-graduate degree which is of a minimum duration of one academic year & whose examination is conducted by the University.
- 2 The participants have to fill the prescribed performa and submit to the teacher in charge of arts after getting signed by the class tutor.
- 3 All the Participants have to show their College/Institute Identity Cards before the participation in competition
- 4 Use of Fire Arms and Fire on stage during any event or entire duration of festival is strictly prohibited.
- 5 Proper Screening should be taken by the Festival committee of the participant before finalization of Team/Contingent/Participants/Events.
- 6 The items or the events presenting on the stage should be with moral lessons. No items affecting the cultural ethos of the society will be allowed. No items which hurt the pluralism or harmony will be tolerated.

## TOUR

- 1 Study tours are a part of co curriculum and the students are to be encouraged to organize tours once in three years. The tours are to be organized within the rules and regulations of the college.
- 2 For the Degree students other than BTTM there will be an all India tour in the last semester. For BTTM a major tour will be there in every year. The classes can organize study tours whenever necessary .
- 3 For facilitating the tours the college will have a tour council will be formed every year with Principal as the Chairman, HOD of the Department of Tourism as the coordinator and HODs of the different departments as the members. The chairman of the college will be the ex officio member of the council.
- 4 Tours have to be organized in October/November/December months. Care should be taken to take minimum working days for the tour. A tour committee has to be formed with a teacher as Director and a student as convener. It is the duty of this committee to decide the place, itinerary, stay, travel etc. The tour committee is to be headed by respective tutor of the classes. He/ she should be there to lead the tour.
- 5 The tour committee has to submit their proposal to the HOD and HOD has to submit the same to the college coordinator of the rule. He has to submit the proposal after discussing with the tutor and add changes if any and the final draft has to be submitted to the vice. The Vice Principal will give the final consent for the tour
- 6 The tutor have to collect the consent letters from the parents before the tour. He has to give details of itinerary and package and other preparations to the coordinator. He also should submit the list of the



- students and accompanying teachers with mobile number to the Vice Principal
- 6 10:1 is the number of the teachers who have to accompany the students, For the girls there should be women faculties. The accompanying teachers should include the tutor and those of the respective classes. If any change in the pattern is needed, prior consent has to be taken from the Vice Principal
  - 7 No family members or friends of the teachers, or the friends of the students are allowed to accompany the tour. However the parents can accompany with the consent of the Vice Principal
  - 8 The tutor should keep the copies of the name of the students and accompanying teachers with them in order to produce before any institution or firm or before the authorities.
  - 9 Keeping liquor or narcotics during the tour is strictly prohibited. Those who keep or use them will be suspended from the tour
  - 10 The tutor had every right to take immediate action if any one who behave contrary to the rules and regulations or incline to any indiscipline or make issues making hindrance to the smooth conduct of the tutor.
  - 11 The tutors should keep necessary medicines and first aids during the tour. The students with serious diseases or pregnancy will not be registered for the tutor. If the tour is to any cool places necessary precautions will be taken by all the members. Street and impure foods should be avoided. Sufficient drinking should be kept by everyone.
  - 12 During the tour the students should behave with others modestly and no one enter in other's rooms without consent. Don't make disturbance to others or to the owners or to those who reside in the adjacent rooms.

- Don't take photographs without consent.
- 13 Don't keep expensive articles or ornaments while on tour. Keep
  - 14 your luggage in comfortable rolling boxes.
  - 15 After returning from the tour it is the duty of accompanying teachers to assure that the students had reached home. Girl students are to be given safe travel facilities to reach home.
  - 16 Within fifteen days after the tour the student convener must submit a tour report to the Head of the department. The report should be added with the opinion and suggestions of the students, photos and the accounts of the tour.
  - 17 The students have to bear the tour expenses of the teachers. The students are also take care to share the expenses of the poor students. The fund balance can be utilized for student welfare purposes after taking a decision by the majority of the tour committee

### **LIBRARY RULES**

1. All the faculty staff & Student of the inotieule are entitled to become Library Member & 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.
  - 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/-.

### **HOSTEL RULES**

- 1 The Hostel is ordinarily available to girls from the opening of academic year. They can stay in the hostel till their final examinations last
- 2 The students who want to join in the hostel should fill up the application form and submit in the office with an advance of Rs.5000/- The monthly fees for the hostel is Rs1000/- which has to be paid before the 10th of every month. (Fines will be imposed on late fees)
- 3 The students have to request the warden/Matron in writing or message through whatsapp group, if they go out of hosel.
- 4 No one t will be allowed to go out of hostel after six 'clock evening
- 5 No other students except the inmates will be allowed to enter the hostel.
- 6 Only parents or nominated ones by students will be allowed to sign in the hostel register
- 7 The students can go home during holidays with the consent of the warden
- 8 The parents or nominated persons should sign the register to take the students to home
- 9 Married students can go home with their husbands/parents
- 10 Residents must bring their own crockery and cutlery for use in their rooms.
- 11 Each resident must bring her own mattress, pillow, blanket, bucket and mug The Hostel will not provide these items.
- 12 Residents can bring their own laptops. They will themselves be responsible for their safety.
- 13 Cooking is prohibited in the rooms.
- 14 Every resident is responsible for proper maintenance of Hostel property. She will be charged three times of the actual cost of the damaged item of the Hostel property they use,

- individually or collectively, as the case may be.
- 15 The responsibility of keeping their rooms clean and tidy will rest with the residents.
  - 16 No resident is allowed to shift from the room allotted to her to another room. However, the administration shall have the right to shift any resident to another room. No furniture should be shifted from one room to another without prior written permission of the Hostel authority.
  - 17 Residents are required to pay their outstanding dues to obtain a "No Dues' Certificate which, as per University decision, will be required for obtaining admission for their respective annual examinations.
  - 18 Forcible eviction, if needed, shall be undertaken by an Eviction Committee constituted by the Principal.
  - 19 Admission shall be terminated in the case of a resident against whom disciplinary action has been taken by the College/Department/Hostel
  - 20 Lights and fans should always be switched off when leaving the rooms, common room, library, computer room, etc.
  - 21 The residents are to keep their rooms locked when they leave the room. The Hostel is not responsible for loss of valuables due to theft or fire. However, any case of theft is to be reported immediately
  - 22 only to the Hostel authorities. In no case will the resident report the matter directly to the police.
  - 23 Residents should intimate in writing to the office immediately any changes in the addresses and telephone number of parents, and in case of local guardian, duly verified by the parent/s.
  - 24 The Principal, Warden, Coordinator of Women Empowerment Cell or their nominee(s) shall have the right to enter the residents' room to make a surprise check or for an inquiry/ search, as and when considered necessary.
  - 25 Residents are expected to give due respect to the Hostel staff

- (office employees, mess, security staff, etc.). If and when a resident encounters any problem with or notices any lapse on the part of any employee, she may report the same to the Principal
- 26 No notices can be put up on the Notice Board of the Hostel without written permission. Fixing of unauthorized bills, posters or notices in any of the public spaces within the Hostel and college premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline.
  - 27 Residents are expected to come to the dining space, toilets, college premises and the Office properly dressed.
  - 28 Residents are expected to actively participate in the various Hostel activities, including cultural activities, library and maintenance of garden, any other duty assigned to the resident/s by the authorities
  - 29 The residents are not allowed to privately engage any person for personal services. No employees of the Hostel/ contract staff should be asked to do personal jobs by any resident. General complaints regarding civil/ electrical work on the floor and the food items should be reported in writing to the Principal with a copy to the Resident Tutor/ Warden.
  - 30 No food or dirty utensils are to be left in the pantries. All thrash is to be thrown in the dustbins provided for this purpose
  - 32 Residents who discontinue their studies in the middle of the session shall inform the Hostel office in writing and vacate the Hostel accommodation immediately after clearing all the dues.
  - 33 Residents are required to keep their Identity Cards ready for inspection by the Security Guards and Hostel authorities.
  - 34 Any complaint/ suggestion with respect to food, maintenance, and cleanliness should be channelled through the Warden.
  - 35 Violation of the rules could lead to strict disciplinary action, including expulsion from the hostel









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

### Events

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



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

### **Events**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



**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.