



College of Arts & Science

(Affiliated to MG University, Kottayam, included U/S 2 (f) of UGC Act)

NAAC Accredited with 'B' Grade

Pezhakkappilly P.O., Muvattupuzha - 686 674

Tel : 0485-2811607, 2813910, 2814231

ESTD : 1995

www.ilahiaartscollege.org, ilahiacollege.info

Email:ilahiaartscollege@gmail.com



COLLEGE HAND BOOK 2020 - 2021

Name

Programme.....Semester.....Roll No.....

Name of Guardian.....

Name of Proctor.....

Home Address.....

.....

.....

Blood Group..... Phone

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COLLEGE AT A GLANCE

- ✧ First Self Financing College in Kerala Accredited by NAAC with 'B' grade
- ✧ Owned by Ilahia Trust, Muvattupuzha
- ✧ Affiliated to M G University, Kottayam
- ✧ Listed U/S 2 (f) of U G C Act
- ✧ Having Community Minority Status
- ✧ INFLIBNET, U G C Network Resource Centre
- ✧ An ISO 9001 Certified Institution

Manager : Jb. M. Abdul Khadir 9496120871
 Chairman : Jb. M.K. Sayed Muhammed 9447914330
 Principal : Dr. Francis Cyriac E 04822 240284,
 9447473866, 9447776747
 E-mail: ferchalil@yahoo.com
 Vice Principal : M.S. Shajahan 9447196221, 9947564500
 Teaching Staff : 64 Nos.
 Administrative Staff : 38 Nos.

Courses offered :

8 UG Programme & 7 PG Programme

UG Programme

BBA
 BCA
 B.Sc Electronics
 B. Com Model I Computer Application
 B.Com Model II Computer Application
 B.Com Model II Finance & Taxation
 BA English
 BA Economics
 BSc. Psychology

PG Programme

M.Sc Computer Science
 M.Sc Electronics
 M.Com Finance
 M.Com Marketing
 MA English
 MA Economics
 BLISc

AL- FATHIHA

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 Judgment'
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 of those who go astray

AAMEEN

MORNING PRAYER

In the name of Allah,
The Compassionate
The Merciful.

Praise be to Allah,
The Cherisher and Sustainer of the World
The Compassionate, The Merciful.
Master of the Day of Judgment.
You alone we worship,
and you alone we pray for help
Guide us to the right path
The path of those whom you have favoured,
Not of those who have incurred Your wrath,
Nor of those who have gone astray

AAMEEN

Motto: Inspired Learning High Achievement

THE VISION

AN INSTITUTION OF
INTERNATIONAL
STANDARDS,
ROOTED IN
TRADITIONAL VALUES
WITH GLOBAL
PERSPECTIVE

THE MISSION

A CENTRE OF
EXCELLENCE
COMMITTED
TO THE
PERFECTION
OF THE HUMAN
PERSONALITY

Quality Policy

- “To excel at imparting curricular, co- curricular and extra curricular education and training to under graduate and post graduate students and to have continual improvement so as to achieve and sustain societal acceptance and distinguishable goals.”

OBJECTIVES

- To excel in imparting curricular, co-curricular and extra-curricular education and training to the students entering into the portals of this institution.
- To motivate the faculty and the learners to take quality initiatives in academic, research and extension activities and help them serve as desirable human resource in the development of the nation.
- To motivate the students to become value-oriented individuals and be sensitive to the needs of the society.

National Anthem

Jana-gana-mana-adhinayaka jaya hey,
Bharatha-bhagya-vidhata

Punjab-Sindh-Gujarat-Maratha
Dravida-Utkala-Benga

Vindhya-Himachala-Yamuna-Ganga
Uchchala Jaladhi-Tharanga
Tava Subha Name Jaa-gey
Thava Subha Ashisha Mage
Gahe tava jaya-gatha

Jana-gana-mangala dayaka jaya hey
Bharatha bhagya vidhata
Jaya hey, jaya hey, jaya hey,
Jaya, jaya, jaya hey.

PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.

A BRIEF HISTORY OF ILAHIA TRUST

Ilahia Trust was designed and materialized by a group of eminent personalities hailing from the various socio-economic, cultural, political and business environment in and around Muvattupuzha. It started functioning in 1992 and this flourishing organization has contributed a major share in extending the scope and reach of regional educational aspirations. Now Ilahia trust has 61 members. The establishment of a lower primary school (Kavumkara Muslim L.P. School) in 1992 was the beginning of its phenomenal growth. The starting of an English Medium School (CBSE Syllabus) named Ilahia Public School in the same year was another milestone. The establishment of Ilahia College of Arts and Science in 1995 was an assertion of its dedication to professional education. The establishment of an Engineering College at Muvattupuzha in 2002 underlined the Trust's timely and ingenious response to academic needs. One more Engineering College, Ilahia School of Science and Technology (ISSAT) commenced functioning adjacent to ICAS from the academic year 2011-2012, at Muvattupuzha. Ilahia College of Arts and Science is a fast growing educational institution offering 8 graduate and 7 postgraduate professional courses. It is a dynamic, vibrant and growth oriented college affiliated to Mahatma Gandhi University. The college is included in the U/S 2 (f) of UGC Act. It is the first self-financing Arts and Science College in Kerala accredited by NACC with 'B' grade.

ILAHIA COLLEGE

Ilahia College of Arts and Science was started under the auspices of Ilahia Trust in June 1995 and it completed 24 years of excellence in June 2018.

The college is situated on a beautiful green hillock providing a panoramic view on Muvattupuzha - Perumbavoor route (Pezhakkappilly). The campus renders a calm and conducive atmosphere for dynamic study and academic activities. The College

has easy access to towns like Kochi, Kottayam, Aluva, Thodupuzha, Kothamangalam and Perumbavoor.

CHAIRMEN

Adv. M.P. M JAFFARKHAN (Late)	1995-1999
K M SHAMSUDHEEN	1999-2005
C K SIDHIQUE	2005-2009
M K SAYED MUHAMMED	2009- 2018
M. ABDUL K HADIR	2019-onwards

MANAGERS

A E ALIKUTTY (Late)	1995-2005
M M MAKKAR	2005-2008
K M HASSAN	2008-2009
M ABDUL KHADIR	2009- 2018
C.P. MUHAMMED	2019-onwards

PRINCIPALS

Prof. ABDUL VAHID	1995-1997
Prof. ABDUL RAHMAN	1997-1999
Prof. P.K. HASHIM	1999-2000
Prof. T. M. MUHAMMED	2000-2005
Prof. R. SHOUKKATHALI	2005-2009
Prof. V. B. JAYAPALAN NAIR	2009-2010
Prof. K. N. REMANAN (Late)	2010 -2015
Dr. BABU KOCHAMKUNNEL	2015- 2016
Dr. FRANCIS CYRIAC E.	2016- Onwards
Dr. Yaqoob P.E.	2019-2021

LIST OF RANK HOLDERS

DEPARTMENT OF COMPUTER SCIENCE

Sl.No.	Name	Rank	Course	Year
1	Soumya Chandran	3 rd rank	M Sc Computer Science	2006
2	Shamna V H	1 st rank	M Sc Computer Science	2008
3	Sangeeth M S	2 nd rank	BCA	2008
4	Mary Simi M X	2 nd rank	MSc Computer Science	2009

Ilahia College of Arts & Science

5	Soumya C Rajan	1 st rank	M Sc Computer Science	2010
6	Jesna K.J.	3 rd rank	M Sc Computer Science	2013

DEPARTMENT OF BBA

1	Dhanya J.S	2 nd rank	BBA	2005
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DEPARTMENT OF ELECTRONICS

1	Deepu V	2nd	B.Sc. Electronics	1999
2	John V. Jose	1st	B.Sc. Electronics	2001
3	Suma Prabhakaran	2nd	M.Sc. Electronics	2004
4	Anjali R.D.	3rd	M.Sc. Electronics	2004
5	Sandhya P. Nair	3rd	M.Sc. Electronics	2005
6	Anju Madanan	1st	B.Sc. Electronics	2018

COURSE DETAILS

1995	BBA, BCA, BSc (Electronics)
1999	B Com Computer Model I
2002	MSc Computer Science, MSc Electronics
2004	BLISc, MCom Finance
2005	B Com (V) Taxation, M A English
2011	B Com Computer Model II
2012	M Com Marketing
2013	B A Economics, M A Economics
2019	BSc Psychology

MANAGING COMMITTEE

1.	K.M. PAREETH	0485 -2833001, 2833555	(Off)
	(Chairman, ILAHIA TRUST)	2835530	(Res)
		9447136101	

- | | | |
|----|--|---|
| 2. | P.M. AZEEZ
(Gen.Secretary, ILAHIA TRUST) | 0485 -2832764 (Off)
0485 -2835008 (Res)
94477 95008 |
| 3. | M. ABDUL KHADIR
(Chairman, ICAS) | 0485 -2834144 (Res)
9496120871 |
| 4. | C.P. Muhammed
(Manager, ICAS) | 0485 -2834144 (Res)
9496120871 |
| 5. | V. U. SIDHIK
(Treasurer, ILAHIA TRUST) | 9447115737 |

MEMBERS

- | | | |
|----|-----------------------------------|-------------------|
| 1. | M. Abdul Khader (Chairman) | 9496120871 |
| 2. | C.P. Muhammed (Manager) | 9446887393 |
| 3. | Muhammed Aslam | 9495508870 |
| 4. | Mehroof seethy | 8891670731 |
| 5. | K.B. Ibrahim | 9895579933 |
| 6. | Dr. K.P. Meeran | 9495600909 |
| 7. | M.M. Aliyar | 9446719940 |
| 8. | A.M. Mytheen | 9995921224 |
| 9. | P.S. Pareeth Kunju | 9447041572 |

FACULTY/STAFF

PRINCIPAL

Dr. FRANCIS CYRIAC E

M.Sc., B.Ed., M. Phil, Ph.D.

0485 2814231 (O)

Res. 04822 240284,

Mob: 9447473866, 9447776747

E-mail: ferchalil@yahoo.com

VICE PRINCIPAL

Shajahan M. S.

M B A, M Com

9947564500, 9447196221

DEPARTMENT OF BUSINESS ADMINISTRATION

1. Shajahan M.S.
2. Mahim Ebrahim M.Com NET 9946615648
3. Sandhya Venugopal M.Com Finance 8086585793
4. Diniya Davis M.Com Finance 9656731310
5. Bindu S M.Sc Mathamatics BEd 9446210197
6. Richu Baby M.Sc Mathamatics BEd 9539786557
7. Neethu Mohan M.Sc Mathamatics 9400933730
8. Sumina Majeed M.Sc Mathamatics 8111809338

DEPARTMENT OF COMPUTER SCIENCE

1. Deepa N Namboothiri M Sc (H.o.D) 9446376670
2. Shiny T Ummer M.C.A 9995856414
3. Aswathy P.S. MCA, DHNE 9947122557
4. Anu P. Abraham MCA 9995975535
5. Merin Thomas MCA 9947665864
6. Ajna Nasser MCA 9544212029
7. Anu Mol K.J. MCA 9961950120

DEPARTMENT OF ELECTRONICS

- | | | |
|-------------------|---------------------|------------|
| 1. Basil Varghese | MSc, M.Tech (H.o.D) | 9947216372 |
| 2. Sini E.M. | MSc | 9895679923 |

TECHNICAL ASSISTANT

- | | | |
|----------------------|--|------------|
| 1. Saleena Beevi V R | | 9961666273 |
|----------------------|--|------------|

DEPARTMENT OF COMMERCE

- | | | |
|-------------------------|--------------|------------|
| 1. Suja P K | M Com, NET | 9946092879 |
| 2. Nishad V E | M Com, NET | 9895234044 |
| 3. Lizo Mol Jeslet Sabu | MBA | 9847885006 |
| 4. Shaiha C Assad | M Com, NET | 9847251485 |
| 5. Nija Ibrahim | M Com, B.Ed. | 9656822014 |
| 6. Haseena P.M. | M Com | 9656441335 |
| 7. Thasli PA | M Com, B.Ed. | 9526103646 |
| 8. Preethi Ponnu | M.Sc | 7907992970 |
| 9. Sajeena P.E. | M Com | 8137906772 |
| 10. Sijo K. James | M Com, MFA | 8606051635 |
| 11. Ashma Reji | M Com | 9496895113 |
| 12. Muhammed Iqbal AA | M Com NET | 9744604001 |
| 13. Aravind Kumar K | M Com NET | 8606666944 |
| 14. Muhammed Aslam | M Com B.Ed. | 8606338782 |
| 15. Anjali K Narayanan | M Com | 7561038225 |
| 16. Rahana Ismail | M A B.Ed. | 9656868918 |
| 17. Libina K.A. | M A B.Ed. | 9846005462 |

Ilahia College of Arts & Science

DEPARTMENT OF ENGLISH

1.	Dr. C.B. Sudhakaran (HoD)	M.A.Ph. D	9526093812
2.	Johny K George	M A, M A History	9495736345
3.	Anet Susan John	M A, B.Ed SET	9656384100
4.	Shamna S	M A, B.Ed SET	9633549498
5.	Ramdas V.H.	MA, M.Phil, P.G. Diploma	9744240429
6.	Ruxana T.S.	M.A.	7994223484
7.	Jaseena V.M.	M.A., B.Ed	9497188127
8.	Dr. Divya U.	M.A. English, MA Comparative Literature, Ph.D	9746642266
9.	Nahla Jabbar	M.A., English NET	9809188254
10.	Bency Aliyas	M.A., English B.Ed	997475890
11.	Jollychan James	M.A., English B.Ed	8907702276
12.	Susmitha P.A.	M.A., English Mphil, NET	9744170299

DEPARTMENT OF ECONOMICS

1.	Prof. S K Krishnan (H.o.D.)	M A	9447608887
2.	Ajitha P.K.	MA, B.Ed, SET	9947978825
4.	Ambily K. Narayanan	MA, B.Ed	9562392004
6.	Aleena Pereira	MA Economics, B.Ed	9907132793
7.	Amrutha Asokan	MA	9562905841
6.	Sanitha Sunny	MA	9496288709

DEPARTMENT OF MATHEMATICS

1.	Bindu S	MSc, M.Ed	9446210197
2.	Richu Baby	MSc, B.Ed.	9539786557

3. Neethu Mohan MSc. 9400933730

DEPARTMENT OF HINDI

1. Libina K.A. MA, BEd 9846005462

DEPARTMENT OF MALAYALAM

1. Rahana Ismail MA, BEd 9656868918

DEPARTMENT OF LIBRARY SCIENCE

1. Benseera K B B A, MLISc 9447101253

LIBRARY STAFF

1. Alias K Jose Librarian BSc, MLISc 9495507440

2. Sulochana V.S. 9495839566

SYSTEM ADMINISTRATOR

1.

TECHNICAL ASSISTANT

1. Gibin S Kassim 9495390532, 0485-283367

PHYSICAL EDUCATION

1. Raju John 9446742779

COLLEGE OFFICE

MINISTERIAL STAFF

1. Anwar Muhammed, BA	Asst Administrative Officer	9048244279
2. Zeenath P K, BCom	Head Clerk	9747485954
3. Mumthas T M, BCom	Head Accountant	9847603044
4. Sabanamol K B, BBA	Cashier	9656663896
5. Arisa P A, BCom	Junior Asst	9747408178
6. Pathumma VM, B Com	Junior Asst	7559917656
7. Simiya C M, B Com	Junior Asst	9446779840
8. Kunjumon P M	Office Assistant	9495024272
9. Noushad C M	Office Assistant	9495041621
10. Anas P B	Office Assistant	9947171988
11. Shihab C H	Office Assistant	9745723044
12. Nabeesa Mytheen	Support Staff	9549789041
13. Souda P K	Support Staff	9747636436
14. Noorjahan Naseer	Support Staff	9387374085
15. Kaulath Noushad	Support Staff	9744754288
16. Aisha Beevi	Support Staff	7025109133
17. Panchami Rajesh	Support Staff	7909194375
18. Mini Viswabharan	Support Staff	7559043375
19. Subaida K.K.	Support Staff	9744486651
20. Sindhu Ravi	Support Staff	9633787788
21. Sheeja Ashokan	Support Staff	8592912082
22. Manasa Devi	Support Staff	9747838059

SECURITY STAFF

1. Aliyar AM	9744507498
2. Ahamed P.M	9605591704
3. Sukumaran CD	9526028710

COLLEGE CAR DRIVER

Muhammed K.A (Muthu)	9526033780
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COLLEGE BUS DRIVERS

Name	Phone Number	Route
Muhammad Konthalam	9656266118	Kothamangalam
Skariah	9656131377	Ernakulam
KM Yousef	9446926139	Thodupuzha
MK Sukumaran	9388937295	Aluva
CM Aliyar	99953822728	Pothanikad
P.M. Aliyar	8606324943	Kalady

MEMBERS OF DIFFERENT COMMITTEES

Principal and Vice Principal are the Ex officio members of all committees

1. COLLEGE COUNCIL

1. Dr. Benny Joseph
2. Shajahan M S
3. Prof. James Joseph
4. Prof. S.K. Krishnan
5. Bindu S
6. Dr. C.B.Sudhakaran
7. Deepa N Namboothiri
8. Basil Varghese
9. Johny K George (Nominated)
10. Saleena Beevi (Co-ordinator)
11. Alias K Jose (Librarian)

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. CP Muhammed(Manager ICAS)
2. M.Abdul Khadir (Chairman ICAS)
3. Dr. Benny Joseph (Principal)
4. Shajahan M S

Ilahia College of Arts & Science

5. Basil Varghese (Co-ordinator)
6. Bindu S (Vice Chairman)
7. Saleena Beevi V.R. (Secretary Member core Committee)
8. Shamna (Member Core Committee)
9. Dr. Nissar
10. Anet Susan John
11. Ajitha P K
12. Sijo K James
13. Suja P.K.
14. Anwar Muhammed
15. Rajeev P.R

3. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

1. Dr. Benny Joseph (Principal)
2. Shajahan M S
3. Dr. Nissar
4. Prof. S.K. Krishnan
5. Johny K George
6. Deepa N Namboothiri
7. Basil Varghese
8. College Union Chairman
9. College Union Secretary

4. ANTI RAGGING AND ANTI HARASSMENT CELL

1. Manager
2. Dr. Benny Joseph (Principal)
3. Deepa N Namboothiri- (Nodal Officer)
4. Prof. S.K. Krishnan
5. Dr. Nissar
6. PTA Nominee
7. Panchayath President
8. Sub Inspector of Police Muvattupuzha
9. Student Representative
10. Student Representative

5. WOMEN'S FORUM

1. Bindu S (Convenor)
2. Deepa N Namboothiri
3. Ajitha P.K.
4. Shaiha C. Assad
5. Nija Ibrahim
6. Richu Baby
7. Sandhya Venugopal
8. Ruxana T.S.

6. SHE INITIATIVE

1. Bindu S (Convenor))
2. Sandhya Venugopal
3. Neethu Mohan

7. STAFF ADVISORS TO COLLEGE UNION

1. Prof.SK Krishnan
2. Shyni T. Ummer

8. LIBRARY ADVISORY COMMITTEE

1. Dr. Benny Joseph
2. Dr. Nissar
3. Johny K. George
4. Basil Varghese
5. Alias K Jose
6. Sijo K. James
7. Sini E.M.
8. Mahim Ebrahim
9. Shyni T Ummer
10. Aleena Prince

9. CAREER GUIDANCE AND PLACEMENT CELL

1. Dr. Nissar (Convener)
2. Shajahan M S
3. Johny K George
4. Prof. S.K. Krishnan
5. Suja P.K
6. Shyni T Ummer,

10. EDITORIAL BOARD-ILAHIA PUBLICATION

(7-CAP)

1. Dr. Benny
2. Shajahan M S(Managing Editor)
3. Bindu S (Manager i-cap)
4. Dr. Nissar
5. Prof S K Krishnan
6. Dr. C.B. Sudhakaran
7. Libina K.A.
8. Anet Susan John
9. Suja P.K.
10. Rahana Ismayil

11. STAFF SECRETARY

Bindu S

12. NSS PROGRAMME OFFICER

Syo K. James

13. HEALTH FITNESS CLUB AND SPORTS CLUB

1. Raju John
2. Gibin S. Kassim, Jollychan Jam

14. ENTREPRENEURSHIP DEVELOPMENT CLUB

1. Mahim E. Ebrahem (Co- Ordinater)
2. Muhammed Aslam
3. Amrutha Asokan
4.
5. Iqubal

15. DEBATE AND ORATORY CLUB

1. Anet Susan John
2. Ajitha P.K.
3. Nishad V E
4. Ajna Nassar

16. LITERARY CLUB (VAIKHARI)

1. Anet Susan John
2. Johnny K. George
3. Rahana Ismail

17. COLLEGE MAGAZINE EDITORIAL BOARD

1. Anet Susan John
2. Suja P.K,
3. Rahana Ismail
4. Libina K.A.

18. PURCHASING COMMITTEE

1. Shajahan M S
2. Anwar Muhammed
3. Basil Varghese
4. Concerned H.o.Ds

19. EXAMINATION COMMITTEE

1. Shajahan M S
2. Bindu S
3. Basil Varghese
4. Deepa N

20. INTERNAL ASSESSMENT CO-ORDINATOR

Shajahan M S

Ilahia College of Arts & Science

21. SC/ST Grievance Cell

1. Ramdas V.H.
2. Panchayath President/Member

22. ARTS COMMITTEE

1. Shyni T Ummer (Convenor)
2. Basil Varghese
3. Sini E M
4. Ramdas V.H.
5. Abhilash Paul
6. Suja P K
7. Ajims K Ali
8. Mahim Ebrahim
9. Ashma Reji

23. ANTI NARCOTICS CELL

1. Prof. S K Krishnan (Convenor)
2. Anet Susan John
3. Richu Baby
4. Aravind
5. Student Representative
6. Student Representative

24. DISCIPLINE COMMITTEE

1. Shajahan M S
2. Dr. Nassar
3. Prof. S.K Krishnan
4. Bindu S
5. Deepa N Namboothiri

6. Dr. Sudhakaran C B
7. Basil Varghese
8. Shamna S
9. Mahim Ibrahim

25. ENVIRONMENT COMMITTEE

1. Johny K George (Convenor)
2. Mahim Ebrahim
3. Aswathy P.S
4. Hazeena P.M.
5. Sandhya Venugopal
6. Richu Baby

26. MUSIC AND DANCE CLUB

1. Ashma Reji
2. Ramdas V.H

27. CALENDAR COMMITTEE

2. Anu P. Abraham (Convenor)
3. Keerthy Sivan
4. Thasli , Jaseena CSN

28. CANTEEN COMMITTEE

1. Saleena Beevi V R (convenor)
3. Anwar Muhammed
4. Alias K Jose
5. Aswathy P S

29. APTITUDE AND EVALUATION COMMITTEE

1. Shamna S (Convenor)
2. Anu P Abraham
3. Ashma Reji
4. Neethu Mohan
5. Aleena Perince
6. Benny Alian

ASPIRE UPDATE

1. Mahim Ibrahim
2. Ramdan V.H
3. Dr. Divya V.
4. Sushmitha

30. KARUNYA PROGRAMME (SNEHANIDHI)

1. Shajahan M S
2. Minamol K M (Leave)
3. Nishad V E (Convenor)
4. Raseela M K
6. Shaiha C. Azad
7. Sandhya Venugopal
8. Sini E M, Johny K. George

31. SCHOLARSHIP CELL

1. Shajahan M S
2. Anwar Muhammed

32. ALUMNI ASSOCIATION SECRETARY

Nishad V.E.

33. PTA

1. Deepa N. Namboothiri (Secretary)

34. QUIZ CLUB

1. Nija Ebrahim (Convenor)
2. Shaiha C Azad
3. Neethu Mohan

35. IMPORTANT DAYS OBSERVATION

Rahana Ismayiel
Shamna S.

36. COUNSELLING CO-ORDINATORS

Saleena Beevi V R
Preethi Ponnu

37. DEBATE AND ORALORY

Anet Susan John
Ajitha P.K
Nishad U.E.
Ajna Nassar

38. EXAMINATION COMMITEE

Deepa Namboothin
Shamna S

39. NLAOCOTE.....

Aravind

40. DISPLINE

Dr. Nissar

41. CALENDER

Anu P. Abraham
Thasli P.A.
Jaseena V.D.

PROCTORS 2020-2021

COMMERCE DEPARTMENT

First Year B Com Model I Computer	Sijo K. James
First Year B Com Taxation Vocational	Muhammed Aslam
Second Year B Com Model I Computer	Thasli P.A.
Second Year B Com Model II Computer	Haseena P.M.
Second Year B Com Taxation Vocational	Sajeena P.E.
Third Year B Com Model I Computer	Nishad V.E.
Third Year B Com Model II Computer	Nija Ibrahim
Third Year B Com Taxation Vocational	Shaina
First Year M Com	Ashma Reji
Second Year M Com	Lizomol Jeslett Sabu

ENGLISH DEPARTMENT

First Year B A English Literature	Bency Alos
Second Year B A English Literature	Ruxana T.S.
Third Year B A English Literature	Shamna S.
First Year M A English	Dr. Divya V.
Second Year M A English	Anet Susan John

ECONOMICS DEPARTMENT

First Year B A Economics	Amoutha Asokan
Second Year B A Economics	Ajitha P.K.
Third Year B A Economics	Ambily K. Narayanan
Second Year M A Economics	Aleena Pereira

ELECTRONICS DEPARTMENT

Second Year BSc Electronics	Saleena Beevi
First Year MSc Electronics	Sini E.M.
Second Year MSc Electronics	Sini E.M.

MANAGEMENT STUDIES DEPARTMENT

First Year BBA	Sandhya Venugopal
Second Year BBA	Diniya Davis
Third Year BBA	Mahim Venugopal

COMPUTER SCIENCE DEPARTMENT

First Year BCA	Anu P Abraham
Second Year BCA	Shyni T. Ommer
Third Year BCA	Aswathy P.S.
Second Year MSc Computer Science	Merin Thomas

COURSES OFFERED AND ELIGIBILITY

Affiliated to Mahatma Gandhi University, Kottayam, the college offers admission to 630 students annually to the following courses.

1. **BBA (Business Administration)** 6 Semesters - Eligibility-A pass in +2/VHSE or equivalent with any group.
2. **BCA (Computer Applications)** 6 Semesters - Eligibility- A pass in +2/VHSE or any group with Physics, Chemistry and Mathematics or Computer Science or Informatics Practices
3. **B.Sc (Electronics)** 6 Semesters - Eligibility- A pass in +2/VHSE or any group with Physics, Chemistry and Mathematics
4. **B.Com Computer Model I** - 6 Semesters - A pass in +2/VHSE (Commerce group) or any other group with not less than 45% in part III or equivalent
5. **B.Com. Computer Model II** - 6 Semesters - A pass in +2/VHSE (Commerce group) or any other group with not less than 45% in part III or equivalent
6. **B.Com Model II (Vocational) Taxation** - 6 Semesters - A pass in +2/VHSE (Commerce group) or any other group with not less than 45% in part III or equivalent
7. **B.A. English** - 6 Semesters - Eligibility-A pass in+2/VHSE or equivalent with any group.
8. **B.A. Economics** - 6 Semesters - A pass in +2 or equivalent with any group.
9. **M.Sc Electronics** - 4 Semesters - Eligibility- B.Sc degree with Physics/Instrumentation Electronics/Electronics with CHW/ B.Sc. Computer Science/Computer Application/BCA or any degree equivalent thereto with not less than 55% marks in the optional concerned including subsidiaries. B.Sc.Physics (Electronic

Equipment Maintenance) and B.Sc. Computer Maintenance and Electronics, Degree holders, with not less than 55% marks in optional.

10. **M.Sc Computer Science** - 4 Semesters - Eligibility-B.Sc degree with Maths/Computer Science/Electronics / IT as one of the subjects (main or subsidiary) or BCA/B.Tech. degree with not less than 55% marks in optional subject.
11. **M.Com (Finance)** - 4 Semesters - Eligibility-B. Com with not less than 45% marks under Part III/ BBA/BBM of M.G University with not less than 45% marks.
12. **M.Com (Marketing)**- 4 Semesters - Eligibility- (as applicable to M.C.om (finance))
13. **M.A. English** - 4 Semesters - Eligibility- Graduate with English under part III and all graduates in the Faculties of Arts/ Social Science/ Science/Oriental Studies who have taken not less than three papers under compulsory English with not less than 50% marks in part I Compulsory English (30 marks)
14. **M.A. Economics** - 4 Semesters - Graduate in Economics/ Mathematics/ or Statistics with not less than 45% marks in part III optional main subject concerned including subsidiaries. B.Sc. Degree holders in co-operation and Banking from Kerala Agriculture university are also eligible.
15. **BLISc** - 2 Semesters - Any Degree with not less than 45% marks in Part III.

For PG Admission, students passed under CBCSS pattern should possess CGPA of 1.80 for Arts & Commerce programme & CGPA of 2 for science programme out of CGPA 4

ATTENDANCE AND LEAVE OF ABSENCE

1. The working day is divided into five periods of one hour duration- three in the forenoon and two in the afternoon. There are five working days per week. The classes commence at 9.30 am with the prayer song and end at 3.15 pm with the National Anthem. Attendance will be marked at the beginning of each period.
2. The annual certificate of attendance and progress will not be granted if the student fails to secure the minimum attendance (75%) prescribed for the course.
3. In case of leave for illness, the student should rejoin the college after the leave, accompanied by his/her parent and with the medical certificate on the first day of his/her rejoining. The medical certificate should be signed by the teacher in charge and is to be recommended by the H.o.D before it is submitted to the Principal along with the filled in leave form which is available in the college office.
4. Daily attendance of the students are uploaded in the website www.ilahiacollege.info
5. The minimum attendance prescribed by the University is 75% of the working days in the academic year/semester. Exemption from shortage of attendance (subject to a maximum of 10 days a semester) can be granted by the Syndicate on the recommendation of the Principal on satisfactory grounds. Such condonation will be granted only twice for an entire course.

GENERAL RULES

1. Students of Ilahia College of Arts and Science should uphold the honour and prestige of the institution by humility, fellow feeling and hard work. They should endeavour to create an atmosphere conducive to academic, cultural and social progress.
2. Students shall maintain cordial relationship with the members of the staff and they must work for developing their innate talents and personality.
3. Students inside and outside the class rooms are expected to join the Morning Prayer respectfully.
4. Every student shall use the property of the institution with care and keep the building and premises clean, healthy and beautiful.
5. All college property should be handled with great care. Scribbling and dirtying the wall in any way is strictly prohibited. Loss or destruction of college properties is punishable.
6. Students should desist from organizing any meeting or collecting money for any purpose or circulating notice without the prior sanction of the Principal.
7. Students should come to the campus wearing the stipulated uniform and identity card. Partial or complete non-observance of the above rule will not be appreciated. Uniform is compulsory on all days for 1st year students. Uniform is compulsory to 2nd year and final year students except Wednesday. On the days when the uniform is not compulsory, students shall dress modestly, plainly and neatly. Boys should wear pants and shirts.
8. Leave will not be granted to students for union activities.
9. Political activity is strictly banned in the campus Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus (see the University student's code of conduct Rules 2005 page 37).
10. Bringing mobile phones to the college campus are prohibited (Kerala Govt order RT No340/05/H Edn dated 01.03.2005)

Ilahia College of Arts & Science

11. For conducting any seminar, meeting or entertainment programmes inside the campus, prior permission from the Principal is essential.
12. Students should keep their identity cards with them in the campus and produce it on demand for inspection by any member of the staff or other college authorities. Identity card is to be produced to the office for issuing any kind of certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students' expense with the special permission of the principal.
13. Smoking, consumption of alcoholic drinks and drugs are strictly prohibited in the campus and such acts shall invite serious disciplinary action.
14. No one shall distribute or circulate any notice, pamphlet, leaflet etc within the campus and shall not exhibit any type of posters, banners, flags etc without prior sanction of the Principal.
15. Students are not permitted to join or work for any organization outside the college without the written permission of the Principal.
16. No students shall enter a class other than his/her own without the permission of the Principal or the staff members, whether it is before or during or after college working hours.
17. Students are expected to spend their free hours in the library / reading room observing silence.
18. Ragging is forbidden and is punished by rustication or expulsion from the college. As per directives of the Honorable Supreme Court and M.G University Letter No: AC A1/2/1647/07. Anti Ragging squads are made each year to ensure that no ragging take place. Strict disciplinary action will be taken against those who violate the rules (Kerala Govt order No: 31787/K3/2006/h. edn dated 21.11.2006)
19. Duty leaves for students are allowed for those who apply for leave of absence to represent the college in extracurricular activities. They should submit their application for duty leave to the Principal through the head of the department. Applications submitted later than the first or second day of their return to college will not be considered.

STUDENTS' GRIEVANCE CELL

The college has constituted a nodal students' grievance cell comprising of the Head of Departments and the concerned co-ordinator. The students' grievance cell looks into problems related to internal evaluation and general discipline. The students can submit their grievances through this cell. Efforts shall be made to solve their problems at the earliest.

RIGHT TO APPEAL

A student against whom the disciplinary orders had been passed; shall have a right to appeal to the Board of Adjudication of Student's Grievances as provided in Chapter 27 of Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order.

PROGRAMME STRUCTURE

There shall be a maximum of three credits for the open course and remaining one credit should be shifted to choice based course or any other core course.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Minimum credits required from common courses	38
d	Minimum credits required from Core + complementary + vocational* courses including Project	79
e	Minimum credits required from Open course	3
f	Minimum attendance required	75%

*The credit distribution for vocational courses is to be decided separately.

EXAMINATIONS

The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. (*ISA+ESA*) as given below

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

Note: Decimal are to be rounded to the next whole number

CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the formula

$$CP = C \times GP, \text{ where } C = \text{Credit}; GP = \text{Grade point}$$

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula

CPA = TCP/TC, where TCP = Total Credit Point; TC = Total Credit

Grades for the different semesters and overall programme are given based on the corresponding CPA as shown below:

CPA	Grade
<i>Above 9</i>	<i>A+ - Outstanding</i>
<i>Above 8, but below or equal to 9</i>	<i>A - Excellent</i>
<i>Above 7, but below or equal to 8</i>	<i>B - Very Good</i>
<i>Above 6, but below or equal to 7</i>	<i>C - Good</i>
<i>Above 5, but below or equal to 6</i>	<i>D - Satisfactory</i>
<i>Above 4, but below or equal to 5</i>	<i>E - Adequate</i>
<i>4 or below</i>	<i>F - Failure</i>

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidate who secures **E** grade and above will be eligible for higher studies. Components of the internal evaluation and their marks are as below.

For all courses without practical

- a) Marks of external examination : 80**
b) Marks of internal evaluation : 20

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

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2) (1x10=10; 2x5 =10)	10
Total	20

For all courses with practical

a) Marks of theory – External Examination : 60

b) Marks of theory – Internal Evaluation : 10

Components of Theory – Internal Evaluation	Marks
Attendance	3
Assignment/Seminar/Viva	2
Test paper(s) (1 or 2)(1x5=5; 2x2.5=5)	5
Total	10

Marks of Practical –External Examination: 40

(only in even semesters)

Marks of Practical- Internal Evaluation: 20

(odd and even semesters combined annually)

Components of Practical-Internal evaluation	Marks
Attendance	4
Record*	10
Lab involvement	6
Total	20

***Marks awarded for record should be related to number of experiments recorded.**

Project Evaluation: (Max. marks100)

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	100

Attendance Evaluation**For all courses without practical**

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

(Decimals are to be rounded to the next higher whole number)

For all courses with practical

% of Attendance	Marks for theory	% of Attendance	Marks for practical
90 and above	3	90 and above	4
80-89	2	85-89	3
75-79	1	80-84	2
		75-79	1

(Decimals are to be rounded to the next higher whole number)

13. ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester. (Assignment Book only)

14. SEMINAR/VIVA

A student shall present a seminar in the 5th semester and appear for Viva-voce in the 6th semester.

PG COURSE

The P.G Syllabus is restructured to suit the credit & semester system to be followed by the affiliated college under MG University Kottayam from the Academic Year 2012-2013.

INTERNAL ASSESSMENT

The evaluation of each course shall contain two parts such as internal/In semester Assessment (IA) and external /End semester Assessment (EA). The ratio between internal and external examinations shall be evaluated using direct grading system based on five point scale. Distribution of weights & components of theory and practical.

THEORY		PRACTICAL	
Component	Weights	Component	Weights
Attendance	1	Attendance	1
Assignments	1	Laboratory Involvement	2
Seminar	2	Test-(Best of Two)	2
Two test papers	2	Record	2
		Viva/Quiz	1
Total weight of Theory	6	Total weight of Theory	8

Split up of attendance grade and components of attendance, seminar and assignment

Attendance	Assignment		Seminar		
%of attendance	Grade	Comp	Weights	Comp	Weights
90 and above	A	Punctuality	1	Innovation of Topic	1
85 – 89	B	Review	2	Review/Refe	1
80-84	C	Content	2	Content	2
76-79	D	Conclusion	1	Presentation	2
75	E	References	1	Conclusion	1

A separate minimum of C Grade for Internal and External are required for a pass for a course. For a pass in a programme a separate minimum Grade C is required for all the courses and must score a minimum CGPA 1.50 or an overall grade of C and above.

HOSTEL

College offers hostel facilities for girls. Students from different parts of the state make use of this facility. Girls hostel is situated in the campus. The Principal is the chief warden of the hostel.

WOMEN'S FORUM

A Women's Forum is functioning in the college for addressing gender related issues and for coordinating programmes to empower girl students.

OPEN HOUSE

In every semester after the internal examination, parents are invited to the college and the academic progress of their ward is assessed in the presence of their parents.

SCHOLARSHIPS & FREESHIPS

Ilahia College of Arts & Science under the auspices of Ilahia Trust provides freeship for the students in the weaker sections of the society.

College also extends assistance for getting Post Metric & Central sector scholarships for our students through the scholarship cell.

SHE INITIATIVE

The entire students of the college are strictly being monitored under the supervision of lady teachers. They are free to share their personal problems as well as their aspirates. It helps to develop an adhesion between the teachers and students.

Adv: M P M JAFFER KHAN LIBRARY

The college library which started functioning right from the beginning of the college in 1995 is the key resource of information for the academic community. At present it has more than 13000 books, 16 periodicals and a subscription of 10 newspapers. The library is automated using kinsysis lib ex++ a well known open source integrated library management software which has a number of advanced features, enabling the college library to become more user oriented in the current digital era.

RULES AND REGULATIONS OF THE LIBRARY

WORKING HOURS

Monday - Friday 9.00 AM to 4.30 PM

Saturday-10 AM-3.30 PM

The library is closed on Sundays and on all public holidays.

DISCIPLINE

- ❖ All users must observe total silence in the library and its premises.
- ❖ All users are required to show their college identity cards to the library staff and write their names and other details in the gate register upon entrance to the library.
- ❖ Use of mobile phones is strictly prohibited in the library.
- ❖ All bags, cases, folders etc. must be left in the luggage area outside the library.
- ❖ All users are required to show the items in their possession to the library staff on demand before leaving the library.
- ❖ No student is allowed to enter the circulation area without the consent of the library staff.
- ❖ Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay penal cost for the material with the most current edition of the same.
- ❖ Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table.
- ❖ No library equipment may be moved, modified or tampered

BORROWING PROCEDURE

- ❖ Rules for borrowing books are given below:

UG: All UG students can borrow 2 books at a time.

PG All PG students can borrow 6 books at a time.

Books are issued for a period of 14 days. Overdue fine is 50 ps/day. This may subject to change by the library advisory committee.

- ❖ All the students and faculty of the college can make use of the library services.
- ❖ All students must present their college Id before borrowing any library material.

Ilahia College of Arts & Science

- ❖ Library materials may not be taken outside of the library unless the library staff has properly issued them out.
- ❖ All borrowed materials must be returned on or before the due date.
- ❖ Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- ❖ All reserve materials must be returned at the specified time. The following materials can only be used within the library.

Reference books

Newspapers

Journals and magazines

DAMAGE/ LOSS OF LIBRARY MATERIALS

- ❖ Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damage noted while returning the books.
- ❖ Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.
- ❖ Lost library books that are recovered, must be handed over to the librarian as they remain the property of the college library.

EXCLUSION FROM THE USE OF THE LIBRARY

- ❖ Any user who disregards the library rules and regulations will not be permitted to use the library anymore.
- ❖ The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.

Admission: The following people are allowed to use the library:

- ❖ All students who are in the nominal roll of the College.
- ❖ Faculty and other staff in the College.

NB: These rules and regulations are subject to review by the library advisory committee from time to time.

Library Services

OPAC

Using the Kinsysis Lib ex++ software, the institution has made the online public access catalogue (OPAC) available whereby advanced computer aided author based subject based title based and publisher based search facilities are possible.

Electronic Resource Management package for e-journals/ e-books

We have subscribed to UGC (INFLIBNET) e books and e-journals via N LIST. The access to world e book library is also activated.

User Orientation

At the beginning of an academic year, the first semester students are taken to the library where the librarian briefs them on the library services and effective information search practices.

Question Paper Service

Digital versions of previous year question papers are uploaded in the **D space** which is available for reference and printing.

LABORATORY RULES

The following are the general rules to be followed in the Computer Lab, Electronics Lab and Language Lab.

1. Students should involve in the lab work in the most disciplined fashion and should maintain silence and cleanliness.
2. Equipments should be handled with care and utmost responsibility.
3. No equipment should be displaced from its original position.
4. Strict action will be taken if any article is stolen from the Lab.
5. If any equipment or apparatus is broken, out of carelessness, the student will have to pay a fine.
6. Students should sign the logbook at the commencement of the Lab hour.

Ilahia College of Arts & Science

COLLEGE UNION

1. All the students of Ilahia College of Arts & Science Muvattupuzha are ordinary members of the College Union and the members of the teaching staff are its honorary members.
2. The College Union purports to promote and instil democratic principles in the students, to educate them on the rights and duties of citizenship and to provide them opportunities for the development of their personality.
3. The Executive Committee of the College Union shall consist of the Chairman, Vice Chairman, General Secretary, University Union Councillors, Arts Club Secretary, Student Editor of the College Magazine, Lady Representatives, Association Secretaries and Class Representatives.
4. The Principal shall be the Hon. Treasurer of the College Union.
5. There shall be a Staff Advisor to the College Union.

THE COLLEGE MAGAZINE

Ilahia College of Arts & Science, Muvattupuzha publishes the college magazine once a year. It is meant for promoting literary and artistic talents of the students. Contributions to the College Magazine will be screened and edited by a nominated body. The student editor of the magazine plays a vital role in the successful publication of the magazine. The Principal's decision will be final in the publication of articles in the magazine.

DEPARTMENT ASSOCIATIONS

Each department has an association for planning and implementing various activities depending on the requirements and interest of the students. The Head of the Department will be the president of the association and there shall be a student secretary for arranging programmes.

PUBLICATION DIVISION (icap)

The college has a Publication Division by name Ilahia College Academic Publications (icap). The following are the various publications released under icap during the academic year 2014 -15.

- 1) Ilahia Imprint- multi disciplinary Bi-annual research Journal (ISSN number 2349-090X)
- 2) Ilahia Impulse - News letter of Ilahia
- 3) ‘Word’ Literary Magazine
- 4) Computerised Accounting- Author Smt. Minamol K.M
- 5) Electronics Lab Manual - Author Smt. Saleena Beevi V.R.

NATURE CLUB

This club focuses its attention on spreading the message of environmental preservation and protection. It tries to enlighten the student community by arranging programmes which emphasize the harmony of man and nature. The activities are done inside as well as outside the campus. There is a faculty member to guide the students.

LITERARY CLUB (VAIKHARI)

VAIKHARI has been organised for promoting the cultural and literary activities of students. The club is publishing a quarterly viz ‘Word’.

FACE A BOOK CHALLENGE

Under the auspicious of the Department of Library Science we have been conducting a programme named “Face a Book Challenge” to inculcate reading habit in the students.

TUTORIAL SYSTEM

A monitoring system is in operation in the college for furthering the bond between teacher and students. The students are divided into

batches and placed under group tutors. The students can consult his / her tutor on all matters related to both academic and personal problems. This system is further reinforced by linking it up with the Parent Teachers Association.

CAREER GUIDANCE BUREAU

A career guidance cell is functioning in the college. Throughout the duration of course, the bureau organizes career guidance activities to assist students. This cell is working under the guidance of trained staff members. Brochures on career information in various institutions are available with this bureau.

COLLEGE CANTEEN

College canteen has been put up for the benefit of staff and students. It serves snacks, soft drink, meals etc. All items are given at subsidized rate to staff and students. All are expected to exercise decency and decorum inside canteen. Students are forbidden from pasting notices and bills on the walls of the canteen. A canteen committee appointed by the Principal, is monitoring the regular activities of the canteen.

NATIONAL SERVICE SCHEME

The NSS unit (Unit No. 72) of our college started functioning in 1996-97. Membership is open to both boys and girls. The volunteers of the NSS are expected to work for 120 hours a year for NSS activities. The NSS Certificate holders are eligible to get weightage of marks for admission to any course of study.

PARENT - TEACHER ASSOCIATION

The association of the parents will elect an executive committee at the general body of the parents. This committee will help the institution in promoting and implementing many of the welfare schemes of the college and in maintaining proper atmosphere inside college. Teachers in to the PTA are nominated by the Principal.

COLLEGE BUS

In order to cater the travelling needs of staff and students, college bus facility is made available. Currently we have buses from Kothamangalam, Muvattupuzha, Thodupuzha, Perumbavoor, Aluva and Kalady.

FACILITIES

The college offers the following student support activities.

- 1 Medical Service
- 2 Counselling Service
- 3 Health Club
- 4 Indoor Stadium
- 5 Language Lab
- 6 Free e-resource connectivity
- 7 E resource through UGC INFLIB Net
- 8 Scholarship cell.

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

(EXTRACT OF RELEVANT PORTIONS)

Anti Ragging Help Line (Toll Free) No. of UGC 1800-180-5522

University e-mail ID : antiragging@mgu.ac.in

What constitutes Ragging.- Ragging constitutes one or more of any of the following acts:

- a Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Administrative action in the event of ragging

- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and the nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, recommended, to those found guilty, one or more of the following punishments, namely;
- i. Suspension from attending classes and academic privileges.
 - ii. Withholding/withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

At the time of admission the student and his/her parent or guardian should submit separate affidavits as given in the UGC regulations regarding ragging.

A student seeking admission to the hostel should submit additional affidavit counter signed by his/her parent or guardian.

**MAHATMA GANDHI UNIVERSITY STUDENTS
CODE OF CONDUCT RULES 2005**

Maintenance of discipline in college campus framing and implementation of rules approved - Orders issued.

Election Section

No. 162/2004/2/Eln. Priyadarshini Hills, dated, 16th Feb. 2005

READ : (1) The Guidelines enunciated in para 7 of the affidavit filed by the Government in RP No. 435/2003

(2) Judgment of the Hon. High Court of Kerala in RP No. 437/2003

ORDER

As per paper (2) read above, the Hon. High Court of Kerala had directed the State Government and all the Universities in Kerala to lay down rules, for maintaining discipline in all the colleges including Government owned and affiliated, which will be binding on all the students in these institutions.

In exercise of the powers conferred under section 10 (17) of the Mahatma Gandhi University Act 1985 the Vice Chancellor, subject to ratification by the Syndicate has approved the Mahatma Gandhi University Students Code of Conduct Rules 2005 (appended) to be implemented for maintaining discipline in the campus immediately.

Orders are issued accordingly.

1. Title

These rules shall be known as Mahatma Gandhi University Students' Code of conduct Rules - 2005. It shall come into force with immediate effect.

2. Object

These rules are framed with a view to maintain and enforce good conduct inside the class rooms and campus in the affiliated colleges, Departments of teaching and Research and self financing schools of the Mahatma Gandhi University.

3. Application

These rules shall be applicable to all the affiliated colleges under the University, University departments of teaching and research and self financing school of the University.

4. Definitions

- 1) College: Means a college as defined in Section 2(2) and Section 2(7) of the M.G. University Act 1985.
- 2) Vice Chancellor: Means the Vice Chancellor of the Mahatma Gandhi University.
- 3) Students Grievance Redressal Committee:- Students Grievance Redressal Committee constituted as per Rule 8 of these Rules.
- 4) Student: Means a part time or full time student as defined in section 2(26) of Mahatma Gandhi University Act.
- 5) Principal- Means Head of College as defined in Section 2(16) of the Mahatma Gandhi University Act 1985.
- 6) Political activity: Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever.

In case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail

5. Prohibition on Political Activity inside the campus

- a) No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by

fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.

- b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline.

Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.

- c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 5 above and that the Principal is satisfied that there is prima facie

enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.

- c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the college council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- d) The enquiry officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person against whom the allegations delinquency, were made. The enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit. Including the imposition of the following punishments.
1. Imposition of fine
 2. Issuance of compulsory transfer certificate
 3. Dismissal from the college.

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate the Principal shall forward the order along with the report to the University.

7. Prohibition of damage to property

The students shall not disfigure the classrooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipments and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed

on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of the fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment the recovery proceedings shall be taken against the person responsible.

8. Student's Grievance Redressal Committee

In every college there shall be a Students Grievance Redressal Committee constituted by the Principal. The Chairman of the said committee shall be the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the secretary shall be the ex-officio members of the said committee. The committee shall generally discuss the various basic problems of the students and any unhealthy relationship between the students, students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

9. Right to Appeal

A student against whom the disciplinary orders had been passed, shall have a right to appeal to the Board for Adjudication of Students Grievance as provided in Chapter 27 of the Mahatma Gandhi University Statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order, provided the appeal is found to be genuine and filed within the period of 30 days from the date of receipt of the order. The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to the satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

COURSE STRUCTURE OF BBA				
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Course Code	Title	Course	Credit	Hours/Week
FIRST SEMESTER				
BA1CRT01	Principles and Methodology of Management	Core	4	6
BA1CRT02	Business Accounting	Core	4	6
BA1CMT03	Fundamentals of Business Mathematics	Complementary	4	4
BA1CMT04	Fundamentals of Business Statistics	Complementary	4	4
BA1CCT05	English Paper- I	Common	4	5
			20	25
SECOND SEMESTER				
BA2CRT06	Cost and Management Accounting	Core	4	6
BA2CRT07	Business Communication	Core	4	6
BA2CMT08	Mathematics for Management	Complementary	4	4
BA2CMT09	Statistics for Management	Complementary	4	4
BA2CCT10	English Paper- II	Common	4	5
			20	25
THIRD SEMESTER				
BA3CRT11	Human Resource Management	Core	4	5
BA3CRT12	Marketing Management	Core	4	5
BA3CRT13	Research Methodology	Core	4	5
BA3CMT14	Business Laws	Complementary	4	5
BA3PRP15	Personality Development and Management Skills (Minor Project)	Core	4	5
			20	25
FOURTH SEMESTER				
BA4CRT16	Financial Management	Core	4	5
BA4CRT17	Managerial Economics	Core	4	5
BA4CRT18	Entrepreneurship	Core	4	5
BA4CMT19	Basic informatics for Management	Complementary	4	5
BA4CMT20	Corporate Law	Complementary	4	5
			20	25

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Course Code	Title	Course	Credit	Hours/Week
FIFTH SEMESTER				
BA5CRT21	Organisational Behaviour	Core	4	6
BA5OPT21	Open Course	“	3	4
BA5CRT23	Environment Science and Human Rights	“	4	5
BA5CMT24	Intellectual Property Rights and Industrial Laws	Complementary	4	5
BA5CRT25	Operations Management	Core	2	2
BA5CRT26	Industrial Relations	“	3	3
SIXTH SEMESTER				
BA6OCT27	Optional -I	Optional(Core)	4	5
BA6CRT28	Optional -II	Optional(Core)	4	5
BA6CRT29	Strategic Management	Core	4	5
BA6CRT30	Communication Skills and Personality development	“	4	5
BA6PRP31	Management Project	“	4	5
			20	25
Grand Total			120	150
COURSE STRUCTURE OF BCA				
Sl No.	Course Code	Course Name	Credit	Hours/Week
SEMESTER I				
1.1		English-I	4	5
1.2		Mathematics	4	4
1.3		Basic Statistics	4	4
1.4	CA1CRT01	Computer Fundamentals and Digital Principles	4	4
1.5	CA1CRT02	Methodology of Programming and C Language	3	4
1.6	CA1CRP01	Software Lab I (Core)	2	4
SEMESTER II				
2.1		English-II	5	4
2.2		Discrete Mathematics	4	4

2.3	CA2CRT03	Data Base Management System	4	3
2.4	CA2CRT04	Computer Organization and Architecture	4	4
2.5	CA2CRT05	Object Oriented Programming using C++	3	4
2.6	CA2CRP02	Software Lab II	5	2
SEMESTER III				
3.1		Advanced Statistical Methods	4	4
3.2	CA3CRT06	Computer Graphics	4	4
3.3	CA3CRT07	Microprocessor and PC Hardware	4	3
3.4	CA3CRT08	Operating Systems	4	4
3.5	CA3CRT09	Data Structure using C++	3	4
3.6	CA3CRP03	Software Lab III	2	6
SEMESTER IV				
4.1		Operational Research	4	4
4.2	CA4CRT10	Design and Analysis of Algorithms	4	4
4.3	CA4CRT11	System Analysis & Software Engineering	4	4
4.4	CA4CRT12	Linux Administration	4	4
4.5	CA4CRT13	Web Programming using PHP	3	3
4.1		Operational Research	4	4
SEMESTER V				
5.1	CA5CRT14	Computer Networks	4	3
5.2	CA5CRT15	IT and Environment	4	4
5.3	CA5CRT16	Java Programming usingLinux	3	3
5.4	CA5OPT	Open Course	3	4
5.5	CA5CRP05	Software Lab - V	2	5
5.6	CA5CRP06	Software Development Lab (Mini Project)	2	6
SEMESTER VI				
6.1	CA6CRT17	Cloud Computing	4	4
6.2	CA6CRT18	Mobile Application Development-Android	4	4
6.3	CA6PET	Elective	4	4
6.4	CA6CRP07	Software Lab VI & Seminar	2	6
6.5	CA6CRP08	Software Development Lab - II (Main Project)	3	7
6.6	CA6VVT01	Viva Voce	1	

COURSE STRUCTURE OF B.Sc. (ELECTRONICS)							
Semester	Course Code	Title of the Course	Course Category	Teaching Hours	Total Hours/Sem	Credits	Total Credits
1		English I	Common I	5	90	4	20
	EL1CRT01	Basic Electronics	Core	4	72	4	
	EL1CRT02	Methodology of Science	Core	4	72	4	
	ELICRP01	Basic Electronics Lab Practical	Core	4	72	2	
		Physics-Solid State Physics	Complementary	4	72	3	
		Mathematics 1	Complementary	4	72	3	
2		English II	Common II	5	90	4	21
	EL2CRT03	Electronic Circuits	Core	4	72	4	
	EL2CRT04	Network Theory	Core	4	72	4	
	EL2CRT05	Digital Electronics	Core	4	72	4	
	EL2CRP02	Digital Electronics Laboratory-Practical	Core	4	72	2	
		Mathematics II	Complementary	4	72	3	
3	EL3CRT06	Analog Communication	Core	4	72	4	21
	EL3CRT07	Analog ICs and Applications	Core	4	72	4	
	EL3CRT08	Electromagnetic Theory	Core	4	72	4	
	EL3CRT09	8085 Microprocessor	Core	4	72	4	
	EL3CRP03	Analog Electronics Circuits Lab - Practical	Core	5	90	2	
		Statistics	Complementary	4	72	3	

4	EL4CRT10	Programming in C	Core	4	72	4	19
	EL4CRT11	Microwave Electronics	Core	4	72	4	
	EL4CRT12	Digital Communication	Core	4	72	4	
	EL4CRT13	Instrumentation Electronics	Core	4	72	3	
	EL4CRP04	Programming in C Lab-Practical	Core	5	90	2	
	EL4CRT05	Microprocessor Lab-Practical	Core	4	72	2	
5	EL5CRT14	Microcontrollers and Applications	Core	4	72	4	19
	EL5CRT15	Environmental Awareness and Human Rights	Core	4	72	4	
	EL5CRT16	Computer Hardware	Core	4	72	4	
	EL5CRP06	Microcontroller Lab - Practical	Core	5	90	2	
	EL5CRP07	Communication Lab	Core	4	72	2	
	EL5CRT01	Open Course	Core	4	72	3	
6	EL6CRT17	Optoelectronics	Core	4	72	4	20
	EL6CRT18	Computer Networks	Core	5	90	4	
	EL6CRT19	Digital Signal Processing	Core	5	90	4	
	EL6CBT01	Choice based Course	Core	4	72	4	
	EL6SMP01	Presentation Skill Practice	Core	2	36	1	
	EL6PRP01	Project Lab	Core	5	90	3	

**COURSE STRUCTURE OF B.Com.
(COMPUTER MODEL - I)**

Sl No.	Course Code	Course Name	Credit	Hours/ Week
SEMESTER I				
1		Language English-I	4	5
2		Second Language-I	4	4
3	CO1CRT01	Dimensions and methodology of Business studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	4
		Total	20	25
SEMESTER II				
1		Language English-I	4	5
2		Second Language-I	4	4
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principle of Business Decisions	3	4
		Total	21	25
SEMESTER III				
1		Language English-I	3	3
2	CO3CRT07	Corporate Accounts I	4	5
3	CO3CRT08	Quantitative Techniques for Business - 1	4	5
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT010	Marketing Management	3	3
6		Optional -1		
7	CO3OCT02	Computer Application - Information Technology for Business(Theory)	3	3
8	CO3OCP01	Computer Application - Information Technology for Business (Practical)	1	2

			Total	21	25
SEMESTER IV					
1	CO1CRT01	Language English-I	3	3	
2	CO4CRT11	Corporate Accounts II	4	6	
3	CO4CRT12	Quantitative Techniques for Business -II	4	6	
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5	
		Optional -2			
	CO4OCT02	Computer Application-Information Technology for Office(Theory)	3	3	
	CO4OCP01	Computer Application-Information Technology for Office (Practical)	1	2	
		Total	19	25	
SEMESTER V					
1	CO5CRT14	Cost Accounting - 1	4	6	
2	CO5CRT15	Environment and Human Rights	4	5	
3	CO5CRT16	Financial Management	4	5	
		Optional - 3			
4	CO5OCT02	Computer Application - Computerised Accounting (Theory)	3	3	
5	CO5OCP01	Computer Application - Computerised Accounting (Practical)	1	2	
6		Open Course	3	4	
		Total	19	25	
SEMESTER VI					
1	CO6CRT17	Cost Accounting - 2	4	6	
2	CO6CRT18	Advertisement and Sales Management	3	4	
3	CO6CRT19	Auditing and Assurance	4	5	
4	CO6CRT20	Management Accounting	4	5	
5	CO6OCT	Optional - 4			
	CO6CT02	Computer Application -Software for Business and Research (Theory)	3	3	
	CO6CP02	Computer Application - Software for Business and Research (Practical)	1	2	
6	CO6PR01	Project and Viva	1		
		Total	20	25	

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COURSE STRUCTURE OF B.Com. (TAXATION)				
Sl No.	Course Code	Course Name	Credit	Hours/Week
SEMESTER I				
1		Language English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and methodology of Business studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		Total	20	25
SEMESTER II				
1		Language English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principle of Business Decisions	3	3
		Total	21	25
SEMESTER III				
1		Language English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business -I	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional -I		
	CO3OCT01	Finance and Taxation-Goods and Service Tax	4	5
		Total	21	25
SEMESTER IV				
1	CO1CRT01	Language English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5

3	CO4CRT12	Quantitative Techniques for Business -II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Optional -2		
	CO4OCT01	Finance and Taxation-Financial Services	4	5
		Total	19	25

SEMESTER V

1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3	CO5CMT07	Complementary Course Finance and Taxation E- Commerce	4	5
4		Optional - 3 Income tax -1		
		Total	19	25

SEMESTER VI

1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CMT09	Complementary Course Finance and Taxation Income Tax - Assessment and Planning	4	5
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4 - Income Tax 2	4	5
6	CO6PR01	Project and Viva	1	-
		Total	20	25

**COURSE STRUCTURE OF B.Com.
(COMPUTER- MODEL II)**

Sl No.	Course Code	Course Name	Credit	Hours/Week
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SEMESTER I

1		Language English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and methodology of Business studies	2	3
4	CO1CRT02	Financial Accounting I	4	5

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5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		Total	20	25
SEMESTER II				
1		Language English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principle of Business Decisions	3	3
		Total	21	25
SEMESTER III				
1		Language English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business -1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT010	Marketing Management	3	3
6		Optional -1		
	CO3OCT02	Computer Application-Information Technology for Business(Theory)	3	3
	CO3OCP01	Computer Application-Information Technology for Business(Practical)	1	2
		Total	21	25
SEMESTER IV				
1	CO1CRT01	Language English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business -II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Optional -2		
	CO4OCT02	Computer Application-Information Technology for Office(Theory)	3	3
	CO4OCP01	Computer Application-Information Technology for Office (Practical)	1	2
		Total	19	25

SEMESTER V

1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3	CO5CRT08	Computer Application - Programming in "C" (Theory)	3	3
	CO5CMP01	Computer Application - Programming in "C" (Practical)	1	2
4		Optional - 3		
	CO5OCT02	Computer Application - Computerised Accounting (Theory)	3	3
	CO5OCT01	Computer Application - Computerised Accounting (Practical)	1	2
5		Open Course	3	4
		Total	19	25

SEMESTER VI

1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CMT09	Complementary Course	4	5
	CO6CMT10	Computer Application - Database Management System	3	3
	CO6CMT01	Computer Application Database Management System (Practical)	1	2
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4		
	CO6OCT02	Computer Application - Software for Business and Research (Theory)	3	3
	CO6OCP01	Computer Application - Software for Business and Research (Practical)	1	2
6	CO6PR01	Project and Viva	1	
		Total	24	30

COURSE STRUCTURE OF BA ENGLISH

Semester	Title	Course Category/Code	Hours Per Week	Credits	Internal Assessment	External Exam
1	Fine-tune Your English	Common Course-1 En1cc01	5	4	20	80
	Pearls from the Deep	Common Course-2 EN1CC02	4	3	20	80
	Second Language	Common Course	4	4	20	80

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1	Methodology of Studying Literature	Core Course-1 EN1CR01	6	4	20	80
	World History/Political Science/	Complementary Course	6	4	20	80
2	Issues that Matter	Common Course-3 EN2CCC03	5	4	20	80
	Savoring the Classics	Common Course - 2 EN2CC04	4	3	20	80
	Introducing Language and Literature	Core Course-2 EN2CR02	6	4	20	80
	Second Language	Common Course	4	4	20	80
	History/Political Science	Complementary Course	6	4	20	80
3	Literature and/as Identity	Common Course - 5 EN3CC05	5	4	20	80
	Second Language	Common Course	5	4	20	80
	Harmony of Prose	Core Course-3 EN3CR03	4	4	20	80
	Symphony of Verse	Core Course-4 EN3CR04	5	4	20	80
	Evolution of Literary Movements the Shapers of Destiny	Complementary Course -3 EN3CM03	6	4	20	80
4	Illuminations	Common Course - 6 EN4CC06	5	4	20	80
	Second Language	Common Course	5	4	20	80
	Modes of Fiction	Core Course-5 EN4CR05	4	4	20	80
	Language and Linguistics	Core Course-6 EN4CR06	5	4	20	80
	Evolution of Literary Movements: The Cross currents of change	Complementary Course 4 EN4CM04	6	4	20	80
5	Open Course	EN5CROP01 Appreciating Films EN5CROP02 Theatre Studies EN5CROO03 English for Careers	4	3	20	80
	Acts on the Stage	Core Course -7 EN5CR07	6	5	20	80

Semester	Title	Course Category/Code	Hours Per Week	Credits	Internal Assessment	External Exam
5	Literary Criticism: Theory	Core Course -8 EN5CR08	5	4	20	80
	Indian Writing in English	Core Course -9 EN5CR09	5	4	20	80
	Environmental Science and Human Rights	Core Course EN5CRN01	5	4	20	80
6	Choice Based Course	EN6CB01 Comparative Literature E6CB02 Modern Malayalam Literature in Translation EN6CB03 Regional Literatures in Translation EN6CB 04 Voices from the Margins	4	4	20	80
	Postcolonial Literatures	Core Course-10 EN6CR10	5	4	20	80
	Women Writing	Core Course-11 EN6CR11	5	4	20	80
	American Literature	Core Course-12 EN6CR12	5	4	20	80
	Modern World Literature	Core Course-13 EN6CR13	5	4	20	80
	Project	EN6PR01	1	2	20	80

COURSE STRUCTURE OF B A ECONOMICS

No.	Course Code	Subject	Credit	Hour
I Semester				
1-1		English 1	4	5
1-2		English Common 1	3	4
1-3		Second Language 1	4	4

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1-4	ECICRT01	Perspectives & Methodology of Economics	4	6
1-5	EC1CMT01	Complementary 1 - Social Formation in Pre-modern India	4	6
II Semester				
2-1		English 2	4	5
2-2		English Common 2	3	4
2-3		Second Language 2	4	4
2-4	EC2CRT02	Micro Economic Analysis-I	5	6
2-5	EC2CMT02	Complementary 2 - Transition to Contemporary world	4	6
III Semester				
3-1		English - III	4	5
3-2		Second Language Common - I	4	5
3-3	EC3CRT03	Micro Economics Analysis II	5	4
3-4	EC3CRT04	Economics Growth and Development	4	5
3-5	EC3CMT01	An Introduction to Political Science	4	6
IV Semester				
4-1		English - IV	4	5
4-2		Second Language Common - II	4	5
4-3	EC4CRT05	Macro Economics I	4	5
4-4	EC4CRT06	Public Economics	4	4
4-5	EC4CMT02	Indian constitution Social Issues in India	4	6
V Semester				
5-1	EC5CRT07	Quantitative Techniques	4	6
5-2	EC5CRT08	Macro Economics - II	5	5
5-3	EC50PTO	Open Course	4	4
5-4	EC5CRT09	Environmental Economics	4	5
5-5	EC5CRT10	Introductory Econometrics	4	5
VI Semester				
6-1	EC6CRT11	Quantitative Methods	4	6
6-2	EC6CRT12	International Economics	4	5

6-3	EC6CBT	Choice based	4	5
6-4	EC6CRT13	Money & Financial Market	4	5
6-5	EC6CRT14	Indian Economy	4	5
6-6		Project	2	

COURSE STRUCTURE OF M.A. ENGLISH

Course		Type of the Course	Hour	Credit
I Semester				
EN010101	UP Until Chaucer: Early Literatures in English	CORE	5	4
ENOIOIO2	Literatures of the English Renaissance	CORE	5	4
EN010103	Literatures of the English Revolution /Enlightenment	CORE	5	4
EN010104	19th Century English Literatures	CORE	5	4
EN010105	Literary Criticism	CORE	5	4
II Semester				
EN010201	Modernity and Modernisms	CORE	5	4
ENOIO202	Postmodernism and Beyond	CORE	5	4
ENOIO203	American Literatures	CORE	5	4
EN010204	English Language History and Contemporary Linguistics	CORE	5	4
EN010205	Thinking Theory	CORE	5	4
III Semester				
PC 11	American Literature		4	5
PC 12	Cultural Studies		4	5
PC 13	Gender Studies		4	5
PC 14	Modes of Fiction		4	5
PC 15	Texts and Performance		4	5
IV Semester				
PC 16	Literature and the Empire		4	5
PE 01	Modern European Drama		4	5
PE 07	The public sphere and its contemporary context		4	5
PE 09	Modern European Fiction		4	5
PE 10	English Language Teaching (ELT)		4	5

COURSE STRUCTURE OF M A ECONOMICS

No.	Subject	Credit	Hour
I Semester			
EC010101	Microeconomics - 1	5	4
EC010102	Macroeconomics - 1	5	4
EC010103	Development Economics	5	4
EC010104	Indian Economy 1	5	4
EC010105	Mathematical Methods for Economic Analysis	5	4
II Semester			
EC010201	Microeconomics - I	5	4
EC010202	Macroeconomics - II	5	4
EC010204	Public Economics	5	4
EC010204	Indian Economy - II	5	4
EC010205	Statistical Methods for Economic Analysis	5	4
III Semester			
ECOPGSI 11	International Trade Theory and Policy	5	4
ECOPGSI 12	Public Economics	5	4
ECOPGSI 13	Research Methods in Economics	5	4
ECOPGSI 14	Economics of Environment and Social Sector	5	4
Elective From Group A	Monetary Theory and Policy	5	3
IV Semester			
ECOPGSI 15	Global Trading and Monetary System	5	4
ECOPGSI 16	Indian Public Finance	5	4
Elective From Group B	Management -Theory and Practice	5	3
Elective From Group B	Personal Management	5	3
Elective From Group B	Capital Market	5	3
Dissertation-Cum- Viva/			2
General Viva			
TOTAL CREDITS			80

COURSE STRUCTURE OF M.Com

	Course	Credit	Hour
I Semester			
CM010101	Specialised Accounting	4	5
CM010102	Organisational Behaviour	3	5
CM010103	Marketing Management	4	5
CM010104	Management Optimisation Techniques	4	5
CM010105	Methodology for Social Science Research	4	5
	Total	19	25
II Semester			
CM010201	Advanced Corporate Accounting	4	5
CM010203	Human Resource Management	3	5
CM010203	International Business and Finance	4	5
CM010204	Quantitative Techniques	4	5
CM010205	Strategic Management	4	5
	Total	19	25
III Semester			
MA03C11	Management Accounting	4	5
DT03C12	Direct Taxes Law and Practice	4	5
IB03C13	International Business	4	5
CG03C14	Corporate Governance	4	5
BE03C15	Business Environment	4	5
IV Semester (Elective Finance)			
AC04C16	Advanced Cost Accounting	3	5
DT04C17	Direct Taxes - Assessment and Procedures	3	5
IF04E01	International Finance	3	5
FM04E02	Financial Markets and Derivatives	3	5
SA04E03	Security Analysis and Portfolio Management	3	5
PD04C18	Project/Dissertation	3	
VV04C19	Viva-Voce	2	
IV Semester (Elective - Marketing)			
AC04C16	Advanced Cost Accounting	3	5

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DT04C17	Direct Taxes - Assessment and Procedures	3	5
MM04E01	Marketing Management	3	5
MR04E02	Marketing Research	3	5
MS04E03	Marketing Services	3	5
PD04C18	Project/Dissertation	3	
VV04C19	Viva-Voce	2	
COURSE STRUCTURE OF M.SC COMPUTER SCIENCE			
	Subject	Credit	Hour
I Semester			
CA500101	Computational Mathematics	4	4
CA010101	Advanced Web Technology	4	4
CA010102	Operating Systems	4	4
CA500102	Advanced Java Programming	3	3
CA010103	Lab I (Java & PHP)	4	10
II Semester			
CA500201	Advanced Data Structures	4	4
CA010201	Computer Networks	4	4
CA010202	Research Methodology and Technical Writing	3	3
CA500202	Database Management System and SQL	4	4
CA010203	Lab II (DS using Java, SQL)	4	10
III Semester			
MCS3C1	Database	4	4
	Management systems		
MCS3C2	Java Programming	4	4
MCS3C3	Design & analysis of algorithms	4	4
MCS3C4	Software Engineering	4	4
MCS3P5	Lab III (Java & DBMS)	3	9
IV Semester			
MCS4C1	Data Mining	4	6
MCS4EA	Elective 1 Web Programming Lamp	4	5
MCS 4 EB	Elective 2 Advanced Java Programming	4	5
	Project	8	9
	Viva - Voce	3	

COURSE STRUCTURE OF M.Sc. ELECTRONICS

	Course	Type of Course	Credit	Hour	Total Credit
I Semester					
EL010101	Network Analysis and Synthesis	Core	4	4	19
EL010102	Electronic Circuits Analysis	Core	4	4	
EL010103	IC Fabrication and MEMS	Core	4	4	
EL010104	Digital Communication Techniques	Core	3	3	
EL010105	Advanced Electronics Circuit Lab	Practical	10	4	
II Semester					
EL010201	Digital Signal Processing & Applications	Core	4	4	19
EL010202	AVR based Embedded Systems	Core	4	4	
EL010203	Mobile Computing	Core	4	4	
EL010204	VLSI Design and Analysis	Core	3	3	
EL010205	Microcontroller and DSP Lab	Practical	10	4	
III Semester					
			Credit	Hour	
MES 3C1	Optical Communication Techniques		4	4	
MES 3C2	Programming in C++		4	4	
MES 3C3	Data Communication and Internet Technology		4	4	
MES 3C4	Control Systems		4	4	
MES 3P5	C++ Programming Lab		3	9	
IV Semester					
MES 4C1	Advanced Embedded Systems		4	4	
MES 4P2	VHDL Programming Lab		3	8	
MES 4EA*	Elective-Nano Technology		4	4	
MES 4EB*	Elective - Biomedical Electronic and Biosensors		4	4	
PROJECT			6	5	
VIVA - VOCE	2				

COURSE STRUCTURE OF BLISc.

I Semester				
Subject	Exam Duration Hrs.	Marks (Internal)	Marks (External)	Total
I Foundations of Library and Information Science	3	20	80	100
II Library and Information Centre Management	3	20	80	100
III Knowledge Organisation Theory - Classification	3	20	80	100
IV Knowledge Organisation Theory - Cataloguing	3	20	80	100
	Total	80	320	400
II Semester				
Subject	Exam Duration Hrs.	Marks (Internal)	Marks (External)	Total
I Information Sources, Systems and Services.	3	20	80	100
II Knowledge Organization Practice- Classification	3	20	80	100
III Knowledge Organisation Practice-Cataloguing	3	20	80	100
IV Basics of Information Technology	3	20	80	100
V Information Technology Practical	3	20	80	100
	Total	100	400	500

Almanac JUNE 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 EduL Fithr	11	12	13 Second Saturday
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 Second Saturday
12	13	14	15	16 Ilahia Day	17	18
19	20 Karkidakavavu	21	22	23	24	25
26	27	28	29	30	31	

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AUGUST 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 1st Onam	31 Thiruvonam					1
2	3	4	5	6	7	8 Second Saturday
9 Bakrid	10	11	12	13	14	15 Independence Day
16	17	18	19	20	21	22
23	24	25	26	27	28	29 Muhram
SEPTEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Illrd Onam	2 Ayyankali Jayanthi	3	4	5
6	7	8	9	10 Sreekrishna Jayanthi	11	12 Second Saturday
13	14	15	16	17	18	19
20	21 Srinarayana-gurursmathi	22	23	24	25	26
27	28	29	30			

OCTOBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Gandhijayanthi	3
4	5	6	7	8	9	10 Second Saturday
11	12	13	14	15	16	17
18	19	20	21	22	23	24 Mahanavami
25	26 Vijayadashami	27	28	29 Nabi Dhinam	30	31

NOVEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Deepavali Second Saturday
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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DECEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12 Second Saturday
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		
JANUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2 Mannam Jayanthi
3	4	5	6	7	8	9 Second Saturday
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Republic Day	27	28	29	30

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 Second Saturday
14	15	16	17	18	19	20
21	22	23	24 Sivarathri	25	26	27
28						

MARCH 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 Second Saturday
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DAYS TO REMEMBER

January 8	:	World Literacy Day
January 12	:	National Youth Day
January 26	:	Republic Day of India
February 20	:	Non-violent Resistance Day
February 21	:	Mathrubhasha Day
March 8	:	International Women's Day
March 21	:	International Day for Elimination of Racial Discrimination
March 22	:	World Day for Water
March 24	:	World Tuberculosis Day
April 7	:	World Health Day
April 22	:	Earth Day
April 28	:	Child labour abolition day
May 1	:	International Labor Day
June 4	:	International Day of Innocent Children Victims of Aggression
June 5	:	World Environment Day
June 14	:	Blood Donation day
June 17	:	World Day to Combat Desertification and Drought
June 19	:	Reading day
June 21	:	International Yoga day
June 26	:	International Antinarcotics day
July 11	:	World Population Day
August 15	:	Indian Independence Day
September 8	:	International Literacy Day
October 1	:	International Day of Older People
October 2	:	Gandhi Jayanti
October 16	:	World Food Day
October 17	:	International Day for Eradication of Poverty
November 14	:	Children's day
November 25	:	International Day for Elimination of Violence against Women
December 1	:	World Aids Day
December 2	:	World Computer Literacy Day
December 3	:	International Day of Disabled Persons
December 10	:	Human Rights day International Volunteer Day for Economic and Social Development

