DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY

(Approved by AICTE New Delhi & Affiliated to M G University Kottayam)
An ISO 9001: 2015 certified & Run by Vincentian Fathers
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Handbook

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Student Guidelines 2022-2023

This handbook encompasses concisely and unambiguously the objectives, policies, guidelines, rules and regulations which the college follows in its administration. This is a ready document for consultation for all the stake holders.

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Vision

To build up a center par excellence equipped to mould outstanding young professionals in relevant fields integrating the physical, intellectual, emotional and spiritual dimensions of their lives through focused training and person specific career counseling so that they may observe unflinching allegiance to the society.

Mission

To bring out of a human being, what is the best in him\her by imparting excellent, up-to-date training in the field of new technologies, integrating the spiritual, intellectual and human dimensions, and to face global challenges, thus preparing him\her enriching and fulfilling future.

Quality Policy

De Paul Institute of Science & Technology (DiST) is committed to build up a college of excellence in higher learning by focusing on the holistic development of the students. For this we strive to integrate physical, intellectual, emotional and spiritual dimensions of their lives in the teaching learning process. The institute imparts education with a goal to make the students prove, not only their academic excellence, but also to be worthy citizens with a deep commitment to the society they live in. The core of the institute consists of continuous interaction, quality exposure to real life issues and challenges, intensive team work with the aid of modern technology and qualified and committed faculty members.

To achieve this pursuit, the teaching learning process is designed in line with the goals of higher education, national goals and the core values of the college as specified in the vision and mission statements. The college has adopted outcome based education (OBE) as a method to make the students achieve the educational outcomes of each programme and has developed a system to evaluate the outcome achievement by the students.

College quality policy makes sure that together with covering the whole syllabus in time skill development takes place through additional training, add on courses and participation in the activities of the talent clubs, departmental associations and innovation and entrepreneurship development cells.

The value education imparted in the college tries to instill in the students' minds respect for the national values, all religions and communities and the concern for the environment.

Quality policy also gives room for students and staff to register their complaints regarding both academics and non-academics which will be attended to promptly. Through the class committees, convened twice in every semester for each batch, the college receives suggestions of students regarding all aspects of their life in the campus and are promptly attended to by the authorities.

The College Motto

"Our payback is the professional excellence of our students"

2. DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DIST) – A PROFILE

De Paul Institute of Science & Technology (DiST), approved by AICTE, New Delhi and affiliated to M G University, Kottayam was started in the year 2002. The institute derives its title and inspiration from St Vincent De Paul, the patron saint of the Vincentian Congregation, a Christian religious community which manages the institute. Inspired by the example of St Vincent De Paul, the members of the congregation undertake various educational/ charitable/ spiritual activities for uplifting the society, especially the marginalized sections. Mary Matha Province of the Vincentian Congregation is the parent organization which runs De Paul Education Trust which manages DiST and its sister concerns such as De Paul English Medium School.

2.1. St. Vincent De Paul – Our Patron

St Vincent de Paul, our inspiration and patron, succeeded in giving a concrete expression to the merciful love of Lord Jesus. He became the inspiring presence of his times that awakened the conscience of humanity. He left indelible marks of human values in the 17th century history. Pope John Paul II called him "a man of action and prayer; a man of persuasion and imagination; a man of leadership and humble service; a man of yesterday and today". He founded and promoted a massive charitable organization and for the first time encouraged women to actively participate in the process of social action.

2.2. Educational Policy statement of Vincentian Congregation (VC)

The specific and pre-eminent purpose of the Congregation is the evangelization of the poor. It is realized in Popular Missions, retreats, missionary works among non-Christians as well as charitable, educational and social apostolate. A wholehearted commitment to the evangelization of the poor and their human and Christian advancement is the identifying mark of our congregation.

As the future of our society depends on the type of education we give to children, Vincentian educational institutions aim at providing affordable quality and relevant education to all with special attention to the children of the poor and marginalized sections of the society. Going beyond mere personal academic development, we focus on the holistic and fuller development of the person. Through educational works we are fulfilling the duty of forming worthy children

for the Church and responsible citizens for the state. Therefore, our educational institutions must distinguish themselves by their spiritual, intellectual and cultural excellence. Our objective is that our students should attain high levels of personal competence, conscience, compassion and commitment.

Through our educational ministry, we hope to play a vital role in creating a transformed society built on the Kingdom values of justice, peace, love and harmony. Our apostolate of education fully participates in the mission of Christ and is truly a spiritual ministry that unites the whole human family. By providing education to all, irrespective of caste and creed, we make a distinctive contribution to attain the goals of national integration.

2.3. Vision of Educational Policy of V C

Jesus's mission is to restore the integrity of God's original creation, and thus, build the Kingdom of God on earth. We draw our vision from the same mission of Christ – that all may have life and have it in abundance.

2.4. Mission of Educational Policy of V C

Guided by Vincentian values we serve in the field of education using formal and informal methods to educate children and adults so that they may be transformed into excellent persons having high integrity and standard of life, contributing to the growth of the community. Our inspiration is the mission of Jesus reflected in the words "to preach the Good News to the Poor". For this we conduct schools, colleges, technical and professional education centers.

2.5. A Brief History of the College

The Institute was started in 2002 as a self-financing college with just one programme, namely, Master of Computer Applications (MCA). During the last nineteen years the college has grown in size both in terms of number of students and number of programmes. At present the college caters to the educational requirements of nearly 1500 students in eight under graduate and eight post graduate programmes across six streams namely, Management, Computer Science, Commerce, Media & Mass Communication, Social Work and English. The college is situated in an eco-friendly and academic friendly atmosphere amidst a fast developing industrial and business town and sylvan surroundings.

2.6 DiST Administration

2.6.1 Management

Management of the institution is De Paul Education Trust. The president of the Trust (Provincial Superior of Marymatha Province) will be the General Manager (GM) of the institution. For better administration, Associate Manager may be appointed by the General Manager. Associate Manager assists General Manager. All the TRUSTEES will be the Governing body members. Management can constitute an Administrative body. Manager, Principal and Finance Officer are the ex-officio members of the Administrative body. Any other member(s) can also be nominated by the GM as member(s) of the Administrative body. Manager will be the President of the administrative body. Principal will be the secretary of the Administrative body.

2.6.2 Governing Body

Trustees of De Paul Education Trust and Provincial administration of Marymatha Province of Vincentian Congregation: Policy making body.

2.6.3 Administrative body

Manager, Associate Manager, Principal, Finance Officer and any others nominated by the Manager: Decision making body.

2.6.4 Advisory council

It is a consultative body. An advisory council has been constituted by College authorities.

2.6.5 Management Council

The policy decisions pertaining to DiST will be taken by the manager in consultation with the management council which comprises of the all the members of the provincial council of Mary Matha Province of the Vincentian congregation and the Director/Principal of the college.

2.6.6 General Manager

Head of policy making and overseeing. Provincial Superior of Mary Matha Province of Vincentian Congregation.

2.6.7 Manager/Associate Manager

Assists the General Manager. The Education Councilor in the Mary Matha Province of Vincentian Congregation is the Manager/Associate Manager of the college. The manager shall ensure that the institution has necessary infrastructural facilities conducive to imparting quality education. The manager shall see to it that the institution is making every effort to improve constantly in academic as well as other spheres.

2.6.8 Management Committee

The day to day administrative decisions of the college will be taken by the Manager in consultation with the Director/Principal of the college and other members of the congregation working in different designations in the college.

2.6.9 Principal /Director

Head of the institute, institution's controlling officer and responsible for execution of the policy and decisions. The Principal/Director of the Institution is appointed by the Provincial Superior in consultation with his council and in accordance with the regulations of the Government/Board/University. The Principal/Director shall govern the institution under the guidance of the manager and in consultation with the Bursar and other confreres serving in the institution. He shall ensure that the directions of the Statutes & Practical Norms and Directives for educational institutions of the Vincentian Congregation are followed. Being the administrative head of the institution, he has the responsibility to see to it that the Government/Board/University regulations concerning the institution are strictly followed. The Principal/Director shall see to it that the staff functions efficiently to maintain high standards in curricular and co-curricular activities. The Principal/Director shall keep the manager informed of all important matters of the institution.   The Principal/Director carries out the day to day administration of the academic matters in consultation with the College Core Committee.

2.6.10 Vice Principal

Assists the Principal by taking up the duties and responsibilities assigned by the Principal.

2.6.11 Finance officer

In charge of finance and deals with all the financial matters subject to the general directions and control of Manager/Principal. The Provincial Superior/Regional Superior will appoint the Finance Director in consultation with the Director/Principal of the college. He will be a member of the Vincentian Congregation and he will take care of the temporal administration, general purchases and maintenance of the college. He will be in charge of the property and infrastructure of the college. He will be responsible for the receipts of the fees and other funds and disbursement of salary. Salary is to be distributed after obtaining clearance from the Principal/Director. The Finance Director shall maintain the inventory and accounts of the institution and get the accounts audited in time.

2.6.12 College Core Committee

The Core Committee of the college comprises of the Director/Principal, Vice Principal, Finance Director, Hostel Director, Heads of Departments, Office Superintendent, IQAC Coordinator, Librarian, ISO Management Representative, Counsellor and the college PRO.

- The Core Committee meets once in a month and may hold ad hoc meetings, if necessary.
- The committee reviews the matters related to academics, all round formation and general discipline of the college and advises the principal in such matters.

2.6.13 Internal Quality Assurance Cell (IQAC)

NAAC has proposed that all accredited institutions should form an Internal Quality Assurance Cell in the college in order to develop a system for conscious, consistent and catalytic action for improving the quality of education and administration in the college. Even though we are yet to go for the first cycle of NAAC accreditation, we have formed IQAC in the college to suggest and evaluate methods for improving the teaching learning process and administrative system of the college. The IQAC sees to it that there is conscious and consistent action for improvement in quality in academics, integral growth of the students and all other aspects of the working of the institution. The college constituted the IQAC in the college on 17th January, 2019 with representatives from students, staff, management, industry and other stakeholders.

A faculty member is in charge of the IQAC in the college who documents our strivings for quality improvement. IQAC is entrusted with the duty of disseminating information on the various quality parameters of higher education by organizing various seminars and workshops. IQAC will prepare the Annual Quality Assurance Report (AQAR) to be submitted to NAAC.

2.6.14 Director / HOD / Programme Coordinator

Departmental Head is responsible for overall supervision and control of the department, for coordinating all the activities of the department, for up-gradation and standardization of the programme and for giving proper direction and guidance to the faculty members of the department on effective arrangement of academic programs.

2.6.15 Office Superintendent

Office superintendent is in charge of all the day to day office administration related to the Government. AICTE, University and students.

2.6.16 Staff

The selection of staff shall be carried out by a selection committee consisting of the Manager, the Principal/Director, the Provincial Councilor for Education or his nominee and a subject expert, if necessary. For staff selection the college follows the HR policy of the college. The institute shall not receive any donation for the appointment of staff. Through periodic training, the staff shall be equipped with up to date knowledge and pedagogical skills including the use of new educational technologies.

3. DIST MILESTONES

- IIQA Submission : 10th May 2022
- NAAC Registration : 5th May 2022
- Starting of BBA programme : 28th September 2021
- Starting of BSW programme : 22nd October 2020
- Constitution of IQAC : 17th January 2019
- Initiating the NAAC accreditation process : 16th March 2018
- Inauguration of MCA Lateral Entry Course : 8th October 2014
- Inauguration of MCA Dual Degree Course : 5th August 2014
- Inauguration of M.Phil Course : 25th February 2014

- Inauguration of DICW : 16th January 2013
- Opening of DiST Ladies Hostel : 11th April 2013
- Opening of DiST Annex : 11th April 2013
- Inauguration of M.Com (Finance) Program : 18th September 2012
- Inauguration of M.Sc Comp. Networking & Tech : 17th September 2012
- Inauguration of MCJ Course : 17th September 2012
- Inauguration of MA Multimedia Course : 17th September 2012
- Inauguration of BA (Multimedia) & BA (ECJ) Programs : 26th July 2012
- Inauguration of B.Com (Fin & Tax) Program 4th July 2012
- Decennial Year Inauguration : 26th November 2011
- Inauguration of B.Com Comp. & BCA Courses : 26th November 2011
- Inauguration of DCRD : 17th February 2010
- Inauguration of IGNOU in De Paul Campus : 17th June 2009
- Achievement of First University Rank: 2008
- Inauguration of MBA Course : 27th November 2008
- Inauguration of DES : 30th December 2006
- Inauguration of MHRM Course : 25th February 2006
- Blessing of DiST Gents Hostel : 12th March 2005
- Inauguration of MSW Course : 11th October 2004
- Inauguration of MCA Course : 18th November 2002
- Blessing of the College : 21st October 2002
- Foundation stone laying : 10th July 2002

4. ADMINISTRATIVE OFFICE BEARERS

1. Manager : Rev. Fr. (Dr.) Paul Puthuva V C
2. Principal : Rev. Fr. (Dr.) Johny Chacko Mangalath V C
3. Vice Principl: Rev. Dr. Fr. Robin Chittuparambil VC
4. Vice Principal: Rev. Fr Mathew Malieckal V C
5. Finance Director : Rev Fr Lindo Puthuparambil V C
6. Hostel Director : Rev Fr. Geejo Pattath V C
7. Hostel warden (Girls) : Rev. Sr Annucia C P S
8. IQAC: Mr. Jacob Thaliyan
9. Secretary to College Core Committee : Mr. Solomon John
10. Secretary to College staff meeting: Ms. Nisha Ann Jacob

11. Staff Advisors : Mr. Anosh Paul, Ms. Bala P Vijayaraghavan & Ms. Amrutha Muralidharan Nair

12. Academic Monitoring Committee Convener : Ms. Sunitha K S

13. Public Relations Officer : Mr. Kiranlal M.S.

14. PTA Secretary : Ms. Anitha Isaac

15. DiST Alumni Association Coordinator : Mr. Joseph Paul

16. Anti-Ragging Committee Convener : Ms. Reena Jose

17. Returning Officer : Mr. Raju Warrier

18. NSS Programme Officers : Ms. Anju V Nair & Mr. Praful Jose

19. Placement Cell Coordinator: Mr. Joseph Paul

20. Internal Complaints Committee (Differently Abled Students)

21. Students' Grievance Redressal Committee: Ms. Ambily Pramitha

22. Internal Complaints Committee (Women Non Harassment Committee): Ms. Sherin Paul

23. Grievance Redressal Committee & SC/ST Monitoring cell : Ms. Sneha Prakash

24. Discipline Committee : Mr. Raju Tharayil

25. Examination Cell : Ms. Sheena Jose

26. Open Course Committee: Ms. Ambily Pramitha

27. MOOC Courses Swayam, NPTEL and Coursera : Mr. Raju Warrier

28. MG University MOOC on Organic Farming : Ms. Anju V Nair

29. De Paul Center for Research & Development : Dr. Nirmal Jacob

30. ASAP Cell : Mr. Raju Warrier

31. NISP & IEDC : Ms. Sneha Prakash

32. AICUF and Jesus Youth : Ms. Maria Paul & Thushara Mathew

Clubs

33. Anti-Narcotics Club : Ms. Tharu Jossy & Mr. Abins Kurain

34. Cyclist Club : Dr Xavier Vinayaraj & Ms. Regha P. Antony

35. Dance Club : Ms. Amrutha Muraleedharan Nair & Ms. Anuja Das P.M

36. Debate and Public Speaking Club : Mr. Solomon John & Ms. Andriya Tina D'Souza

37. Drama Club : Mr. Jithu Johny & Ms. Maria Paul

38. Film Club : Mr. Akash V & Mr. Jiljith K.

39. Fine Arts Club : Mr. Biljith Sasi

40. Literary Club : Ms. Jubbi Francis & Mr. Rijo Thomas

41. Music Club : Ms. Chinju C J & Mr. Balagovind S

42. Nature Club : Ms. Jebi Chackchan & Ms. Meena Maria

43. Photography Club : Mr. Abhilash K & Ms. Souwmya P.

44. Quiz Club Coordinators Ms. Jaya Justy & Ms. Jismy Varghese

45. Snehaswaram Club : Dr. Xavier Vinayaraj & Ms. Thushara Mathew

46. Women's Cell : Ms. Ritha Sabu, Ms. Anitha Isaac & Ms. Bala P Vijayaraghavan

47. Yoga Club : Ms. Vidhya & Mr. Aniesh Gokul

5. COMMITTEES

For proper administration of the college various statutory and non-statutory committees are formed in the college. These committees and clubs make the day to day running and integral development of the students smooth. The staff in charge of these committees and clubs are appointed for one year, even though the term may be extended, if the Principal so feels.

5.1 Statutory committees

5.1.1 Anti Ragging Committee

The anti-ragging committee is constituted every year as per the directives of the AICTE and University. This committee takes necessary steps to avoid ragging in the campus throughout the year, especially when the juniors come to the college. With the help of staff members, the committee organizes awareness programmes to make the campus a friendly one. The committee document measures taken to prevent ragging in the campus and send reports as required. Any complaints of ragging will be referred to the committee and the committee will enquire into the same and will suggest disciplinary actions against the culprits to the Core committee of the college.

5.1.2 Students' Grievance Redressal Committee

As per the UGC regulations 2018, the college has established a Grievance redressal committee in the college to redress the genuine complaints of the students, staff and parents. Online facility for grievance registration is facilitated in the college website. For internal marks related

grievance redressal there is a three tier system as per the University regulations, at the departmental level, at the college level and at the University level.

5. 1.3 Internal Committee for the Students with Disabilities

As per AICTE regulation, the college has established an Internal Committee for the Students with disabilities to take care of the special needs of the students with any kind of disabilities. The committee consists of students, staff and parents. The committee makes sure that the infrastructural and other facilities required for the differently abled students are provided for in the campus.

5.1.4 Grievance Redressal Committee & SC/ST/Monitoring Cell

As per the requirements a special cell to monitor the atrocities against the   members belonging to SC/ST is established in the college. This monitors the schemes for the SC/ST students by the government and other agencies and evaluates the progress of these students and get feedback from them. The committee also solve the grievances of the SC/ST students in the college.

5.1.5. Internal Complaints Committee (Women Non-Harassment Committee)

Following the UGC regulation, the college has established Internal Complaints Committee (ICC) which takes care of prevention, prohibition and redressal of sexual or other types of harassment of students and staff of the college as per the guidelines. The students and staff are given awareness classes about the same. The college is committed to zero tolerance of sexual harassment in any form by either the students or staff of the college. And also the college will not tolerate any form of discrimination of the different stake holders of the institution. If the students have any genuine complaint of harassment or discrimination they can report the matter to the Internal Complaints Committee.

5.1.6   Examination Cell

To plan and execute the internal examinations of the college an examination committee is functioning in the college which helps to conduct the internal examinations as planned in the semester activity plan. Examination cell is composed of one convener and staff members from

all departments. Examination committee prepares the schedule of the internal examinations of the college after considering the academic calendar of the University. Invigilation duties for the staff for the University examinations are scheduled by this committee.

5.1.7 Class committees

As per the university guidelines class committees function in all the classes. The class committee consists of the Head of the Department, one senior faculty from the department, the class animator and two students. The class committee meets twice in a semester and listen to the suggestions of the students regarding both curricular and non-curricular aspects to make improvements and report these to the higher authorities.

5.1.8 Internal Quality Assuarance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is a structure for building and ensuring quality culture at the institutional level. The primary objective of IQAC is to positively influence the teaching-learning-evaluation process in the institution. It plans and develops strategies to improve all quality aspects and helps to achieve learning outcomes and objectives.

5.1.9 Institution Industry Cell (IIC)

The objective of the Institution – Industry Cell (IIC) is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. The aim of IIC is to gain by way of up to date curricula, source of revenue generation by consultancy and R & D and societal relevance. Effective functioning of IIC helps the industry to enhance and increase the availability of employable manpower pool, helps faculties to introduce latest industry practices for better productivity and more effective teaching-learning processes, trains students in industrial practices which will reduce learning curves and for the society the improved quality goods and services.

5.2. Non Statutory Committees
5.2.1. Admission Committee
Admission committee takes care of everything related to the admission in the college. Advertisements regarding different progammes in the print media and electronic media

including social media, preparation of the prospectus, scrutinizing the applications for admissions, conducting admission tests and interviews, wherever required, admissions as per CAP of the University and the allotments made by for technical education are all done by the admission committee.

5.2.2. Alumni Coordination Committee

Alumni coordination committee is constituted with the placement officers from all the departments. This committee makes sure of the participation of the alumni in all the development activities of the college by constantly keeping in touch with them. This committee is entrusted with the task of organizing the annual get together of the alumni association 'Nostalgia'.

5.2.3. Arts & Cultural Committee

The college aims at the integral growth of the students which requires focus on both academic and non-academic aspects of the life of students in the campus. Cooperating with the college union this committee coordinates the different talent clubs, prepares students for the university arts festival and for different fests organized by different institutions.

5.2.4. Bridge and Orientation Committee

The new buds in the college are to be properly oriented and inducted to the college culture. The committee organizes orientation and induction programmes involving both in house and outside resources. Bridge courses for the new students in the college are also being organized by this committee.

5.2.5. Discipline Committee

This committee helps the Principal in the maintenance of campus discipline. During celebrations, election etc. this committee plan properly to avoid any untoward incidents. Any act of indiscipline by the students in the campus (including in the hostel) will be enquired by this committee and will suggest actions, if any, against the culprits to the Core Committee.

5.2.6 Building Committee

Building committee looks after the proper maintenance of the college and hostel buildings. This committee is being constituted by the management.

5.2.7 Library Development Committee

Being one of the most important learning resources in the college, the library plays an important part in the teaching learning process. To make the library up to date both in terms of technology and learning resources, a library committee functions in the college with representatives from all the departments. This committee makes sure that the required books for all the departments are purchased in the library and the books, journals and e library resources are sufficient and efficiently used by the staff and students. The efficient functioning of the college library is ensured by implementing the suggestions of this committee.

5.2.8 Placement cell

The goal of most of the students studying in the college is to secure a decent job. Hence, the college emphasizes the need for making the students industry ready. A DiST Placements & Corporate Relations (DPCR) is functioning in the college with placement officers from different departments being the members. The cell organizes aptitude test training, soft skill training and make arrangements with companies for conducting recruitment drives and job fairs in the campus.

5.2.9 Public Relations Committee

This committee under the leadership of the Public relations officer makes sure that news about everything that happens in the college is published in the print, electronics and social media and in the college website. All promotion materials are prepared/approved by this committee.

5.2.10 Open Course Committee

Open courses offered in the fifth semester for the UG programmes are decided by this committee. The committee consists of members from all the UG departments.

5.2.11. Remedial Committee

Remedial committee is to ensure that remedial coaching is organized in the different departments and proper documentation is being made for the same. The committee meets at least once in a year.

5.2.12. Tutorial Committee

Comprising of the HODs of different departments of the college, this committee organizes extra classes for the advanced learners and motivate them to reach higher echelons of society.

5.2.13. Value Education Committee

To make the students grow with strong values in all realms of life the college organizes value education on a regular basis. The plan is to engage at least thirty hours for value education classes for every batch in a year. The syllabus and schedule for the value education classes together with talks by inspirational leaders is arranged by the value education committee.

5.2.14. Website Committee

Led by the website in charge of the college, this committee has members from all the departments. It is in charge of updating the web site of the college.

5. 2.15. Women's Cell

Women' cell in the college strives for gender equality through women empowerment by organizing inspirational talks and interactions with successful women and also by focusing on skill development among the girl students.

6. DEPARTMENTAL ASSOCIATIONS

To develop the domain specific skills of the students departmental associations are formed in all the departments. All the students are supposed to join their departmental associations. These associations will have specific rules and regulations for their functioning. Each subject association will have a President, Vice President, Secretary, Joint Secretary and Treasurer. A faculty member, appointed by the Head of the Department, will be in charge of the association to monitor and guide the office bearers in organizing programmes for the members of the association for the year. The associations organize co-curricular activities like industry interactions, industry visits, workshops, seminars etc. to make the students more industry ready.

6.1. **SADESS**

Students' Association of De Paul School of Social Work (SADESS) was formed in 2009 with an aim of providing an avenue for the students to apply theory into practice. Under the banner of SADESS, students take initiatives in many ways to organize activities to develop the social commitment including educational, health and economic development of the individuals who are in need of. The important activities include: observing socially relevant important days or events, street plays, conducting/organizing awareness classes or seminars or webinars based on relevant social issues, planting trees, organizing medical and blood donation camps, nature camps, Christmas celebration for the differently abled children, orphanage visits, providing psychosocial support through tele-counselling, etc. The YouTube channel of the association is used as a means to convey the importance of all these activities among the public. The new initiative of the association is 'Karuthal' which is focused on providing timely psycho-socio-economic support to the victims of pandemic/disaster. Thus, the association helps the students to strengthen their interpersonal relationship and change their attitude so as to tune themselves for the social work profession.

6.2. AGORA

Students' Association AGORA in the School of Management functions with an objective of enhancing Managerial competence of the Management Students. Enhancing managerial skills, getting updated with the latest developments in the business world, establishing contacts with practising managers and their organisations and to develop the leadership skills of the aspiring Managers. AGORA operates through various clubs like "Marketrics' the Marketing club, 'Zoom' the HR club and Finzone, the finance club.

The important common activities are Inauguration of the Management Association and popular Management fest DHAKSH. Management Association coordinates the participation in various management fests organised by other colleges. Every year the faculty coordinators and student office bearers for these clubs are identified and given charge of initiating the activities of the clubs.

6.3. CLUB BETA AND INTENZA - ASSOCIATIONS OF COMMERCE STUDENTS

An active and efficacious association **Club-Beta** has been functioning in the department for many years. The association has an incredible influence on students in their personal and professional development. It organizes a popular event every year called La-Foire**,** the Trade

Fair. La-Foire is a platform where students of Commerce can run their business for one day. It enables them to showcase their talents in trade, coordination, sales, accounting, etc. Club Beta also organizes many events such as Seminars, New Business Plan, Advertisement Campaign, Debate competition, Quiz competition, International Accounting Day Celebration, etc.

Intenza is an active association exclusively for PG students of Commerce which helps the students to get practical learning experience. Intenza co-ordinates many programmes like workshops, seminars, quiz competitions, 24 hours' Project, etc. every year.

6.4. ACADEMY OF VISUAL ARTS AND SCIENCES (AVAS)

Academy of Visual Arts and Sciences (AVAS) is an association of the School of Media and Communication, DiST – Angamaly. AVAS was started in 2014 and it is a platform that helps media students to develop their media skills and exhibit their talent in curricular and extracurricular activities. AVAS helps students to produce various projects in the fields of Newspaper Journalism, Photography, Short Film Making, Designing and producing Animation Reels. Students of Journalism, Multimedia, Animation and Visual Effects (VFX) are given an opportunity to exhibit and screen their creative works in the various streams of media studies. Every year we conduct inauguration and celebration of events in the month of November. Students are also given a token of appreciation for their creative works by distributing certificates of merit annually.

6.5. AUGMENTA – SCS UG ASSOCIATION

Augmenta is the School of Computer Science (UG) student's association for empowering its members to become leaders and help them to identify and nurture their potential. As a part of its mission accomplishment, the association conducts various events and competitions. Events such as topic presentation, industry expert interactions, fests for the college and higher secondary students are being conducted. Association releases videos on social media platforms which explain new technology to society under the programme 'Walkie Techie'. Competitions like Maze, Gaming, Coding etc. are conducted for developing the talents of its members. The Association takes initiative to send its members for various intercollegiate fests. Association helps the students to join various external technical groups like 'Thinker Hub' to develop their innovative ideas.

6.6. LITE VISTA

LITE VISTA – School of English Association is a platform to channelise the creative output of the students .Lite Vista has marked itself as an open platform for staging student's aesthetic expertise flair and dexterity. The club is very dynamic in organising various programmes and competitions aiming at the holistic development of the students. Lite Vista also plays an integral role in executing the outreach programmes and other extracurricular activities conceived by the department.

6.7. INNOVISION- Association of School of Computer Science (PG)

School of Computer Science (PG) Association- INNOVISION is guided by the faculty of the department and all students are its members. The association is active throughout the year and conducts various academic and non-academic programs to foster the talents of students. Every year, the association will be inaugurated by eminent personalities, mainly, from the IT field and they conduct interactive sessions for students to help them clarify doubts regarding various domains and functions, job roles, and the newest technologies in the IT industries. Students of the department organise various technical and cultural events. The main functions of INNOVISION are to develop and explore the student's strengths and talents outside of academics, advance the educational and psychological values among the students, provide a way

to keep students supervised outside of academic hours, building skills that are not necessarily taught in the classroom but are still important for the future, develop the overall personality of the students and help students to develop time-management and organisational skills. The association conducts programs like technical seminars/webinars, hands-on workshops, inter-departmental competitions, cultural activities, social outreach programs, industrial visits, mock GDs, and interviews etc.

7. NATIONAL SERVICE SCHEME (NSS)

NSS aims at arousing the social conscience of the students and to prepare them to be useful to the society. The specific objectives of NSS are to work with and among the people, to engage in nonviolent constructive social action, to enhance the knowledge of the students about the community, to put the knowledge of the students in mitigating the social problems and to practice democratic leadership.

Membership in NSS is voluntary and is strictly on selective basis. Each member is subject to its discipline and code of behavior. Every NSS volunteer should put in a minimum of 120 hours during each academic year including the hours of work during the camp days. Application for enrolment will be called for by the NSS coordinators in the beginning of each academic year. Participation in NSS activities make the students eligible for grace marks in University examination.

8. STUDENT COUNSELLING AND GUIDANCE

Following the recommendations of the Education Commission the college provides facilities for student counselling and guidance. Two full time counsellors are appointed in the college for this purpose. Students may approach the counsellors for seeking help related to academic performance, emotional disturbances, psychological issues, familial issues, addictions and other issues in their life. Counsellors would prefer to meet the students during their first academic year in the college as they need more support and guidance during that period.

9. PARENTS TEACHERS ASSOCIATION (PTA)

To enhance the students' learning in the campus and to enrich the lives of the students, the college has organized a Parents Teacher Association. This forum gives an opportunity for the parents to voice their opinions in the teaching learning process. General body of the PTA meets once a year where a class related to problems faced by adolescents, effective parenting practices, etc. are given to parents. Apart from general PTA meetings, class wise PTA is conducted every semester.

10. ALUMNI ASSOCIATION

The Alumni Association has been functioning in the college since 2010. The association works to keep in touch with the old students of the college and to build up in them a sense of belonging to the Alma Mater. The association is managed by an executive committee consisting of the President, Vice President, Secretary, Joint Secretary and Treasurer and committee members. The general body of the alumni association meets in the college every year on the second

Saturday of the month of May. The association together with the existing students of the college pools funds to give medical aid for the students and alumni of the college.

11. RESOURCES AND SERVICES

11.1 **Library**

Being a place of serious study, the library supplements the academic, intellectual, informational, spiritual and recreational requirements of the academia. The library provides access to both books, journals and magazines kept in physical form and as e resources. The college library is fully automated and has a collection of more than 18500 books and subscribes to 28 journals and 35 other periodicals. The library also subscribes to two e libraries, namely Delnet and ProQuest and 16 newspapers. It is also equipped with RFID entry and exit facilities.Drillbit, a plagiarism checkin software is available in liberary

11.2. Sports and Games Facilities

The college greatly promotes sports and games talents of the students. The college has a volleyball court, basketball court, badminton court, football court and a gymnasium. There is a well-established volleyball team in the college most of the members of which are given scholarships by the college management and trained under a professional coach. The college also gives coaching for other teams by professional coaches. The teams participate in the tournaments organized by MG university and other affiliated colleges in Kerala and outside. There is also a well maintained gymnasium in the college to give fitness facilities through work outs.

11.3. College Bus

Apart from the bus to take girls from and to hostel there are two college buses one operating in the Thrissur direction and the other in the Kochi direction.

11.4. De Paul Centre for Research and Development (DCRD)

DCRD is the wing of DiST that operates with the Vision to transform DePaul Institute of Science and Technology (DiST) into a centre of research excellence through quality research projects, research

publications and research based instruction methodology. Research is the soul of any higher education institution. In DiST we promote research by the faculty members by giving them all possible support. The staff members are encouraged to publish their papers in quality journals. The college is also publishing a multidisciplinary bi annual research journal, De Paul Journal of Scientific Research (DJSR) where we encourage our faculty members to publish their research papers. The college also gives financial incentives for faculty members to publish. DCRD also organizes workshops and seminars on research methodology, research paper writing etc. DCRD makes it a point to motivate students to publish research articles and to participate in international conferences and seminars and to present papers there.

11.5. De Paul Extension Services (DES)

De Paul Extension Service (DES) is a wing of De Paul Institute of Science and Technology associating with De Paul School of social work in order to cater and promote social welfare activities for the advancement of the marginalized and other deprived sections in the society. DES has been promoting a wide array of services such as Counselling Services, Community Based Rehabilitation for the Old age, Conducting Participatory Rural Appraisal & Social Surveys, Awareness Programmes, Street plays, Exhibitions and Rallies, Model Anganwadi Training programme, Social Advocacy Programme for Environment Preservation, Collaboration with Local Self Governments & NGOs and Women Empowerment Programmes.

11.6. Infrastructure Facilities
11.6.1. Academic Blocks

The college functions in three academic blocks, namely, DiST main block, DiST Annex 1 and DiST Annex 2. In DiST main block all AICTE programmes are accommodated together with front office, accounts section and back office. In DiST Annex all Non AICTE programmes are run except the School of Social work. The School of Social Work is situated in DiST Annex 2.

11.6.2. DiST Seminar Hall (A/C)

A well-equipped A/C seminar hall with a seating capacity of 150 and with audio and video facilities together with a ceiling mounted projector is established in the DiST main block.

11.6.3. DiST Board Room (A/C)

Situated near the Principal's room, DiST board room is utilized for conducting high level meetings like Core Committee meetings, recruitment interviews and policy meetings with the management.

11.6.4. DiST Annex Seminar Hall

This seminar hall can accommodate 200 participants and is also equipped with latest audio visual equipment and a ceiling mounted projector.

11.6.5. Open Auditorium cum Parking Space

For conducting large gatherings, the college has constructed an open auditorium. De Buds, the initiating ceremony of the new admissions, college union inauguration, college day, fests conducted by some of the departments and the college fest are all conducted in this open auditorium.

11.6.6. De Paul Auditorium

Programmes having less number of participants are conducted in De Paul Auditorium which DiST shares with De Paul English Medium School in the adjacent campus.

11.6.7. Hostels

Students who do not reside with their parents should take admission in the college hostel or hostels or lodges approved by the Principal. College hostel for boys is in the college campus itself and that for the girls is in a separate location two kilometers from the college. Girl students will be taken to the college from the hostel and back in the college bus. Students can take admission in the hostel at the time of their admission in the college. The students taking admission in the hostel have to strictly follow the rules and regulations of the hostel. For serious misconduct, students will be expelled from the college hostel. In all matters concerning the internal administration of the hostels, the verdict of the wardens will be final.

Students who do not take admission in the college hostel can take admission in the lodges run by other agencies. But these should be approved by the Principal based on the rules and regulations upon which these lodges are run. Parents are warned not to allow their wards to stay in lodges or in separate houses rented by students themselves not approved by the college authorities.

11.6.8. Multi Media Studio

The college has established a well-equipped state of the art studio with facilities for video shooting, sound recording, editing and other post production works which provide a great opportunity especially for the students of Multimedia, Journalism and related disciplines to participate in live projects. Many highly sophisticated cameras, both video and still are made available in the college. A 2D drawing studio is also established for the animation students of the college.

For the media students an art lab is established where the students are given training in making different articles of arts and it is used to preserve the art works of the students.

Since most of the equipments in the studios are costly, students should handle them with care. The students should use the equipment only with the consent of the concerned authorities. Damages to the equipment will be charged from the students either collectively or individually, as the case may be.

11.6.9. Language Lab

The department of Professional Development working in the college aims to develop the professional skills of the students especially the communication skills in English. For developing the writing and speaking skills of the students in English, there is a very good language lab functioning in the college. The lab uses the latest technologies and software to make the students ready to face the recruitment processes. Students are supposed to make use of the facilities in the language lab only under the guidance of the faculty members in the School of Professional Development.

11.6.10. Gymnasium

The college looks at both physical and mental growth of the students. For physical exercises the college maintains a well-equipped gym where the students can exercise in the morning or evening.

11.6.11. Canteen Facilities and Cafeteria

Meals at reasonably low rates are served in the college canteen. Staff and students are welcome to avail themselves of this facility. Students can get snacks, tea and other refreshments from the college cafeteria. However, no students are expected to be in the cafeteria during class hours.

11.6.12. Reprography and Store

The college maintains a reprography center and store in a central location. Students can get photocopies, print outs and stationery articles from this facility. Students are advised to make use of this facility during intervals and free hours.

11.6.13 Sanitary Napkin Vending Machine

The college maintains an automatic sanitary napkin vending machine. The girl students can meet their requirements of napkins without going to the store.

11.7. IT Infrastructure

The IT infrastructure in the college is well advanced with five computer labs in the college. In the AICTE section of the college, there is one computer lab with 66 systems for software use and one computer hardware lab with eight systems. In the non-AICTE section there are three labs, one for software requirements of the BCA and B.Com students with 70 systems and one lab for Multimedia UG students with 32 systems, and another one with 15 systems for Multimedia PG students.

Apart from this, teaching staff cabins in all the departments are equipped with computer systems with internet connectivity and intranet facilities. All the classrooms are well equipped with IT facilities and LCD projectors. All the departments are provided with enough laptops so that the faculty members can take the classes using the latest technologies. The college is Wi-Fi connected and the students can get internet connection inside the campus and in the hostels. However, students are supposed to use the internet connections for educational purposes only.

12. GREEN INITIATIVES

12.1. Rain Water Harvesting

The students have to be aware of the need for water conservation and the college makes it sure that rain water is harvested through the special water harvesting system built in the campus. Rain water harvested is collected, purified and directed to the tank cum well with depth of six meters and 2.75 meters Diameter. The tank has a capacity of 35000 liters of water.

12.2. Solar water heater and lights

In our campus, we generate and use Solar power to an extent of 3.5 units per day for recharging Bikes. For this, we make use of 8 Solar panels. We have 6 Solar powred street Lights in the Pathway. We use a solar water heater of capacity 100 litres for Hot water needs in the canteen The college plans to shift to green energy gradually by depending on solar energy for the campus.

12.3. Water treatment plant

Sewage water treatment is the system for converting contaminated water to effluent water form which can be useful for other purposes. Liquid waste generated in the campus is treated through Sewage Treatment Plant (STP) which was installed in 2015 and the treated water has been used for gardening and farming through drip irrigation.

12.4. Organic cultivation

To reduce the environmental pollution and to make organically cultivated vegetables the college has initiated organic cultivation of vegetables and flowers in the campus. The lead for

organic cultivation is given by the NSS units in the college and the financial support by the management. For this cultivation we make use of treated water.

12.4. Incinerators

Incineration is a method of treating waste which involves the combustion of the organic substances found in waste materials. An incinerator is installed in the College Campus for the same. Paper wastes and others are disposed into the incinerator and burnt which helps to reduce air pollution and smoke. Bathroom incerenators are installed to dispose and destroy sanitary pads for ladies.

13. STUDENT SERVICES, SUPPORT SCHEMES AND SCHOLARSHIPS

13.1. Fr Varkey Kattarath Memorial Scholarship

Even though DiST is a self-financing college, the college management, by following the vision of its patron saint and the founder Servant of God Fr Varkey Kattarath V C, who spent their lives for uplifting the poor, visualizes that no student seeking admission in the college should go without education due to lack of finance. Hence, every year the college sets aside a huge sum for giving financial scholarships to the students as also hostel accommodation free of cost by name Fr VarkeyKattarath Scholarship. Deserving students are given scholarships equivalent to the full fee for the programme and many others are given scholarships to meet part of their fees. This scholarship is given on a merit cum means basis.

13.2. Fr Alex Aikara V C Scholarship for Volleyball

Many students who are good in volleyball, sometimes, fail to get admission through sports quota in aided and government colleges. Such students are given scholarships for their studies in DiST and free hostel accommodation together with coaching by professional coaches to excel in their sports. The aim of this programme is to train them to represent the University, state and the country and ultimately to find a job through their excellence in sports.

13.3 Fr Antony Parecattil V C scholarship for the children of the staff of DiST

Many of the staff working in DiST find it difficult to send their children for higher education by paying fees. Hence, the deserving children of the staff of DiST are given scholarships to meet their tuition fees.

13.4. Fr Abraham Kattumana Merit Scholarship

Students of high merit who score more than 90% marks for their Plus Two examinations are given scholarships to meet their studies for both UG and PG. Students of DiST who pursue their post-graduation in DiST itself are given scholarship for their studies here.

13.5. Post-Matric Scholarship

Students from minority communities with not less than 50% of marks in the previous final examination or equivalent grades are awarded this scholarship. Annual income of parents should not exceed Rs. five lakh if the student is to be eligible for this scholarship.

13.6. Labour Welfare Fund Scholarship

This scholarship is for eligible children of members of Kerala Labour Welfare Board. The application form can be obtained from the Labour Welfare Fund Commissioner, Vazhuthakadu, Thiruvanthapuram - 34. This scheme renders assistance for higher education to the children of the subscribers of the board. Under the scheme, grant will be given to students studying from plus one to post graduation. The amount of grant ranges from Rs 400 to Rs 1800 depending on the programme studied.

Apart from the above mentioned scholarships, the college gives all support for availing any government scholarship that the students deserve.

14. ACADEMIC PROGRAMMES AND FACULTY MEMBERS

14.1 SCHOOL OF COMPUTER SCIENCE

PROGRAMMES OFFERED

- **Master of Computer Applications (MCA - Four Semesters)**
- **Integrated Master of Computer Applications (IMCA – Ten Semesters)**
- **Bachelor of Computer Applications (BCA – Six Semesters)**

FACULTY MEMBERS

- Jacob Thaliyan. MCA, MBA, M.Phil, Assoc. Professor and HOD (PG)
- Joseph Paul. MCA, M Phil, Assoc. Professor
- Denny P Francis. MCA, Asst. Professor
- Reena Cherian MCA, M.Phil, Asst. Professor
- Vidhya V. MCA, M.Phil, Asst. Professor
- Jitha Jose. MCA, M.Phil, Asst. Professor
- Jismy Varghese. M.Sc. Mathematics M.Phil, PhD, Asst. Professor
- Sneha Prakash. MCA, MBA, M.Phil PhD, Asst. Professor
- Radhika Krishnan R. MCA, Asst.Professor
- Amrutha Muralidharan Nair. M.Tech., Asst. Professor
- Dinumol Phillip. MCA, M.Phil, Asst. Professor
- Rintu Augustin. MCA, Asst. Professor
- Andriya Tina D'Souza. MCA, Asst. Professor
- Rosemol Xavier. MCA, M.Phil, Asst. Professor
- Ambily Pramitha. MCA, M.Tech (IT) Asst. Professor and HOD (UG)
- Karthika Ramakrishnan. M.Sc. Statistics, Asst. Professor
- Jobish Jose. MCA, Asst. Professor
- Anitha Isaac. MCA, Asst. Professor
- Ancy Antony, M.Tech., Asst. Professor

14.2. SCHOOL OF SOCIAL WORK

ACADEMIC PROGRAMMES

- **Master of Social Work (MSW - Four Semesters)**
- **Bachelor of Social Work (BSW - Six Semesters)**

FACULTY MEMBERS

- Dr. Jessey L, MSW, MPhil, Ph.D Asso. Professor & HOD
- Sherin Paul. MSW, MBA, Asst. Professor

- Dr Xavier Vinayaraj.N. V. MSW,NET, MSc, MA , Ph.D, Asst. Professor
- Meena Maria. LLB, MSW, Asst. Professor
- Jebi Chackochan. MSW, MPhil, Asst. Professor
- Ashwin Mathew. MSW, Ph.D scholar, Asst. Professor
- Jojo Jose, MSW. Asst. Professor

14.3 SCHOOL OF MANAGEMENT

Academic Programmes

- **Master of Business Administration MBA – Four Semesters**
- **Master of Arts in Human Resource Management MA (HRM) – Four Semesters**
- **Bachelor of Business Administration – (BBA – Six Semesters)**

FACULTY MEMBERS

- Dr. Geo Baby. M.Sc, MHRM, Ph.D. Professor & Director
- Sunitha K.S. MBA, Asst. Professor & Co-ordinator (BBA & MA HRM)
- Jaya Justy. MBA, M.Phil, Asst. Professor
- Stalin A. B.Tech, MBA, NET Asst. Professor
- Chinju C J. MBA, M Phil. Asst. Professor
- Nisha Ann Jacob. MBA, M.Phil., Asst. Professor
- Kuria Tharakan. MBA, Asst.Professor
- Alex Joy Palayoor. BTech, MBA, NET, Asst. Professor
- Shobin Thomas, MBA, Placement Director & Asst. Professor

14.4 SCHOOL OF COMMERCE

ACADEMIC PROGRAMMES

- **Master of Commerce (M.Com. - Finance & Taxation – Four Semesters)**
- **Bachelor of Commerce – Finance & Taxation (B.Com. – Six Semesters)**
- **Bachelor of Commerce – Computer Applications (B.Com. – Six Semesters)**

FACULTY MEMBERS

- Anosh Paul. M.Com, MBA, B.Ed, SET, AMT, PhD, Asso. Professor & HOD
- Francina Davis. M.Com, MBA,SET Asst. Professor
- Reena Devassykutty. M.Com, MBA, Asst.Professor
- Sheena Jose. M.Com, MBA, B.Ed, Asst. Professor
- Raju Warrier. M.Com, MBA, M.Phil, UGC NET, NPTEL, Asst. Professor
- Regha P. Antony. M.Com, M Phil, Asst. Professor

- Shameer M. A. M. Com, Research Scholar, Asst. Professor
- Remya P. R. M.Com, B.Ed, UGC NET, Asst. Professor
- Aswathy K. R., M.Com, MBA Asst. Professor
- Manju Jithesh. M.Com, B.Ed, Asst. Professor
- Tharu Jossy. M.Com, MPhil, B.Ed, PGDBA, Asst. Professor
- Thushara Mathew. M.Sc. Mathematics, B.Ed, Asst. Professor

14.5 SCHOOL OF MEDIA & COMMUNICATION

ACADEMIC PROGRAMMES

- **Master of Arts in Journalism & Mass Communication (MA JMC) – Four Semesters**
- **Master of Arts in Multimedia (MA MM) – Four Semesters**
- **Bachelor of Arts in Multimedia (BA MM) – Six Semesters**
- **Bachelor of Arts in Animation & Visual Effects (BA AVFX) – Six Semesters**

FACULTY MEMBERS

- Dr. Nirmal Jacob. PhD, NET, MA Communication & Journalism - Associate Professor and Head of the Department
- Rev. Dr. Robin Chittuparambil V C (Vice Principal)
- Anuja Das P M. MPhil in Visual Media, NET, Master of Communication & Journalism - Assistant Professor
- Jubbi Francis. MPhil in Visual Media, MA in Mass Communication - Assistant Professor
- Maria Paul. MA Honours in Arts & Media, Research Scholar- Assistant Professor
- Jithu Johny. MPhil in Theatre Arts, MA in Theatre Arts - Assistant Professor
- Premod P Shankar. MA Multimedia - Assistant Professor and Course Coordinator (Animation and Visual Effects)
- Akash V. MA Graphic Design - Assistant Professor
- Praful Jose. MA Animation, MSc Visual Communication - Assistant Professor
- Abhilash K. Master of Fine Arts in Broadcast Journalism & Video Production - Assistant Professor and Course Coordinator (Multimedia)
- Balagovind S. MA Multimedia - Assistant Professor

- Biljith Sasi. MA Performing Arts & Theatre - Assistant Professor
- Jiljith K. MA Cinema & TV Production - Assistant Professor
- Soumya P. MPhil in Visual Media, MA Mass Communication & Journalism - Assistant Professor
- Bala P Vijayaraghavan. MA Visual Media & Communication - Assistant Professor
- Aniesh Gokul N A. MA Digital Animation, Post-graduate Diploma in Multimedia Animation - Assistant Professor
- Anil K V. NET, MSc Animation & Visual Effects - Assistant Professor
- Anandhu Satheesan - Lab Instructor

14.6 SCHOOL OF ENGLISH

ACADEMIC PROGRAMMES

- **Bachelor of Arts – English, Communication & Journalism (B A ECJ – Six Semesters)**

FACULTY MEMBERS

- Fr. (Dr.) Johny Chacko Mangalath V C (Principal/ Director)
- Sanilkumar P.S. M.A, NET, PhD Scholar, Asst. Professor and HOD
- Anju Krishnakumar. M A, Asst. Professor
- Ritha Sabu. B.Ed, M A,English Literature Asst. Professor
- Revathy T S. M A,M.Ed.NET,PhD Scholar Asst. Professor
- Rijo Thomas. M A, Asst. Professor
- Fr.Mathew Malieckal V.C, M A, English Literature PhD Scholar, Asst. Professor and (Vice-Principal)
- B. Noble M A, English Literature, NET
- Anna Geon M A English Literature.
- Colbe Davis Joseph. M.A English Literature, NET.

14.7 SCHOOL OF PROFESSIONAL DEVELOPMENT

FACULTY MEMBERS

- Solomon John. M A English, Asst. Professor & HOD
- Asha Sebastian. M A English, BEd, SET, Asst. Professor
- Akhil Paul. MBA, Asst. Professor
- Krishne Indu Mahesh. MCA, Asst. Professor

FACULTY MEMBERS

- Sini Sebastian M A Psychology (Counselling), P.G.Diploma Counselling & Guidance
- Rajani P Menon MSW, M Phil, P.G.Diploma (Counselling Psychology)

15. ACADEMIC REGULATIONS UNDER CREDIT AND SEMESTER SYSTEM AS PER UNIVERSITY SYLLABUS AND SCHEME

DiST offers eight undergraduate programmes, namely, B Com Finance and Taxation, B Com Computer Application, B C A, B A English, Communication and Journalism, B A Multi Media, B A Animation and Visual Effects, BSW and BBA.

15.1 Choice Based Credit System (CBCS)

For all the UG programmes conducted by the University with effect from 2017 admissions CBCS is applicable. In the CBCS scheme the students have to study three types of courses, namely, Common Courses, Core Courses and Complementary courses.

Common Course is the course that comes under the category of English and *Common Course 2* is the additional language.

Core Course is the course that belongs to the subject of specialisation and under this head a course on environmental studies and human rights is also included.

Complementary Course is meant to enrich the core courses.

Open Course is a course which the student is free to take at his will. It is a non-major elective course which is offered by a department other than the parent department.

Credit is the numerical value assigned to a course according to the relative importance of that course in the programme.

Grade is a letter symbol (A,B,C, etc.) which indicates the broad level of performance of a student in a course, semester or programme.

Grade Point (GP) is the numerical indicator of the percentage of marks awarded to a student in a course or semester or programme.

Semester is a term consisting of a minimum of 90 working days inclusive of tutorials, examination days and other academic activities in a period of six months.

Programme means a three year study period spread over six semesters successful completion of which leads to the award of an under graduate degree.

Scheme and Syllabus - CBCS Scheme - Duration

The duration of U.G. programmes shall be 6 semesters.

There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months' vacation during April/May

Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for registration to the examinations concerned enabling them to get promoted to the next class.

The U.G. programmes shall include (a) Common Courses I and II, (b) Core Course(s), (c) Complementary/Vocational Courses, and (d) Open Course.

There shall be one Choice Based course (Elective Course) in the sixth semester. In the case of B.Com Programme there shall be an elective stream from third semester onwards.

Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D 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 D Grade or above within the permitted period.

Students who complete the programme with "D" grade in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017"will

have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.

Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017"after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017".

The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes which need to conduct practical examinations at the end of odd semesters.

Programme Structure

Model II B.Com

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	**120**
C	Credits required from Common Course I	**14**
D	Credits required from Common Course II	**8**
E	Credits required from Core and Complementary/Vocational courses including Project	**95**
F	Open Course	**3**
G	Minimum attendance required	**75%**

Model III BA ECJ, Animation & VFX, Multi Media, BSW, BBA

A	Programme Duration	**6**

B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	8
D	Credits required from Core + Complementary + Vocational Courses including Project	109
E	Open Course	3
F	Minimum attendance required	75

BCA

A	Programme Duration	6 Semesters
B	Total Credits required for successful completion of the Programme	120
C	Credits required from Common Course I	4
D	Credits required from Common Course II	4
E	Credits required from Core and Complementary/Vocational courses including Project	109
F	Open Course	3
G	Minimum attendance required	75%

Examinations

The evaluation of each paper 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. Both internal and external marks are to be rounded to the next integer. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:-

Percentage of Marks	Grade	Grade points
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

Credit Point and Credit Point Average

Credit Point (CP) of a paper is calculated using the formula:- $CP = C \times GP$, where C is the Credit and GP is the Grade point.

Semester Grade Point Average (SGPA) of a Semester is calculated using the formula:- SGPA = TCP/TC, where TCP is the Total Credit Point of that semester.

Cumulative Grade Point Average (CGPA) is calculated using the formula:- CGPA = TCP/TC, where TCP is the Total Credit Point of that programme.

Grade Point Average (GPA) of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:- GPA = TCP/TC, where TCP is the Total Credit Point of a category of course. TC is the total credit of that category of course Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	**S Outstanding**
8.5 to below 9.5	**A+ Excellent**
7.5 to below 8.5	**A Very Good**
6.5 to below 7.5	**B+ Good**
5.5 to below 6.5	**B Above Average**

4.5 to below 5.5	**C Satisfactory**
3.5 to below 4.5	**D Pass**
Below 3.5	**F Failure**

Marks Distribution for External and Internal Evaluations

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical, total marks of external examination is 80 and total marks of internal evaluation is 20. 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 of theory	Marks
Attendance	**5**
Assignment /Seminar/Viva	**5**
Test papers (2x5=10)	**10**
Total	**20**

For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

a) Marks of external Examination: 60

b) Marks of internal evaluation: 15

Components of Internal Evaluation	Marks

Attendance	5
Assignment /Seminar/Viva	2
Test papers (2x5=10)	8
Total	15

For practical examinations total marks for external evaluation is 40, for internal evaluation is 10

Components of Internal Evaluation of practical	Marks
Attendance	2
Test paper (1 *4)	4
Record*	4
Total	10

*Marks awarded for Record should be related to the number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

For projects

a) Marks of external evaluation: 80

b) Marks of internal evaluation: 20

Components of External Evaluation of Project	Marks
*Dissertation (External)	50
Viva Voce (External)	30

Total	80

*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	**20**

Attendance Evaluation for all papers

% 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)

Assignments

Assignments are to be done from 1st to 4th Semesters. At least one assignment should be done in each semester for all courses.

Seminar/Viva

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

Internal Assessment Test Papers

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

Grievance Redressal Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, ChairmanBoard of Examinations as members and the Controller of Examination as member-secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

External Examination

The external theory examination of all semesters shall be conducted by the University at the end of each semester.

Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.

All students are to do a project in the area of core course. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus. Special sanction shall be obtained from the Vice- Chancellor to those new generation programmes and programmes on performing arts where students have to take projects which involve larger groups. The projects are to be identified during the II semester of the programme with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University. External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.

There shall be supplementary exams only for the fifth semester. Notionally registered candidates can also apply for the said supplementary examinations. For reappearance/ improvement for other semesters the students can appear along with the next batch.

A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registration along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.

All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

Pattern of Questions

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

Rank Certificate

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list. Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted for fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

Pattern of questions Papers

(a) Without practical

SL.No	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30

SL.No	Pattern	Marks	Choice of questions	Total marks
	Total			**80**

b) With Practical

SL.No	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	1	10/12	10
2	Short essay/problem	5	6/9	30
3	Essay/problem	10	2/4	20
	Total			**60**

Each BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will decided by the concerned Board of Studies/Expert Committees.

15.2 POST GRADUATE PROGRAMMES (PG CSS)

There are 7 post graduate programmes offered in DiST, namely, MBA, MA HRM, MCA, Integrated MCA, M.Com, MA JMC, MA Multimedia and MSW.

As per the regulations of M G University, PG programmmes conducted in the college, namely, **MASTER OF COMMERCE, (M. COM)**, **MASTER OF ARTS IN JOURNALISM AND MASS COMMUNICATION (M A JMC), MASTER OF ARTS IN MULTI MEDIA (M A MULTI MEDIA)** come under MGU PG CSS 2019. Duration of these programmes is two years or four semesters. These programmes shall include core courses, elective courses and common core courses. There shall be a project with dissertation and viva voce as core courses. The programmes shall also include assignments, seminars, practical, etc. There shall be at least two and not more than four elective groups comprising of three courses for a programme and these elective courses will be included in the fourth or distributed between third and fourth

semesters. The college will select any one of the elective groups as per the interest of the students and the availability of staff.

Project work will be completed as per the guidelines of the curriculum under the supervision of a faculty from the department concerned. Project work will have both internal and external evaluation. External evaluation of project work will be conducted by two external examiners and one internal examiner. Final grade of the project will be calculated by taking the average of the weighted grade points awarded by the external examiners and the internal examiner. All students will have to submit at least one assignment. They should give a seminar lecture as internal component for each course with a weightage of two. For each course there will be two internal tests with a weightage of one as internal component. Comprehensive viva voce will be conducted at the end of the fourth semester.

Each student should have at least 75% attendance to appear for the end semester examination. Condonation of attendance for a maximum of 15 days in a semester for a maximum of two times during a programme may be granted by the University. Those who cannot register for the examination due to shortage of attendance will have to repeat the semester with juniors. A student who had sufficient attendance, but could not register for fourth semester examination can register for end semester examination in subsequent years with the attendance and progress report from the principal.

A student who registers for a semester examination will be promoted to the next semester. A student having 75% of attendance, but failed to register for the university examination will be allowed to register notionally and promoted to the next semester, provided the application for notional registration is submitted within 15 days from the commencement of the next semester. The medium of instruction shall be English. There shall be University examinations at the end of each semester.

Evaluation scheme for each course contains two parts: End Semester Evaluation (External Evaluation) and Continuous Evaluation (internal Evaluation). 25% weightage will be given to internal evaluation and 75% weightage for external evaluation and the ratio and weightage between internal and external is 1:3. Direct Grading system will be used in both Internal and external evaluation.

Direct Grading for Internal and External evaluation will be based on six letter grades (A+, A, B, C, D and E) with numerical values of 5, 4, 3, 2, 1 and 0 respectively.

Grading Point Average (GPA): Internal and External components are separately graded and the combined grade point with weightage of 1 for internal and 3 for external shall be applied to calculate the grade point average for each course.

Internal evaluation will be based on periodic written tests, assignments, seminars, lab skills, viva voce, etc. Grades will be given to the evaluation of theory/practical/ projects/ comprehensive viva voce and all internal evaluations are based on direct grading system. There shall be no separate minimum grade point for internal evaluation.

For theory CE Internal

	Components	Weightage
i	Assignment	1
ii	Seminar	2
iii	Best two test papers	2 (1 for each)
	Total	5

Average grade of best two test papers should be considered. For test papers, question papers should be set in such a way as to award direct grade points A+, A, B, C, D and E. Question paper for theory external examinations will be as per the model specified by the Board of Examiners.

For Practical Theory Internal

	Components	Weightage
i	Written/Lab test	2
ii	Lab involvement/record	1
iii	Viva	2
	Total	5

For Practical (External)

	Components	Weightage

i	Written/Lab test	7	
ii	Lab involvement/record	3	
iii	Viva	5	
	Total	15	

For Project (CE) Internal

	Components	Weightage
I	Relevance of the topic and analysis	2
Ii	Project Content and presentation	2
iii	Project viva	1
	Total	5

For Project (ESE) External

	Components	Wieghtage
I	Relevance of the topic and analysis	3
Ii	Project content and presentation	7
iii	Project viva	5
	Total	15

Comprehensive Viva Voce (Internal)

Components	Weightage
Comprehensive viva voce (all courses from first semester to fourth semester)	5
Total	5

Comprehensive Viva Voce (ESE) External

Components	Weightage

Comprehensive viva voce (All courses from first semester to fourth semester)	15
Total	15

All grade point averages will be rounded to two digits. Internal assessment grades awarded to the students in each course of a semester will be published in the notice board at least one week before the commencement of the external examinations.

There will not be any chance for improvement of internal grade. External examination of theory courses will be conducted by the University. Answers may be written in English or Malayalam except for the faculty of languages.

Questions will be set to assess the knowledge acquired, standard and application of knowledge and the ability to synthesize knowledge. Due weightage will be given to each module based on content /teaching hours allotted to each module.

Different types of questions will be given different weights to quantify their range as follows:

Sl No	Type of Questions	Weight	No of questions to be answered
1	Short answer type	1	8 out of 10
2	Short essay/problem solving type questions	2	6 out of 8
3	Long Essay type questions	5	2 out of 4 questions

Pattern of questions for external evaluation of practical shall be prescribed by the board of studies.

Direct Grading System based on a 6 point scale is used to evaluate the internal and external examinations taken by the students for the various courses.

Grade	Grade points	Range
A+	5	4.50 – 5.00
A	4	4.00 – 4.49
B	3	3.00 – 3.99

C	2	2.00 – 2.99
D	1	0.01 – 1.99
E	0	0.00

Students are graded based on their performance (GPA/CGPA/SGPA) in the examinations on a 7-point scale as detailed below:

Range	Grade	Indicator
4.50 – 5.00	A+	Outstanding
4.00 – 4.49	A	Excellent
3.50 – 3.99	B+	Very Good
3.00 – 3.49	B	Good
2.50 – 2.99	C+	Fair
2.00 – 2.49	C	Marginal (Pass)
Up to 1.99	D	Deficient (Fail)

No separate minimum is required for a pass in internal evaluation, but a minimum C grade is required for a pass in external evaluation. However, a minimum C grade is required for a pass in a course.

If a student fails to secure a pass for a course, he/she will be allowed to write the examination along with the next batch.

A candidate who wishes to improve the grade /grade point of an external examination of a course/courses can in the examinations that he/she has passed can do so by appearing in the external examination of the course along with the immediate juniors. This facility is restricted to the first and second semesters of the programme.

Semester Grade Point Average (SGPA) is the average of the sum of the credit points of all courses taken by a student in the semester to the total credit of that semester. SGPA = Total credit points awarded in a semester divided by total credits in that semester

Cumulative Credit Point Average (CGPA) = Total credit points awarded in all semesters divided by total credits for the programme.

CGPA and SGPA will be rounded off to 2.0. For the successful completion of a semester the student will have to pass all courses and score a minimum SGPA of 2.0. However, a student can move to the next semester irrespective of his/her SGPA score.

Successful completion of all the courses with grade "C" within the stipulated time period will be the minimum requirement for the award of the degree.

15.3 MASTER OF COMPUTER APPLICATIONS (MCA)

Master of Computer Applications (MCA) is a two year (4 semesters) full time Post Graduate programme offered under credit semester system. The revised curriculum of MCA will come into effect from the Academic Year 2020-21 onwards. Utmost importance has been given to the learning outcomes and development of managerial acumen among the participants.

Eligibility for Admission

i)   A candidate seeking admission to MCA course must have

A pass with not less than 50% marks in any recognized Regular Bachelors Degree of minimum three years duration in any discipline with Mathematics at plus two level OR at Graduation level with Mathematical Science(Mathematics /Statistics /Computer Science / Operation Research /Quantitative Techniques) as one of the Subjects.

OR

A pass with not less than 50% marks in BCA/BSc.Computer Science/ BSc. Information Technology/ B.Tech. from a recognized University.

OR

Candidates with such degrees awarded by the Mahatma Gandhi University or any other degree recognized as equivalent to the above listed courses by the Mahatma Gandhi University also are eligible to apply.

ii) Relaxation in eligibility and minimum marks of the qualifying examination are subject to the respective regulation and existing rules of Mahatma Gandhi University.

iii)Candidates who have passed the qualifying examination with more than one chance will have their percentage marks derated at the rate of 5% for every additional appearance for the purpose of ranking

Reservation of seats shall be as per rules prescribed in the relevant rules by the Directorate of Technical Education, Government of Kerala and Mahatma Gandhi University from time to time.

Admission Procedure

The admission procedure in the affiliated colleges shall be on the norms stipulated by Government of Kerala, the Admission Supervisory Committee (ASC) and Mahatma Gandhi University. All affiliated colleges are required to prepare the prospectus and **share the seats** in accordance with the approved norms of Mahatma Gandhi University. Admission to Government Quota is through the allotment process based on the Kerala MCA Entrance rank list. The affiliated college can make admission to seats under Management Quota stipulating to the norms by ASC and the University.

Admission is strictly on the basis of merit as determined by the entrance examination and Personal Interview conducted at the institution level. The rank list shall be prepared by affiliated colleges on the basis of sum of following components:

Component	Marks
Score in the Entrance Examination	70%
Marks in the Qualifying examinations	20%
Personal Interview	10%
Total	**100%**

Scheme of the Programme

Semester	Course Code	Course Name	No of hours / week		Marks		No. of Credit	Total Credit
			L	P	Internal	External		
I	MCACT101	Mathematical & Statistical foundation for Computer	4	-	25	75	4	25
	MCACT102	Digital Logic & Computer	4	-	25	75	4	

	MCACT103	Structured programming in C	4	-	25	75	4	
	MCACT104	Software Engineering and Object oriented modeling	4	-	25	75	4	
	MCACT105	Database technology and NoSql	4	-	25	75	4	
	MCACP106	Database technology Lab (Mysql	-	4	25	75	2	
	MCACP107	Software Development Lab-I (C	-	4	25	75	2	
	MCACT108	Employability Skill Training - Phase 1	2	-	50		1	
II	MCACT201	Optimization Techniques for	4	-	25	75	4	23
	MCACT202	Data structures and Algorithm	4	-	25	75	4	
	MCACT203	Computer Networking with	4	-	25	75	4	
	MCACT204	Data Science & Big data Analysis	4	-	25	75	4	
	MCACP205	Object oriented Lab (Java Lab)	-	6	25	75	3	
	MCACP206	Software development lab-II (PHP)	-	4	25	75	2	
	MCACP 207	Data structures Lab using C	-	4	25	75	2	
III	MCACT301	Machine Learning Techniques	4	-	25	75	4	23
	MCACT302	Cyber Forensics	4	-	25	75	4	
	MCA303ET	Elective 1	4	-	25	75	4	

	MCA304ET	Elective 2	4	-	25	75	4	
	MCACP305	Python Programming for Data Science	-	4	25	75	2	
	MCACP306	Advance Operating System Lab using Linux	-	4	25	75	2	
	MCACP307	Mini Project	-	4	100	-	2	
	MCACT308	Employability Skill Training-Phase 2	2	-	50		1	
IV	MCACS401	Seminar	3		50		2	19
	MCACP402	Main Project		27	150	150	12	

MCACV40	Course Viva		-	-	100	5	
	Total Credit					**90**	**90**

Evaluation and Grading

Evaluation : Evaluation Scheme for each course except MCACT108, MCA CP307, MCACT308, MCACS401 and MCACV403 contains two parts : End Semester Evaluation (External Evaluation) and Continuous Evaluation (Internal Evaluation). 25

Marks **can** be given to internal evaluation and remaining **75** Marks can be given to external evaluation and the ratio of marks between them is 1:3. Evaluation of MCACP402 contains two parts external and internal evaluation and can be given 150 marks each. MCACT108, MCACP307, MCACT308, MCACS401 are purely internal and the evaluation of MCACV403 is completely external.

The criteria for internal & External Evaluations for individual subjects are as follows:

The internal evaluation marks are awarded on the basis of day to day performance, periodic tests and assignments.

MCA Course Theory (CT) Papers

The criteria for internal evaluation of theory papers are as follows

Components	Max. Mark
Class performance	5
Assignments	5
Viva / Seminar	5
Tests (Subject to a minimum of 2 tests)	10
Total Marks	25

The external evaluation of theory papers will be done by the university through a written examination of 3-hour duration with maximum 75 marks.

The question paper pattern is as follows.

Sections	Type of Questions	Marks	Number of questions to be answered

A	Short answer type questions	3	10 out of 12
B	Long essay type questions	9	5 (Either / OR questions) Each question from each module
	Total 75 Marks		

MCA Course Practical (CP) Papers

Internal Evaluation	
Components	**Max. Marks**
Attendance and lab involvement	5
Regular class work /Lab record / Class Performance	10
Lab Tests	10
Total Marks	**25**

External Evaluation	
Components	**Max. Marks**
Lab test	50
Lab involvement and Record	10
Viva	15
Total Marks	**75**

15.4 INTEGRATED MASTER OF COMPUTER APPLICATIONS (IMCA)

Eligibility Criteria

Qualifications

A candidate seeking admission to Integrated MCA course must have a pass with not less than 45% marks in 10+2 level with Mathematics / Statistics /Accountancy as compulsory subjects.

i) Subject to the regulation relating to prescribed minimum of the respective qualifying examination, the minimum marks of Admission to the Course of studies shall be 40% in the case of candidates belonging to reserved category.

ii) ii) Candidates belonging to Socially and Educationally Backward Classes (SEBC), referred to GO(P)208/66/Edn dated. 2-5-96 and subsequent amendments to the order issued by Government. shall be given a relaxation of 3% marks in the prescribed minimum for admission and 5% for OEC.

iii) Relaxation of 5% marks from the prescribed minimum shall be allowed in the case of physically handicapped persons.

iv) Reservation of seats shall be as per rules prescribed in the relevant rules by the Directorate of Technical Education, Government of Kerala / MG University.

Duration of the Course

The Course shall extend over a period of Five Academic years consisting of Ten Semesters.

Curriculum

The Curriculum will comprise the Courses of Study as given in the scheme in accordance with the prescribed syllabi.

Candidates will be required to undertake a suitable master's research project work and Industrial Training and mini project in consultation with the Head of the Department and the Faculty Advisor and submit the project report and industrial training report there on at the end of the respective Semesters, on dates announced by the College/Department.

Requirements of Attendance and Progress

I. A candidate will be deemed to have completed the requirements of study of a semester and permitted to appear for each University End Semester Examinations (ESE) only if,

a) The candidate has kept not less than 75% of attendance of the total number of working days in each semester.

b) He /She has a minimum of 50 % of internal assessment marks for each subject in that semester.

c) His/her progress has been good.

d) His/her character and conduct has been good.

II. A student who has an attendance lower than 75% in a semester will not be permitted to appear for the ESE and he/she has to redo the semester along with the regular batch at the next available opportunity. However, a candidate can repeat the course or have condonation of attendance or temporary break of study, only twice during the entire programme as per the University norms.

III. A student who has secured sessional marks lower than 50% in any course in a semester will not be permitted to appear for the ESE of that course in that semester and subsequently he/she has to redo all the internal assessments of that course with the regular batch at the next available

opportunity. The sessional marks earned during repetition of course alone will be counted in such case.

IV. A Regular student who has undergone a programme of study and could not complete the programme due to shortage of attendance may re-join the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the University norms. Note: As these are academic mandatory prerequisites no exemption will be granted in these cases whatever may be the causes.

Procedure for Completing Course

A. The Examinations of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters.

B. A candidate may proceed to the course of study for the next semester only after completing the requirements of attendance and progress (Regulation clause R5) of the previous semester.

C. A candidate is eligible for condonation of shortage of attendance only twice in the entire programme subject to the conditions given below. a. His conduct and progress must be good as certified by the Principal. b. Condonation will be granted only on medical grounds if he/she has secured not less the 65% of attendance. c. By the recommendation of the head of the institution, the condonation shall be granted subject to rules and procedures prescribed by the University from time to time. d. It is open to Vice Chancellor to grant condonation of shortage of attendance on the recommendation of the head of the concerned institution.

D. A student who is not eligible for condonation of shortage of attendance shall repeat the course in full including the sessional work in the next immediate chance. The sessional marks earned during repetition of course alone will be counted in such case.

E. A student can repeat the course only once in the entire course of study only on medical reasons (hospitalization / accident / specific illness). The hospitalization must be informed by the parent in writing with the certificate obtained from the Government Medical Officer to the faculty in charge of programme coordination, Head of the Department and Principal within fifteen days of hospitalization.

F. He/She shall repeat the course work in full (including sessional) in a particular semester/year once and within 6 consecutive semesters.

G. He/She shall not combine his course work with regular course work of any other semester.

H. He/She shall not be allowed to repeat the course work of any semester if he/she has already passed that semester examination in full.

I. A candidate who has been registered for the higher semester examination will not be allowed to repeat the course work, in lower semesters.

J. A candidate should complete up to six semesters before registering ninth semester.

Examination and Valuation

a. Theory Examinations

There will be end semester University examination [ESE] at the end of each semester. There is no provision for improvement examinations. For the smooth conduct all the theory examinations at various centers, a Chief Superintendent and an Assistant Chief Superintendent from senior faculty members are to be appointed by the Principal and approved by the University.

b. Practical Examinations

The Principals of colleges with the help of the Chairperson should arrange the practical examination for all semesters with the approval from the University. Bonafide laboratory record / Master's project report / Industrial training/ Seminar report etc. are mandatory for appearing for the practical / viva-voce examinations. To conduct practical examination, University will appoint an internal examiner from a panel of faculty (specialization in the relevant subject) of concerned college and an external examiner from other colleges. The external examiner will conduct the exam and decide the marks to be awarded to the candidates. The mark list filled and duly signed by the external examiner should forward to the Chairman by the external examiner. The external examiner will be the custodian of the valued answer script till the commencement of subsequent examination. There is no provision for revaluation.

c. Valuation

i) The assessment will comprise of sessional assessment and University examination in certain subjects, and wholly sessional assessments in others, carrying marks as specified in the subject of study and scheme of assessment.

ii) A candidate shall be declared to have passed in any subject in full in any semester if he/she secures not less than 50% marks in sessional, not less than 40% marks in the University Examination including Project and Viva and not less than 50% of the overall aggregate marks

for the subject ie., University Examination marks and sessional marks of the subjects put together.

iii) There will be no provision to improve the sessional marks of any semester unless he /she repeats the semester.

vi)University Examinations will be conducted at the end of each semester for subjects offered during the semester.

v) Semester examinations will normally be conducted in October/November and in April/May of each year.

vi) All sessional work shall be valued and marks awarded on the basis of day to day performance, periodic tests and assignments.

Theory		Practical	
Attendance	10%	Attendance 10%	
Assignment/Seminar	30%	Regular Class work/ lab record/class performance 50%	
Tests	60%	Tests 40%	
Total	100%	Total 100%	

The sessional marks allotted for attendance shall be awarded in direct proportion to the percentage of attendance secured by the candidate in the subject. However, full sessional marks for attendance shall be awarded to those who are securing 80% of the attendance and above.

University Exam Question Paper Pattern

The Question Paper pattern shall comprise of 2 parts:

PART A (10 x 3=30 marks) and PART B (5 x 9=45 marks). Total 75 marks

Part A shall have 30 marks, in which the student is expected to answer 10 short questions (3 marks each) out of 12 questions evenly prepared from all the five modules. These questions

can consist of definitions, theoretical concepts, short illustrative examples, block schematics etc.

Part B shall have 2 questions from each module, out of which the student has to answer one from each module (9 marks). These can be descriptive type questions, derivations, problems or collection of 2 or more smaller questions in a topic. This offers 50% choice to the students, yet forces him to study all the five modules.

Passing Requirements and Provisions

i. All Credits should be earned by a candidate to be qualified for the MCA.

ii. No disciplinary action is pending against him/her.

iii. A candidate shall be declared to have passed in any subject in full in any semester if he/she secures not less than 50% marks in sessional, not less than 40% marks in the University Examination including Project and Viva and not less than 50% of the overall aggregate marks for the subject, University Examination marks and sessional marks of the subjects put together.

iv. A candidate, who is absent or secures a grade F or less than 40% in ESE in any subject carrying sessional marks and ESE marks, will retain the already secured sessional marks for subsequent supplementary appearance in the examination of that subject.

v. A candidate who fails to submit the report on the project/industrial training within the prescribed date (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) will have to register, redo the project / industrial training and submit the report at the end of a subsequent semester.

vi. A candidate who successfully completes the course satisfying all the passing requirements of the courses will be declared to be qualified for the award of MCA.

vii. Candidates who have passed all subjects of the Ten semesters at the first opportunity within Ten consecutive chances after the commencement of his/her study shall be ranked based on the CGPA obtained. In the case of a tie in the CGPA the total theory marks of the students who have secured same CGPA shall be considered for finalizing the rank.

viii. A candidate who qualifies for the award of IMCA degree having passed all the subjects of all the Ten Semesters within a period of maximum Ten consecutive semesters after the commencement of his/her study and secures a CGPA of 8 and

above considering all the Ten semesters, will be declared to have passed the **MCA degree in FIRST CLASS with DISTINCTION**.

ix. A candidate who qualifies for the award of IMCA degree having passed all the subjects of all the Ten semesters within a period of maximum Ten consecutive semesters after the commencement of his/her study and secures a CGPA of 6.75 and above considering all the Ten semesters will be declared to have passed the **MCA degree in FIRST CLASS**.

x. All other successful candidates will be declared to have passed the MCA degree in **SECOND CLASS**.

xi. In the case of a student (regular / repeated /temporary break study) who has taken a supplementary chance for passing a subject will be given grade with regard to the mark obtained by the candidate in that exam and will be considered for all classification purpose.

xii. Candidates shall be declared to have qualified for the award of the MCA degree provided the Candidate has successfully completed the course requirements and has passed all the prescribed subjects of study in the ten semesters within a maximum period of seven years from the commencement of his/her study.

xiii. Every candidate shall, based on his/her project work/dissertation, send a paper for publication in journal or a conference in which all papers are published after usual review

xiv. Minimum for a pass a. A candidate shall be declared to have passed a semester examination in full in the first appearance if he/she secures not less than SGPA 5 with a minimum of 'E' grade for the all individual subject in that semester. b. A candidate shall be declared to have passed in an individual subject of a semester examination if he/she secures grade 'E' or above. c. A candidate who does not secure a full pass in a semester examination as per clause (a) above will have to pass in all the subjects of the semester examination as per clause (b) above before he is declared to have passed in that semester examination in full.

Scheme of Evaluation

a. Credit System: Each subject shall have a certain number of credits assigned to it depending upon the academic load and the nature and importance of the subject. The credit associated with each subject will be shown in the prescribed scheme and syllabi. Each course shall have an integer number of credits, which reflects its weightage.

b. Grading: The University shall award the letter grade to students based on the marks secured by them in both internal assessment and semester end examinations taken together in the subjects registered. Each letter grade indicates a qualitative assessment of the student's performance and is associated with a specified number of grade points. The grading system along with the grade points for each grade, applicable to passed candidates is shown below. All passed candidate will be allotted a grade S, A, B, C, D, E, and F according to the total marks scored by him/her. There will be a continuous evaluation system. Various components of evaluation are Teachers' Assessment (TA), Class Tests (CT) and University end semester examination (ESE). To make the evaluation more effective, teachers' assessment could be broken into various components like assignments, quizzes, attendance, group discussions, tutorials, seminars, field visit reports etc. These two components i.e., TA & CT put together will form the sessional components. End semester examination will be conducted by the institution through concerned affiliating University, as per its rules and regulations.

On the basis total marks (TA+CT+ESE) for each subject obtained, a letter grade should be awarded, where S = 10, A = 9, B = 8, C = 7, D = 6, E = 5, F = 0. "F" denotes failure in the course. All letter grades except 'F' will be awarded if the marks for the University examination is 40 % or above and the total mark (TA+CT+ESE) is 50 % or above.

No absolute mark will be indicated in the grade card.

Letter grade corresponding to total marks (TA+CT+ESE) and the corresponding grade point in a ten-point scale is described in table below.

Letter grade corresponding to total marks and corresponding grade point in ten point scale

Range of % of total marks	Letter Grade	Grade Point
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
55-59	D	6
50-54	E	5
0-49	F	0

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

Semester Grade Point Average is the semester wise average points obtained by each student in a ten-point scale.

SGPA for a particular semester is calculated as per the formula shown below. SGPA (Sj) = $\sum$ (Ci x Gi) / $\sum$ Ci (SGPA = Total credit point awarded in a semester / Total credits of the semester) Where 'Sj' is the jth semester, 'Gi' is the grade point scored by the student in the ith course 'ci' is the credit of the ith course.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average shall be computed for all the students at the end of each semester by taking into consideration their performance in the present and the past semesters as follows: CGPA = $\sum$ (Ci x Si) / $\sum$ Ci (CGPA = Total credit points awarded in all semesters / Total credits of the programme) Where 'Ci' is the credits for the ith semester, 'Si' is the SGPA for the ith semester. SGPA and CGPA shall be rounded to two decimal points.

e. Grade Card

The grade card issued to the students shall contain course codes and subject name, credits for the subject, letter grades obtained, SGPA for the semester and CGPA up to that particular semester. In addition to the grade cards for each semester all successful candidate shall also be issued a consolidated statement grades. On specific request from a candidate and after remitting the prescribed fees the University shall issue detailed marks to the individual candidate.

f. Conversion of CGPA to Percentage

For 7 point Grading system, the percentage shall be calculated on the basis of percentage of actual marks obtained by the candidates. Equivalent Percentage =(CGPA obtained) X 100 Maximum CGPA(=10) (Suppose a candidate has scored CGPA 8.25on a 7 point scale,

% = 8.25 X 100 = (825 = 82.5)

10   10

15.5 MASTER OF SOCIAL WORK (MSW)

Duration of the Programme

The duration of the MSW shall be of 4 semesters. Each semester consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.

Admission Requirements

Candidates for admission to the first semester of the MSW programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as equivalent thereto.

The MSW programme shall include

- **Programme Core course** - Courses that a MSW student must successfully complete to receive the Degree.

- **Program Elective (PE) Courses** - There shall be 3 Elective courses for the MSW programme – Community Development (CD), Family and Child Welfare (FC), Medical & Psychiatric Social Work (MP), for the choice of students, subject to the availability of facility and infrastructure in the institution and the selected elective courses shall be the subject of specialization of the MSW programme. The elective course selected by a student at the beginning of the third semester will continue for the fourth semester. Choice of courses from other electives is not permitted.

- **Field Work** – Field practicum is compulsory for all the 4 semesters, each semester field work is for 6 credits (216 hours).

- **Audit Course -** Block Field Placement is the audited course for which no credits are awarded. It is a compulsory requirement for the successful completion of the programme which shall be for a minimum of 25 working days after the 4th semester.

- **Programme Project -** Programme Project means a regular project work with stated credits on which the student undergoes a project under the supervision of a teacher in order to submit a dissertation on the project work as specified.

  There should be an internal assessment and external assessment for the project work. The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce. The title and the credit with grade awarded for the program project should be entered in the grade card issued by the university.

- **Comprehensive Viva-voce** shall be conducted at the end semester of the program. Comprehensive Viva-Voce covers questions from all courses in the programme.

Attendance

The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the University. A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.

Registration

A student who registered for the MSW programme shall complete the course within 4 years

Promotion: A student who registers for the end semester examination shall be promoted to the next semester

Examinations

There shall be University examination at the end of each semester.Field Work examinations shall be conducted by the College at the end of each semester. Project evaluation and Viva - Voce shall be conducted at the end of the programme only. Project evaluation and Viva-Voce shall be conducted by an external examiner and one internal examiner.

End-Semester Examinations: The examinations shall normally be at the end of each semester. There shall be one end-semester examination of 3 hours duration in each lecture based course.

Evaluation and Grading

Evaluation: The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system.

Internal evaluation: The internal evaluation shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is as follows.

Components of Internal Evaluation

	Component		*Weightage*
i)	Assignment	-	1
ii)	Seminar	-	2
iii)	Attendance	-	1
iv)	Two Test papers	-	2

Grades for Attendance

% of attendance	Grade
>90%	A
Between 85 and 90	B
Between 80 and below 85	C
Between 75 and below 80	D
< 75	E

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week

before the commencement of external examination. There shall not be any chance for improvement for internal grade.

The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the college Principal and a copy should be kept in the college for at least two years for verification.

External evaluation: The external Examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation

Direct Grading System

Direct Grading System based on a 5 - point scale is used to evaluate the performance (External and Internal Examination of students)

The overall grade for a programme for certification shall be based on CGPA with a 7- point scale given below

CGPA	Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external (weightage =3) components

of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.

A separate minimum of C grade is required for a pass for both internal evaluation and external evaluation for every course. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.
The same is applicable for both field work and project work.

15.6 MASTER OF BUSINESS ADMINISTRATION (MBA)

Master of Business Administration (MBA) is a two year full time Post Graduate programme offered under semester system. The programme is delivered under Choice based Credit and Semester System (CBCSS) with grading system. The revised curriculum of MBA came into effect from the Academic Year 2019-20. MBA curriculum is designed in line with the recommendations in AICTE model curriculum 2018. The dynamism in educational environment, the evolving expectations from students, teachers, parents and other stakeholders were considered while developing the revised curriculum. Also, utmost importance has been given to the learning outcomes and development of managerial acumen among the participants.

Eligibility
A pass in any Bachelor's Degree Examination of Mahatma Gandhi University or an equivalent degree of any other Universities duly recognized by Mahatma Gandhi University with not less than 50% marks in aggregate for all parts of examinations or a Master's Degree examination with 50% marks in aggregate.
`**Admission Procedure**

The admission procedure is based on the norms stipulated by Admission Supervisory Committee (ASC) and approved by Mahatma Gandhi University. The admissions to the MBA full time programme shall be strictly on the basis of merit as determined by the entrance examinations (KMAT Kerala / CMAT / CAT), Group Discussion and Personal Interview conducted at the institution level. The rank list shall be prepared by affiliated institutions on the basis of sum of following components: Admissions – Components of Rank List Component

Weight Entrance Examination Score 80% Group Discussion 10% Personal Interview 10% Based on the score in the entrance test, candidates shall be short-listed for Group Discussion and Personal Interview. The Group Discussion and Personal Interview shall be conducted by a panel of senior Faculty Members deputed by the Principal. While preparing the rank list, if there are same index marks for more than one candidate, he/she will be ranked on the basis of actual marks obtained in the qualifying examination. Even after this, if there is a tie, they will be ranked on the basis of date of birth; i.e. the elder person is to be ranked higher. Based on the performance in the entrance examination, group discussion and interview, merit rank list shall be prepared and notified duly signed by the Principal/Director and Head of the Department.

Programme Scheme – Choice Based Credit Semester System

As per National Policy and academic practices, the University have adopted Credit and Grading system for MBA programme with effect from Academic Year 2019-20. Under the Choice based Credit Semester System (CBCSS) students can accumulate prescribed number of credits to become eligible for the degree. The number of credits earned by the students reflects their level of proficiency attained in the intended outcomes of the course. The curriculum comprises of courses at four levels:

Foundation Courses (No Credits)

Full Credit Core Courses

Full Credit Elective Courses

Courses of Independent Study (No Credits)

Apart from foundation, core, and elective courses, there is one Summer Internship and one Problem centered Research Project in the MBA programme. Summer Internship (not less than eight weeks) – at the end of Second Semester Problem centered Research Project (not less than eight weeks) – at the end of Fourth semester.

Choice of Elective Area

A candidate is expected to select two functional areas subject to the following criteria:

i)   His / Her own choice based on preference, skills and aptitude

ii)   The availability of Faculty Members specialized in different functional areas in the affiliated colleges and required infrastructure.

iii)   Job market realities and opportunities in a functional area

The final decision pertaining to offer of specialization choice shall be by the Director / Principal of the affiliated colleges. The following areas of specializations are offered by the University in the third and fourth semesters.

List of Elective Areas

Elective Area

1. Finance

2. Marketing

3. Human Resources Management

4. Operations

5. Information Systems

6. International Business

Viva Voce

The MBA Programme has both internal and external viva-voce as part of the curriculum. Course viva-voce is considered as a half credit course in all semesters. A panel of not less than two (2) external examiners shall conduct the course viva-voce for all candidates in affiliated colleges. For Summer Internship (Semester II) and Problem Centered Research Project (Semester IV), viva-voce shall be conducted by not less than two (2) external examiners. The Viva-voce examination of Problem Centered Research Project shall be chaired by a Faculty member from University Department.

Internship and Research Project

The Summer Internship is scheduled during April -May (not less than eight weeks), every year and shall be done in a reputed Manufacturing / Service organization. The evaluation of Internship shall be conducted during the month of July in all affiliated colleges. The two month Problem centered Research Project is scheduled during April - May (not less than eight weeks), every year and shall be done in a reputed Manufacturing / Service / Non-profit / Government organization. The Project Presentation and Viva-voce shall be conducted by a panel of external examiners, chaired by a Faculty from University Department, during the month of June every year.

Duration of the Course

The minimum time period for the completion of MBA Programme shall be two years and the maximum period for securing a pass shall be four years from the date of admission. The Principal/ Director of all affiliated colleges shall provide Course Completion Certificate to the candidates who have completed all courses in the curriculum.

Teaching Methods

Since the MBA Programme is a professional course, the teaching methods is carefully designed at the Institution level. Teaching methods include Lectures in Interactive Mode, Practical Illustrations & Simulations, Case Studies, Role Plays, Quizzing, Class Seminars & Presentations.

Grading System

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. The grading system followed is that of relative grading on a ten-point scale. The following table indicates the performance range and the relative value of grades (grade points) on the scale.

Range of marks	Grade Letter	Grade point
95 –100	O	10
85 - 95	A Plus	9
75 - 85	A Only	8
65 - 75	B Plus	7
55 - 65	B Only	6
45 - 55	C	5
40 - 45	P	4
Below 40	F	0
Absent	Ab	0

Letter Grade	Performance	Grade point
O	Outstanding	10
A Plus	Excellent	9
A Only	Very Good	8
B Plus	Good	7
B Only	Average	6
C	Below Average	5
D	Pass	4
F	Fail	0
Absent	Ab	0

Minimum grade for passing in a course or programme:

The minimum for a pass in a course is 'P' grade. The minimum credit point requirement (CGPA) for the programme is five. 45% of mark is required for passing individual course and 50% is required for a semester pass. The evaluation of a candidate shall be based on two indices:

- Semester Grade Point Average (SGPA)
- Cumulative Grade Point Average (CGPA)

Calculation of Semester Grade Point Average (SGPA)

Credit Points for the Course = No. of Credits assigned for the course x Grade Point secured for that course. SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by a student in all the courses divided by the total number of credits assigned to the courses required in a Semester. Note: SGPA is computed only if the candidate passes in all the required courses (gets a minimum required grade for a pass in all the required courses as per the specific curriculum). Securing of SGPA in all semesters may not enable students to have minimum required CGPA for a pass in the programme.

SGPA =<u>Total credit points earned by the student from all the required courses of a Semester</u>

Total credits of all courses required in a semester

Calculation of Cumulative Grade Point Average (CGPA)

CGPA refers to the Cumulative Grade Point Average weighted across all the semesters (4 Semesters). CGPA is obtained by dividing the total number of credit points earned by the student in all the semesters by the total number of required credits of all the Semesters as per curriculum.

CGPA = Total Credit Points of Semester- S1 + 2 + 3 + 4 ... Total Credits of Semester- S1 + 2 + 3 + 4..

OR

[SGPA of I Semester x Total Credits of I Sem] + [SGPA of II Semester x Total Credits of II Sem] + [SGPA of III Semester x Total Credits of III Sem] + [SGPA of IV Semester xTotal Credits of IV Sem]

_____

[Total Credits of I Semester + Total credits of II Semester + Total credits of III Semester + Total credits of IV Semester]

Assessment and Evaluation

The evaluation of students comprises of continual evaluation at the Institution level and comprehensive evaluation by University.

Continual Evaluation Continual Evaluation or internal assessment shall be conducted throughout the semester. It shall be based on internal examinations and various components as decided by the Faculty Member who is handling the course. The following components are suggested for continual evaluation. However, the Faculty Members are free to include any appropriate component with prior permission from Head of the Department / Principal.

Components of Continual Evaluation

Internal examinations – Written examination, Open book examination, Question and Answer Session – online exams, spot tests	Individual assignments, problem solving Group assignments, class seminars, case study/caselet analysis and presentation

Role plays, Management games, Story telling	Software exercises, soft assignments
Internal viva voce, quizzes, group discussions, interview with industry experts	Book reviews, Article/research paper reviews
Field visits, industrial visits, study tours – observation study (with brief reports)	News Paper reading

Criteria for Continual Evaluation

Sl No	Component of continual evaluation	Marks	Percentage
1	Test papers (subject to a minimum of two including the model examination)	20 (5+15)	50%
2	Assignments – other components	10	25%
3	Class participation, punctuality, discipline	10	25%
	Total	40	100%

Reappearance and improvement Examinations

Candidates in the 1st and 2nd semesters, who have secured the SGPA letter grade of 'C' or 'P' in the end-semester examination can improve their grade by reappearing for all the semester courses together along with the next immediate batch provided the candidate has applied for the same and paid the required fee; in such cases a candidate will be awarded a new grade only if there is an improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade obtained in the previous examination before improvement.

Candidates in the 1st or 2nd semesters who have secured a letter grade of 'P', 'F' or 'Ab' in any of the courses can reappear for exams course-wise along with the next immediate batch provided the candidate has applied for the same and paid the required fee. Candidates in the 3rd semester, who have secured the SGPA letter grade of 'C' or 'P' in the end-semester examination can improve their grade by reappearing for all the semester courses together, along with the next immediate batch provided the candidate has applied for the same and paid the required fee; in such cases a candidate will be awarded a new grade only if there is an improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade obtained in the previous examination before improvement. Candidates in the 3rd

semester who has obtained letter grade of 'P', 'F' or 'Ab' in any of the courses can reappear for exams course-wise in a supplementary examination along with the 4 th semester examinations provided the candidate has applied for the same and paid the required fee. After completing a semester programme (all courses with 'P' or above grade) students will not have the facility of course-wise improvement and they will have to reappear for all the courses constituting the entire semester. 1st and 2nd semester SGPA cannot be improved after the completion of the 4th semester. Only 3rd and 4th semester SGPA can be improved after the completion of a programme. The marks/grades awarded for internal assessment and that for the project/dissertation cannot be improved. Improvement of the 3rd or 4th semester must be done within a period of one year, that is, by reappearing for the third semester examinations at the following semester and the fourth semester examinations along with the immediate lower batch. Candidates who could secure the grade of only 'F' or 'Ab' in a course in the 3rd or 4th semester examinations will be given two additional chances for course-wise reappearance even after the completion of the programme; but it has to be done within a period of two years after the completion. In such cases a candidate has to apply for the same as a supplementary exam and pay the required fee.

Semester Promotion Candidates for the MBA Degree shall be eligible to undergo the courses of study in the next semester and appear for the examination of that semester, irrespective of the results of the examinations of the previous semester provided they have completed all the requirements of attendance, payment of all fees due to the University and Institution and registration for the examinations in the earlier semesters.

Registration and Attendance Norms

Every candidate should register for all subjects of the end semester examinations of each semester. A candidate who does not register will not be permitted to attend the end semester examinations. He / she shall not be permitted to attend the next semester.
No student shall be allowed to appear for the University examinations (written and viva-voce), if he/she has not secured 75 % attendance for each course. In this regard, it is required to note that prior application and subsequent sanction of leave will not be considered as presence. Under any circumstances, the Principal shall be the final authority to decide upon the requests made by the candidate to condone the absence due to genuine reasons like medical case. In

such cases, the candidate has to undergo special / remedial sessions and complete all academic requirements in order to become eligible for appearing in University exams.

15.7 MASTER OF ARTS IN HUMAN RESOURCE MANAGEMENT (MA HRM)

In today's highly competitive business environment, the roles and responsibilities of human resource professionals have become increasingly critical to corporate success. Human Resource Management (HRM) professionals must understand human resource issues and management trends in a competitive global economy as well as a broad spectrum of state and federal employment legislation. The Master of Arts in Human Resource Management (MA HRM) program is specifically customized to equip students with the tools necessary to effectively meet the challenges of an ever-changing business climate. The 2 year full time MA HRM programme of Mahatma Gandhi University is offered under semester system.

Eligibility

A pass in any Bachelor's Degree Examination of Mahatma Gandhi University or an equivalent degree of any other Universities duly recognized by Mahatma Gandhi University with not less than 55% marks in Science & Technology subjects and 50% marks in other subjects in the aggregate for all parts of examination or a Master's Degree examination with 55% marks in aggregate. The Reservation Rules are applicable as per the Government norms.

Admission

The admissions to the MA HRM full time programme shall be strictly on the basis of merit list prepared and published by the institution. All affiliated colleges are bound to follow the guidelines and time schedule provided by Mahatma Gandhi University. The Reservation Rules are applicable as per the Government norms.

2019 Admission onwards

50% of the approved seats will be filled by university allotment. The rank list for Management admission shall be prepared on the basis of qualifying examination, Group Discussion and Personal Interview. The weightage shall be 70% for qualifying examination, 15% for Group

Discussion and 15% for Personal Interview. The Reservation Rules are applicable as per the Government norms.

Course Duration & Academic Calendar

The MA HRM course shall be completed within two years time. The date of commencement of the course will be notified by the University. The academic calendar published by the University shall be strictly followed by all affiliated colleges in order to ensure timely completion of the course, conduct of examinations, project work and declaration of results.

Programme Scheme

The MA HRM Programme of Mahatma Gandhi University enables the candidates to acquire conceptual, technical and human skills to meet the requirements of industry, business and society. It prepares the candidates with knowledge, skills, and strategic perspectives essential for business leadership. The MA HRM Programme consists of 29 subject courses, 1 internship, 1 project work and 1 viva voce . All theory courses carries 100 marks each, out of which 40 marks for continual evaluation and 60 marks for comprehensive evaluation by University. The total marks for the MA HRM Programme is 3200, 800 marks for each semester. All semesters are of 20 weeks duration out of which a minimum of 40 instructional hours during a semester shall be completed for each course.

Core Courses

There are 28 core courses for the MA HRM Programme which comprises of 25 core subjects, 1 Internship, 1 Project Work and 1 Viva voce. The first and second semesters have 16 core subjects including one internship with internal viva voce in second semester. The third semester has 8 core subjects. The final semester has 2 core subjects, Main project and comprehensive viva voce. All core courses are compulsory and carry 100 marks each.

Elective Courses

The students are required to select 4 elective courses.

Internship

Second Semester A student has to spend 4 weeks in a reputed business organization for Internship. A faculty guide shall be appointed by the respective department to guide students. Any topic related to human resources can be taken. The intern will learn how to apply skills she or he may have acquired from the course, in a professional setting. A report shall be submitted to the University. The marks shall be awarded based on presentations by students followed by viva-voce. 40% of the mark shall be given based on presentations and viva-voce and 60% based on evaluation of report.

Main Project

During the fourth semester, the students are required to do a Project Work in HR domain, addressing a HR related issue in the organization and a Report of the same is to be submitted. The total duration of this project study is 8 weeks and total marks for the project report is 100. Project work shall be done in a reputed Business Organization.

Viva Voce

A comprehensive Viva voce shall be conducted by a Board of examiners, consisting of at least one external examiner, duly appointed by the University.

Student Evaluation

The evaluation of students comprises of continuous evaluation at the Institution level and comprehensive evaluation by University.

Continuous Evaluation

Internal assessment, based on continuous evaluation shall be conducted throughout the semester. It shall be based on internal examinations and various types of assignments as decided by the Faculty Member who is handling the course. Assignments include homework, problem solving, group discussions, quiz, term projects, spot tests, role play, software exercises etc. Details of assignments in every semester shall be submitted by the Faculty Members in an assignment book to the Principal / Head of the Department. This is to facilitate uniformity in the internal evaluation process. The distribution of continuous evaluation shall be as follows:

Components of continuous Evaluation

Sl No	Components of continuous evaluation	Marks	Percentage
1	Test papers (subject to a minimum of two tests for each course)	24	60%

2	Assignments (Minimum of two)	8	20%
3	Seminar & projects	8	20%

The internal assessment marks shall be awarded by the concerned Faculty Member in charge of the course based on the guidelines mentioned in Table given above. A systematic record for the award of Internal marks shall be maintained in the Department duly signed by the concerned Faculty Members and counter signed by the Head of the Department. It shall be placed in the notice board before the commencement of University Examinations.

In case a candidate fails to secure the required minimum of 50% marks in Internal marks based on continuous evaluation, he / she may secure it by repeating the course altogether in a regular class or by taking the course with a Faculty Member assigned by the Head of the Department in a subsequent semester provided that the candidate has failed to obtain the 50% marks in the first instance, but such improvement in continuous evaluation in the same paper cannot be attended more than once.

Comprehensive Evaluation

▪ The comprehensive evaluation will be done by the University through end-semester examinations which is of 3 hour duration for all subject courses.

▪ In order to pass a course, a student has to acquire a minimum of 40% marks in University examination and an aggregate of 50% marks (marks obtained for internal assessment and university examination put together)

▪ Candidates who have secured not less than 60% marks in the aggregate of total marks for all papers in four semesters (both continual and comprehensive evaluation together) in the examination shall be declared to have passed the MA HRM Degree Examination in First Class.

▪ Candidates who obtain not less than 75% of the total marks shall be declared to have passed the MA HRM Degree Examination with Distinction.

▪ Candidates shall be allowed to improve the result of any course /subject along with the examinations of their immediate junior batch.

Semester Promotion

Candidates for the MA HRM Degree shall be eligible to undergo the courses of study in the next semester and appear for the examination of that semester, irrespective of the results of the examinations of the previous semester provided they have completed all the formalities

of attendance, payment of all fees due to the University and registration for the examinations in the earlier semesters.

Maximum Duration of Course

The candidates should complete the two year MA HRM Programme within a period of 5 years from the date of admission.

Registration & Attendance Norms

Every candidate should register for all subjects of the end semester examinations of each semester. A candidate who does not register will not be permitted to attend the end semester examinations. He / she shall not be permitted to attend the next semester. No student shall be allowed to appear for the University examinations (written and viva-voce), if he/she has not secured 75 % attendance for each course.

16. STUDENTS GUIDELINES

16.1 Attendance and Leave

The college has a five day week with classes from Monday to Friday. Classes in the morning session start at 9.30 am and end at 12.30 pm. In the afternoon session, classes start at 1.10 pm and end at 4.00 pm. Attendance will be marked at the beginning of each period. Absence from the class for any one period in a session will result in loss of attendance for the whole session. 75% attendance is compulsory for the students to register for the university semester examinations, as per university regulations. Students having attendance below 75% but above 65%, will have to obtain condonation from the university through recommendation from the principal. Condonation will be granted only on medical grounds. Students in an ongoing class will not be allowed to leave the class without a note from the Principal. For internal assessment, attendance of each course will be considered as per university regulations.

Every day in the morning after 11.00 am and in the afternoon, after 2.00 pm SMS will be sent to the mobile phone of the parents, if their wards are absent. Parents are requested to report the leave or absence of the students to the class animator in advance. If the students happen to take leave for three or more days, leave will have to be sanctioned by the Principal. The students have to apply for leave in the form available in the college store. Students are supposed to apply for leave in advance and only in unavoidable circumstances students may

apply for leave on the first day they come to the college after leave. In any case, parents have to inform the class animator in advance.

If any student is absent for five consecutive days, he/she will have to produce a medical certificate and a letter from the parent.

Leave or absence from internal examinations and retest will be granted only on medical grounds by the principal.

Any student, absent from the class consecutively for a period of 21 days without proper intimation will be removed from the roll. He/She has to take readmission to continue his/her studies in the college.

Students coming late to the college have to take late slips from the computer systems kept in the ground floors of St. Vincent Block, Mother Theresa Block and DiST Annexe Block. At 11.00 am, parents of the students who come late will receive SMS stating the minutes by which they are late in the college. Parents are advised to take necessary measures to send their wards in time.

Students should not spend time with any faculty member when classes by another faculty members are going on, without the prior consent of the faculty member who is engaging the class. Students have to apply for permission to participate in any of the events happening in the college during class time in the form available in the college store.

Planned mass absence from the class as a whole or by a group will result in serious consequences. Those who lead or participate in such activity will invite disciplinary action.

- Students are expected to maintain strict discipline so as to create an academic environment in the campus.
- General information to be passed on to the students will be posted on the general notice boards in DiST Main Building, DiST Annex I & DiST Annex II. Specific information for each department will be posted on the department notice boards. It

is the duty of the students to go through the notices posted on both general notice boards and department notice boards.

- All administrative, departmental and activity bulletin boards are for official use only. To tamper with them will be seen as serious offence.

- Students should pay fees for each semester as per the schedule published in the notice boards. SMS message will be sent to the mobiles of the parents reminding the fee payment. As the central government encourages digital payments all students are advised to make fee payments through online transfer.

- Classes begin at 9.30 am and ends at 4.00 pm. Under no pretexts the students are allowed to come late for the class. In the morning after the second bell there will be a minute of soft music after which the college prayer takes place. Students should stand up for the prayer and should not move around till the prayer is over.

- During class hours, students will be called outside the class only with a signed call slip from the principal. If no such slip is produced students will not be allowed to go out of the class.

- No student shall enter the classes other than his/her own without the written permission from the principal or staff before, during or after the class hours.

- No student is expected to remain in the campus after 5.00 pm without the prior sanction from the Principal.

- Students are supposed to treat the college property with care. They have to keep the buildings and campus of the college neat and clean. Any damage done to the property of the college by the students will have to be compensated either by repair or by replacement. Besides, if the situation warrants, the offenders will be subjected to other disciplinary actions.

- Students should not move around in the corridors when the classes are in progress.

- No student is allowed to enter the cabins of the faculty members when they are not present in the cabins without written permission from the respective faculty members.

- During the five minutes between periods, students are not allowed to go to the canteen or outside the floor of their class room.

- Birthday celebrations should not be conducted during the class hours in the class rooms.

- Students should refrain from using vulgar language in and outside the campus.

- Students are not allowed to use electronic gadgets like mobile phones, stereos, MP3 etc. during the class hours without the explicit permission from the teacher in charge.

- Students should reach back the classes right at the strike of the bell for the next period. They should not waste time in the canteen or anywhere else once the bell is gone after any break.

- All students should read and understand the rules and regulations of the library.

- Non-resident students should keep off the hostel and hostel rooms. Similarly, boys should not enter the retiring rooms of the girls. The canteen facility is meant only for the DiST community.

- Students should not congregate at the entrance of the college gate. They should avoid sitting on the staircases, portico and on the windows in the corridors.

- If a student continuously misbehaves in the class, the teacher may send him/her out and the re-entry into the class should be with the written permission of the Principal.

- All students are issued identity cards at the time of their admission to the college. In the campus, students should always wear their identity cards. These cards should be produced for all transactions in the college. Action will be taken against habitual defaulters. If the identity card is lost, they should approach the office for duplicate which will be issued after payment of prescribed fees.

- Movement of vehicles in the campus should be at specified speed. Two wheelers and four wheelers should be parked in the specified areas. For bringing two wheelers and four wheelers to the campus, the vehicle should be registered in the college office and the sticker given to the registered vehicles should be pasted on the vehicle. Students have to avoid vehicle movements during the working hours in the college.

- All political activities and political organizations are strictly prohibited in the college. The college management does not recognize the student political organizations. Their requests / demands shall not be entertained. However, those organizations and activities which are complimentary to academic activities may be permitted by the principal.

- Use of Mobile phones is prohibited inside the campus. Mobile phones should be switched off before entering the campus and should be deposited with the class animator before entering the class room. Cell phones with camera are banned by the state government. The mobile squad in the campus consisting of faculty

members will conduct surprise inspection in the class rooms and mobile phones found with the students will be confiscated which will be returned only if the parents of the owners come and meet the principal. If repeated, the phones will be confiscated and will be given back only at the time when the student leaves the college.

- Use of internet provided in the college for purposes other than academic will be viewed seriously and strict actions will be taken.

- Students are warned against involvement in any act of cyber-crime . Violation will result in suspension/expulsion from the college. Any such activity, if noticed, will be intimated to the police.

- The college will not allow the disruption of the academic atmosphere of the college. Any activity that hampers the academic ambience of the college will be dealt with seriously. Such misconduct will attract serious punishments including expulsion from the college.

- Destruction of college properties will attract civil and criminal proceedings against the delinquents.

- Instigation of other students to engage in activities such as strikes, demonstration, agitation, slogan shouting, gherao, etc. will not be permitted under any circumstances.

- College union election will be conducted as per the instructions of the University. The mode of election followed in the college is parliamentary system. No external or political interference will be permitted in the election proceedings.

- Ragging and harassment in all forms are criminal offences and they warrant criminal proceedings apart from disciplinary actions.

- Smoking, chewing/use of tobacco products, pan, drugs and such other narcotic items, consumption of liquor and all other items that are either illicit, banned or injurious to health are strictly banned inside the campus. Students should not enter the campus after consuming liquor or any other intoxicants. This is applicable to students, teachers and other staff members of the college.

- Students are not allowed to organize or attend any meetings other than those organized by the college. They should not invite anybody to address the students or staff without the permission from the principal.

- Students have to wear the uniforms prescribed by the college on all occasions except when special sanction is given to wear colour dress. On Wednesdays, the PG students should wear their special uniform.

- To leave the campus during class hours, students should produce a slip from the head of the department showing the reason for the same at the entrance gate and the time of return.

- Outsiders including former students are not allowed to enter the campus without any genuine reasons. In any case they are not allowed to enter the class rooms or the rooms of the students in the hostel. Outsiders, before entering the college campus should register their name, address, mobile number ad purpose of visit in the register kept in the security cabin.

- Students who want to attend the intercollegiate events should get the permission from the head of the department in advance.

- Crackers or fireworks of any magnitude should not be brought or exploded in the campus without prior sanction from the Principal.

- Students are prohibited from interaction with the media persons on behalf of the college or inviting the media persons to the campus without the permission of the principal. Students are supposed not to share any photos or videos of the college without permission from the authorities.

- Students are also warned against publishing anything derogatory about any individuals or that which is likely to affect the good will of the Institute.

- DiST promotes an environment friendly and plastic free campus. Littering the campus with plastic or any other materials is not expected from DiST students. Students are advised to deposit the plastic and paper wastes in the separate litter bins installed for the purpose.

- Students are advised not to waste electricity or water and hence, they should switch off any light or taps once their use is over.

- It is the responsibility of the students to upkeep the class rooms, furniture, audio visual equipment, electrical fittings, and verandas of the college.

- Lifts are made available in the main block and DiST Annex 1. In the main block, lift is exclusively for the staff members and physically challenged students. In DiST annex 1, only students in the third, fourth and fifth floors are supposed to use it. Use the lifts judiciously as not to waste electricity.

- Students should maintain healthy relationships among themselves so as not to affect their academic pursuit. Students should be careful not to breach the physical proximity in their relationships.

- For involving in the following serious offences, students may be suspended, dismissed or expelled from the college at any time during the year.

  a) Stealing

  b) Any form of public immorality in the campus or during any college function.

  c) Any form of cheating or dishonesty.

  d) Possessing or bringing pornographic material into campus.

  e) Bringing alcoholic or any intoxicating beverages to the campus or coming into the campus under the influence of alcohol or prohibited drugs and misbehaving.

  f) Bringing in or carrying fire arms or any lethal weapons within the campus.

  g) Physical assault on others.

  h) Possession or use or trafficking of drugs in the campus.

  i) Vandalism in campus or on college property. Material loss will be fully recovered.

  j) Engaging in gambling inside the campus.

  k) Tampering with and/or falsification of documents.

  l) Preventing or threatening students, college staff or authorities from discharging their duties, attending the classes or from entering the college premises.

  m) Frequent and contemptuous disregard of the disciplinary code of the college.

  n) Any other grounds considered to be against the discipline of the college.

  o) Disorderly behavior in class.

- Above all the students are cautioned to follow the law of the land inside and outside the campus.

17. WARNING AGAINST RAGGING

- Ragging is strictly prohibited in the campus. Ragging means doing of any act, by disorderly conduct, to any student of the institution which causes or likely to cause physical or psychological harassment or raising apprehension or fear or shame or embarrassment to that student and includes the following:

  1. Teasing, abusing or playing jokes on or hurting a student; or

  2. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do.

- If any incident of ragging comes to the notice of the authority, the concerned student will be given liberty to explain and if his explanation is not found satisfactory, the student will be expelled from the institution.
- Any written complaint obtained regarding ragging will also be forwarded to the police authorities. College will not be responsible for the criminal proceedings initiated in this regard.
- A distress helpline number and the numbers of the members of the anti-ragging committee in the college are given in the website. Students can call any of these numbers if they come across any incident of ragging in the campus.

18. WARNING AGAINST SEXUAL HARASSMENT

Any kind of sexual harassment or discrimination to either students or staff of the college will be considered a serious offence and those found indulging in such activities will be immediately suspended from the college and if found guilty in the enquiry, will be expelled from the college.

19. GRIEVANCE REDRESSAL MECHANISM

For grievances in academic matters there is a three level grievance redressal mechanism. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman, Board of Examinations as members and the Controller of Examination as member-secretary.

- All legal and reasonable non-academic grievances of the students will be addressed by the college authorities. In the event of such grievance the student can approach the College Grievance Redressal Committee in the college or the principal or lodge the compliant through the online grievance redressal system.
- The Principal will constitute an Enquiry Committee to look into the matter.
- The Committee will enquire into the complaint and make sure that natural justice is ensured. All students should comply with the directions of the committee for ensuring proper enquiry.

20. LIBRARY RULES

- Being a place of serious study, library supplements the academic, intellectual, informational, spiritual and recreational requirements of the academia. The library provides access to both books, journals and magazines kept in physical form and as e resources. The college library is fully automated and has a collection of more than 18500 books and subscribes to 30 journals and 40 other periodicals. The library also subscribes to two e libraries, namely Delnet and ProQuest and 16 newspapers. It is also equipped with RFID entry and exit facilities
- Previous years' question papers are available in the intranet and in the college website.
- The library will be kept open from 9.00 am to 5.00 pm on all working days and from 9.00 am to 4.00 pm on Saturdays. Students will not be allowed to enter the library without identity cards. Explicit written permission from the principal is necessary for the outsiders to use the library.
- Students should not take their bags, mobile phones and cameras inside the library.
- Students are requested to keep special care to keep the library and the premises neat and clean.
- Library is the place to read and study. Hence, students should make sure that they are silent, do not disturb or sleep in the library.
- Students are not supposed to take the books back to the stacks. They should keep it on the table itself.
- The timing for issue and return of books is scheduled by the librarian for different classes. Usually the students can use the reference section and the periodicals section from 9.00 am to 5.00 pm.

- Library books will be issued against the identity cards issued to the students in the beginning of every academic year. A UG student can hold a maximum of two books at a time and PG students three books including both subject books and general books. For return of books, the time period is one week for UG students and two weeks for PG students. However, the librarian can recall the books without previous notice.

- If the book is not returned on or before the due date, the student will be charged Re.1/day per book (holiday inclusive). If the due date for return of book falls on a holiday, the book must be returned on the next working day.

- It is the duty of the borrower to make sure that there are no defects for the book at the time of borrowing. If there are any, he has to point it out to the librarian at the time of borrowing itself. Otherwise it will be deemed that the book was intact when it was issued. The borrower will be responsible for any damage to the book while in his custody. Students are not supposed to sub lend the books of the college library.

- The borrowers should take maximum care of the books issued to them. Dog-earing of the pages of a book, marking or writing therein with ink or pencil tearing out its pages and spoiling of binding of the books will be punished. For such offences, the offenders will be asked to replace the book or pay the price of the latest edition of the book, including postage.

- For loss of books the following procedures will be followed.

    i) If new edition or copies of the lost book are available with the book suppliers, the book has to be replaced by the new one.

    ii) If the lost book is not available for replacement, the value of the book will be realized at the following rates:

    a) Ten times the face value of the book which are published prior to 1-1-1946

    b) Six times the face value of the books which are published between 1-1-1946 and 1-1-1970.

    c) Thrice the face value of the book which are published after 1-1-1970.

    d) If the price of the book cannot be ascertained from the library stock register, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

- Current Periodicals, journals, Reference books, rare and out of print books will not be issued to be taken out of the library.

- Final year students should return their library books and tickets to the library before collecting their TC. They have to obtain a no due certificate from the Library.

- A member of the teaching staff can borrow up to ten books at a time including both the general books and subject books.
- Drillbit software available for plagiarism checking for students as well as faculty
- A member of the non-teaching staff can borrow two books at a time from the library. All books borrowed from the library by members of the teaching staff and non-teaching staff should be returned within 30 days.
- Internet browsing and searching facility are available in the library. Internet facility is provided only for educational purposes and not for social networking.

21. CODE OF CONDUCT FOR EXAMINATIONS

- Students should wear their college ID and should bring their hall tickets when coming to write the University examinations.
- They should enter the examination hall five minutes before the commencement of the examination and should get the answer scripts from the invigilator. Late entry will not be admitted.
- Candidates will not be allowed to enter the examination hall, thirty minutes after the commencement of the examination.
- For Thirty candidates one invigilator is assigned.
- Other belongings of the students should be kept outside the examination hall.
- Sharing of anything inside the examination hall is strictly prohibited.
- Digital diaries, programmable calculators, mobile phones etc. are not allowed inside the examination hall.
- Candidates are directed not to ask questions of any kind during the examination.
- No candidate shall be allowed to leave the examination hall till expiry of half an hour after the question paper has been given out.
- When leaving the examination hall after the examination, the students should make sure that they have submitted the answer scripts to the invigilator.
- Students should not write anything on the question paper except the name and register number.
- Students should not write anything on either side of the hall ticket.
- If students are found engaging in any malpractice like copying from fellow students, allowing fellow students to copy from own answer scripts, copying from any pieces of paper, or from any gadgets prohibited in the examination hall and communicating with

fellow students during the examination, he/she will not be allowed to continue the examination and the invigilator will report the matter to the chief superintendent of the examinations, and he will in turn, report the matter to the University with supporting documents.

- Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted.

22. CODE OF CONDUCT FOR ONLINE CLASSES

Due to the pandemic, classes are being organized in the online mode and classes will be continued in this mode till the government and the university give instructions for offline classes. During online classes, the students should follow the following codes of conduct.

- All students should attend all online classes without fail. If anyone wants leave he/she has to inform the class animator and the teacher taking the course in advance.
- Be on time for the online classes. Check the WhatsApp group for the timing of the classes and the links for joining the classes. Also check your De Paul mail id daily for all information related to the academics.
- Make sure that you are seated in an atmosphere that is distraction free and best suited for attending the classes. Make sure that your mic is kept muted, but camera on when the classes by the teachers are going on. If you switch off your video, please make sure that you have intimated the same to your teacher.
- Use a headset if possible, test your mic before the class begins and respond to the questions of the teacher.
- Don't misuse the chat box as it is not an instant messenger.
- The students should wear decent and presentable dress during times of online classes.
- Be ready to take down lecture notes when you attend these online classes.
- Give full and focused attention in the class, that is, keep off other devices, or windows when classes are going on.
- Conduct yourself with the same kind of respect, professionalism and attention as you would show in a real class room.

23. STUDY TOURS, FIELD VISITS AND INDUSTRY VISITS

- Students will be allowed to go for one study tour during the period of their programme, usually, in the final year. The study programme is to be organized by the students themselves with approval from the class animator, Head of the Department and the final approval from the Principal. For getting the approval, students have to present the places they want to visit together with the itinerary. The study tours may last for a maximum of three days. Two faculties, one male and a female, should accompany the students and the students should get the consent of these faculty members before proceeding with the tour plan. All costs should be borne by the students themselves, including that of the faculty members accompanying them. As a rule, at least 90 percent of the students should be there for the study tour and all participating students should produce consent letter from their parents. During the study tour the behavior of the students should be befitting the students of DiST. Students are not allowed to organize tour programmes without the consent from the college and without being accompanied by faulty members.

- At least one field trip or industry visit may be organized during a semester. These trips should organized in such a way as to return on the same day. Students may make use of the contacts and expertise of the faculty in organizing these trips. The cost must be borne by the students themselves.

24. USE OF LABS AND STUDIOS

- There are three computer labs, one audio lab and one video lab in the college. Students should keep their footwear and bags outside the labs and studios when they enter.
- In the computer labs they should follow the procedures for logging in and logging out. In the studios and the labs the students should follow the instructions given by the staff.
- Students should not carry laptops or any other electronic device to the labs or studios. Mobile phones are strictly prohibited inside these centers.
- Students should maintain silence and group discussions are not allowed inside these centers.

25. HOSTELS AND MESS

There are separate Hostels for both Gents and Ladies. The Gents Hostel is located within the DiST Campus at Angamaly South whereas the Ladies Hostel is located at Karakkattukunnu,

Mekkad. The purpose of the hostel is to provide opportunities conducive to the integral development of the students. The administrative responsibility of the college is incumbent on the core committee comprising College Manager, Director, Principal, Finance Officer and Director of the hostel. The Hostel Director / Warden exercises direct control over the inmates.

Admission

1. Submit the hostel application in the prescribed form with an admission fee to College office after getting permission from the Director / Principal.
2. The authorities reserve the right to suspend or dismiss the candidate who breaches the rules & regulations. Hostel admission is purely a subjective discretion of the management and not the right of the student.
3. If a student is dismissed from the college, he is dismissed from the hostel as well.

Silence & Study

4. Hostel accommodation is intended to reduce the time for travel, and thereby improve the academic performance of the inmates. Hence, all the hostellers are expected to perform fairly well in academics and to pass in all the subjects in all the internal examinations.
5. Internal exam progress reports should be signed by the Hostel Director.
6. Strict silence should be observed in the hostel premises from 6:45p.m. to 8.00am. & during other study hours. Care should be taken at all times to ensure that talking is NOT audible outside the room.
7. Door of the room should be kept open during study hours.
8. Visiting each other's room is strictly forbidden.
9. Hostellers should use only their own rooms for study, and should not roam around the hostel during the study hours.
10. Combined study is permitted only in the common study hall and only up to 11p.m.
11. Being absent from the class or late to class is not allowed for the hostellers. Only in case of illness and with the prior permission of the Director, hostellers may stay back in the hostel without attending the classes. In case of severe sickness, they may be asked to go home for treatment. Violation of this rule will be considered as a serious offence. During class hours, hostel remains closed & no entry is allowed in between.

Visiting & Outing

12. Guests / visitors are received only in the visitor's launch and not to be taken to the hostel rooms.
13. Visitors are allowed only outside of the class hours and up to 6.00p.m.
14. Day-scholars of the college are forbidden from entering the hostel premises.

15. Entry in the 'Sign in & out' register is mandatory while going out of the campus for any purpose & coming back.

16. Any change in 'return date' (to come early / late) should be informed to Hostel Director via WhatsApp message with date and time of the arrival.

17. Hostellers should enter the hostel premise by 6.45p.m.

18. Hostellers may go to their own homes for the weekend / holidays by making entry in the sign-out register. If a student reaches before 9 pm or leaves after 7 am even without food, a day's attendance will be marked.

19. To go home or go out during the working days or after 6:45p.m., requires submission of written request to the Director. Violation of this will be a serious offence.

20. Hostellers will not be permitted to stay over at friends'/relatives' houses without the submission of a written consent from the parents. Failure to get permission in this regard will be considered as a serious offence.

21. 'Sign in' the register between 6:45p.m.-8:30p.m. for the attendance. Violation of this will be a serious offence.

22. Use the manual register, if computer is not functioning.

Fees

23. Hostel Fee includes Establishment Fee and Mess Fee. The payment of the hostel fee is on semiannual installments. First installment period is June 1-15 and second one is December 1-15. Students will be asked to vacate the hostel, if the fee is not paid within the due date. To pay Hostel Fee online, visit college website (www.depaul.edu.in).

24. In addition, there will be admission fee and caution deposit, at the time of admission to the hostel.

25. All sorts of fees are subject to change from time to time.

26. Admission & Establishment fees are non-refundable.

27. No deduction from the Establishment fee will be allowed for the absence from the hostel or for any other reason. Reduction in mess fee (only if it concerns the whole batch) might be considered for the absence at least 10 days or above for the sake of Internship / OJT / Field Work Placement. It would be granted only if the students submit an intimation letter to Hostel Director with the counter signs from HoD. 'Sign out' in the system register with proper 'return date & reason' is mandatory for Mess Fee Reduction. Mess reduction is not allowed for merely being absent in working days. Approved reduction if any, will be in effect on the following installment.

28. Medical leave: If students go on medical leave, they have to inform the Hostel Director. After the treatment, they may submit a letter to the Hostel Director for the reduction in mess fee (only for 10 or more days) with medical report.

29. The hostel will be closed during Onam, Christmas and Easter holidays. All the inmates should leave the hostel during these holidays.

Money & Valuables

30. The hostel authorities are not responsible for the loss of money or any valuable goods. Keep your valuables and cash under lock. A spare room key shall be given to the director.

Prayer

31. There is a fixed prayer time for all the residents and they should take cares to improve their spiritual and moral life.

32. All Christians, especially catholic students should participate in the Holy Mass offered in the hostel.

Mess & Refectory

33. Students are not permitted to enter the kitchen and servant's quarters. If they do so, it can lead to immediate dismissal.

34. Private cooking in the hostel / student's room is strictly forbidden.

35. Residents shall abstain from carrying cooked food into the hostel rooms. Only those who are sick may be served in the room with the prior permission of the Director.

36. If anyone is bringing food from outside, it should be within the mess timing. It should be eaten only in the mess hall and waste should be placed in the waste bin kept outside.

37. Students have to produce the college ID card for the mess coupon.

38. Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only. No special food is served to anybody other than the common menu, usually veg menu is served in the noon.

General Discipline

39. Hostel rooms should be kept clean and hygienic.

40. Hostellers shall appear well groomed & decently dressed. Wearing bermuda in the common place is not allowed other than the residential area.

41. A hosteller whose conduct is harmful to the moral tone of the hostel or incompatible with its discipline is liable to be dismissed at any time even during the term.

42. Ragging in any form is banned inside and outside the hostel premises and violations will lead to immediate dismissal.

43. Consumption / possession of alcohol, smoking, use / possession of tobacco, narcotic drugs, possession of obscene pictures / posters / pornographic materials / lethal weapons / inflammable materials and the related products are strictly banned in the Hostel premises. Violation of this will be treated as a serious offence resulting in immediate dismissal from the hostel.

44. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated as a serious offence and such inmates shall be dismissed from the hostel without prior warning.

45. Gambling in any form such as playing cards (even without money at stake) is prohibited in the hostel.

46. Mobile phone usage is strictly restricted during the silent / study hours in the hostel.

47. Video / mobile / computer games, playing musical instruments and using sound system with speakers are not allowed in the hostel premises.

48. Listening to music / watching movies using mobile phones / electronic devices is prohibited during silence / study hours.

49. Watching TV / playing indoor games during study time or silent hours is prohibited in the hostel.

50. Celebration of birthdays and festivals in the hostel premises is prohibited.

51. Use of personal two wheeler is restricted. Hostellers are not allowed to use others' two wheeler / vehicle without written permission from the parents to the Director. Management is not responsible any vehicle accidents during the stay here.

52. Management has the right to check student's rooms & luggage at any time.

53. Lights and fans must be turned off before leaving the rooms.

54. The use of electrical appliances, such as immersion heaters / electric stove / heaters / electric iron is forbidden in the hostel rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

55. Without the permission of the College Director, Principal and Hostel Director, students in the hostel shall not join any activities which disturb their studies or discipline.

56. Silence should be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.

57. The authorities reserve the right to change the allotted rooms without giving any reasons for it.

58. Keep the doors and windows closed before leaving the rooms. Negligence may lead to damage and it will be repaired by the inmates of the room.

59. Any damage done to the hostel properties shall be repaired by the defaulter. If the defaulter is not known, a common fine will be imposed on all. The Director of the Hostel will have the right to decide the amount.

60. The students shall not put up sort of notices or convene any kind of meetings within the hostel or its premises without the prior permission of the Director.

61. Do not stick posters, pictures or notices on the walls. Scribbling on furniture, walls etc. should be avoided. The bathrooms, lavatories and closets should be kept clean.

62. Every day college gate will be closed at 9:00p.m. & the ladies hostel gate at 6:45p.m.

63. Students, without the prior permission of the Director are not permitted to take any common things such as plates, spoons, glass, furniture, instruments, etc. to the rooms.

64. Hostellers are strictly urged to adhere with the timetable of the hostel and instructions given by the Director.

65. Disobeying the Hostel Director / his designate, and violating the hostel rules will be considered as serious offences.

66. Students violating any of the hostel rules will be issued a warning. At the third warning the students will be asked to vacate the hostel. No appeal will be entertained in this matter. For serious offences, Director with the consent of the Principal can directly dismiss the students in the hostel without any warning.

67. Everyone shall respect the person and property of one's neighbor and shall endeavor to acquire a high sense of discipline and integrity and to be always a model of good conduct. Each student shall deem it his duty to do his best towards the maintenance of order, peace and harmony in the hostel. Your stay in the hostel will then be an enriching experience.

The hostel authority reserves the right to amend / revise the rules and regulations at any time if found necessary.

68. Everyone is also expected to keep up the goodwill of the De Paul Institute while they are in and out of the campus.

69. Besides the aforesaid rules, every inmate of the hostel is expected to observe all other instructions given by Management / College / Departments from time to time.

26. MOBILE NUMBERS OF STAFF

De Paul School of Computer Science

Asso. Prof. Jacob Thaliyan	9446741921
Asso. Prof. Joseph Paul	9446323619
Asst. Prof. Ambily Pramitha	9947261097
Asst. Prof. Denny P Francis	9388418448
Asst. Prof. Reena Cherian	9747900419
Asst. Prof. Anitha Issac	9446597432
Asst. Prof. Karthika Ramakrishnan	9544593484
Asst. Prof. Jobish Jose	9747016325
Asst. Prof. Jitha Jose	8281868451
Asst. Prof. Vidhya V	9048214110
Asst. Prof. Jismy Varghese	9846727662
Asst. Prof. Sneha Prakash	9946579904
Asst. Prof. Ancy Antony	9048655257
Asst. Prof. Radhika Krishnan R	9744075635
Asst. Prof. AmruthaMuralidharan Nair	9947208135
Asst. Prof. DinuMol Philip	9947898627
Asst. Prof. Rintu Augustine	9847344927
Asst. Prof. Andriya Tina D'souza	9496961836
Asst. Prof. Rosemol Xavier	7559037050

De Paul School of Social Work

Professor Dr. Jessey L	9645082854
Asst. Prof. Sherin Paul	9961202237
Asst. Prof. Dr. Xavier Vinayaraj N	8281241870

Asst.Prof. Ashwin Mathew	7012291028
Asst. Prof. Jeby Chackochan	9544029199
Asst. Prof. Jojo Jose	9188816155
Asst. Prof. Meena Maria K S	9744471668

De Paul School of Management

Professor Dr. Geo Baby	9847922281
Asst. Prof. Sunitha Benoy	9744044253
Asst. Prof. Jaya	9447140967
Asst. Prof. Stalin A	9400557727
Asst. Prof. Chinju C J	9544471430
Asst. Prof. Nisha Ann Jacob	9645090441
Asst. Prof. Kuria Tharakan M	9037364650
Asst. Prof. Alex Joy Palayoor	9846760683
Asst. Prof. Shobin Thomas	9847636232

De Paul School of Commerce

Asso. Prof. Anosh Paul	9846204098
Asst. Prof. Reena Devassykutty	9400758877
Asst. Prof. Sheena Jose	9895588823
Asst. Prof. Raju Warrier	9847431212
Asst. Prof. Regha P Antony	9061138160
Asst. Prof. Shameer M A	9562617243
Asst. Prof. Remya P R	9744722834
Asst. Prof. Aswathy K R	9446896472
Asst. Prof. Manju Jithesh	9847700866
Asst. Prof. Tharu Jossy	9847099777

Asst. Prof. Thushara Mathew   9846825449

De Paul School of Media & Communication

Asso. Prof. Dr. Nirmal Jacob   7907985557

Asst. Prof. Premod P Sankar   8301063684

Asst. Prof. Jithu Johny   9995895241

Asst. Prof. Anuja Das P M   9895861561

Asst. Prof. Jubbi Francis   8129278372

Asst. Prof. Maria Paul   9633722709

Asst. Prof. Akash V   8606228052

Asst. Prof. Abhilash K   9747760123

Asst. Prof. Balagovind S   8281285445

Asst. Prof. Praful Jose   8547111920

Asst. Prof. Biljith Sasi   9747717005

Asst. Prof. Jiljith Kannoly   9645720768

Asst. Prof.Aniesh Gokul NA   8547075107

Asst. Prof.Bala P Vijayaraghavan   8592950433

Asst. Prof.Soumya P   7306072400

Asst. Prof. Anil V K   9447342743

Asst. Prof. Fr. Robin Chittuparambil   9495201996

De Paul School of English

Fr. (Dr.) Johny Chacko Mangalath   7306741797

Asst. Prof. Sanilkumar P.S   9645224100

Asst. Prof. Ritha Sabu   9048884184

Asst. Prof. Anju V Nair   9497366340

Asst. Prof. Rijo Thomas   9947355374

Asst. Prof. Revathy T. S	9746474138
Asst. Prof. Fr. Mathew Malieckal V C	9526888496
Asst.Prof. B Noble	8281969785
Asst. Prof. Anna Gexon	9562092820
Asst. Prof. Colbe Davis Joseph	9495359909

De Paul School of Professional Development

Asst. Prof. Solomon John	9544604466
Asst. Prof. Akhil Paul	8129266626
Asst. Prof. KrishneIndu	9061487448
Asst. Prof. Asha Sebastian	9846661220

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Meena Babu	9947230959

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Denny Devassy	9747031843
Elsy Joseph	8281269506
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Jissa Johnson	9605483377
Marteena Martin	9847611344
Salini Sunil	9605316665
Sanju Nelson	9895460208
Shainy Sogi	8547437204
Sheela Augustine	9846464639
Shiny Varghese	9048008595
Varghese M V	9995579973
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Riji Martin	9544555230

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Mini Johnson	9961253061
Reena Biju	9747000931
Shiji Martin	9847384785
Shiji Sabu	8592800136
Shyji Joji	9961876238
Siji Martin	9605707146
Eldho Paul	9745993430
Rajeesh K C	9947193038
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Joy M D	9605319287

Store

Siby Eldho	9947864505
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Hostel

Beena Martin	9895506386

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Jancy Poulose	9946529936
Jessy Johnson	9946233077
Joy A P	8157984927
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Sr. Annuncia	8281986741
Sundharam	9446476237

Physical Education

Jobin K Thomas	8281292920
Thomas K D	7025145968

College Calendar

DATE	DAY	ACADEMIC ACTIVITIES	EXTRA CURRICULAR ACTIVITIES
01-Jun-22	Wednesday	IMCA19 sem 6 Last date for the allocation of topics for General seminars and design tool final correction, IMCA 17 Sem 10 & MCA 19 Sem 6 Main Project Topic Approval, BA AV 20 Vth SEM BEGINS; BA MM 20 Vth SEM BEGINS, Classes resume after the break	
02-Jun-22	Thursday	Environment Day Preparation , Last date to submit the Question papers & Answer keys Sem 4 Internal 2 (ECJ 19)Sem 2 Internal 2	
03-Jun-22	Friday	Tentative University Exam , Academic Retreat	
04-Jun-22	Saturday	Academic Retreat	
05-Jun-22	Sunday		
06-Jun-22	Monday	IMCA19 sem 6 seminar topic submisssion, Internal exam 2 BBA 21, MBA21 Model Examination, Environment Day Observation , Second Internal Examinations Sem 4(BA ECJ 20)Sem2(BA ECJ 20	World Environment Day Celebration / Workshop on Wild Life Conservation by Nature Club
07-Jun-22	Tuesday	MCA21 Last date for allocation of topics for assignment topic, Internal exam 2 BBA 21, Inauguration of MARKETRICS, SAP training	
08-Jun-22	Wednesday	IMCA19 sem 6 seminar topic approval, Internal exam 2 BBA 21, MBA21 OBT, Class Committee BSW 2020	
09-Jun-22	Thursday	Internal exam 2 BBA 21,MBA21 OBT	Acting Workshop by Drama Club
10-Jun-22	Friday	Internal exam 2 BBA 21,MBA21 OBT, Online Meeting With JCU	Acting Workshop by Drama Club, Cycle Trip to Tabore
11-Jun-22	Saturday		
12-Jun-22	Sunday		
13-Jun-22	Monday	IMCA19 sem 6 Intermidiate review 1 and Seminar Abstract submission, MBA20 Sem3 University exam begins, Denovo Flashmob	

14-Jun-22	Tuesday	IMCA19 sem 6 Last date for the publication of marks of seminars.IMCA21 sem2 :Last date for submission of Ist Assignment, IMA21 Sem2: Last date for the allocation of Lab Questions, MCA21 SEM2 Last date for submission of Ist Assignment, Departmental Staff Meeting , PRODUCT PHOTOGRAPHY WORKSHOP FOR BA MM 21	
15-Jun-22	Wednesday	PTA meeting of IMCA19 SEM6, IMCA 17 Sem 10 & MCA 19 Sem 6 main project Meeting with Guide, Class commitee meeting BBA 21, MA HRM 21 Internship Begins, CLAY MODELLING WORKSHOP FOR BA AV 21	
16-Jun-22	Thursday	CLAY MODELLING WORKSHOP FOR BA AV 21	Antinarcotic oath Taking
17-Jun-22	Friday	IMCA21 Sem2: Last date for the publication of the mark of Ist Assignment, PTA meeting BBA 21, 2nd & 4th semesters B Com CA & FT classes end., CLAY MODELLING WORKSHOP FOR BA AV 21, Patheyam Out Reach	
18-Jun-22	Saturday		
19-Jun-22	Sunday		
20-Jun-22	Monday	IMCA18: SEMESTER 8 Class Starting Date, IMCA19 sem 6 database design submission and meeting the guide for semninar discussion ,MCA21 SEM2 Last date for the publication of the mark of Ist Assignment, , 1st Internals MSW 20 -21 & 2nd Internal BSW 20 - 21 , 5th Semester B Com CA & FT classes begins (2021 and 2020 batches), 1st Internal for M Com 20, 4th sem, I INTERNAL EXAM MA JMC 20 - Sem 4, BCA20-Commencement of Fifth Semester Classes, B A ECJ 20 Semester V begins	
21-Jun-22	Tuesday	1st Internals MSW 20 -21 & 2nd Internal BSW 20 - 22, I INTERNAL EXAM MA JMC 20 - Sem 4	INTERNATIONAL YOGA DAY CELEBRATION, Music

			Day 2022 Beat buzz series 4
22-Jun-22	Wednesday	Last date for submission of Question paper : IMCA21 Sem2 , MCA21 SEM2 INTERNAL1 Last date for submission of Question paper , 1st Internals MSW 20 -21 & 2nd Internal BSW 20 - 23, I INTERNAL EXAM MA JMC 20 - Sem 4	
23-Jun-22	Thursday	1st Internals MSW 20 -21 & 2nd Internal BSW 20 - 24, Aptitude Training for BCA20, Last date to Enter Marks of the 2nd Internal Exams(Sem4 ECJ 20&Sem 2 .ECJ21) in the Intranet	
24-Jun-22	Friday	IMCA19 sem 6 meet the guide and report progress, IMCA 17 Sem 10 & MCA 19 Sem 6 main project Design Tool Submission to Guide , 1st Internal MSW21, Add-on, Tally for B Com FT 2020 batch resume, PHOTOFEST VISIT BA MM & MA MM Batches, Aptitude Training for BCA20, Progress Report Generation by the Class Animators	Anti Narcotic Awarenes Cycle Rally (International Day Celebration of Anti narcotic Day in collaboration with anti narcotic club)
25-Jun-22	Saturday	Workathon - MBA21, Aptitude Training for BCA20	
26-Jun-22	Sunday		
27-Jun-22	Monday	Commencement of IST Internal examination:Imca21 SEM2, MCA21 SEM2 Commencement of 1ST Internal examination , IMCA19 sem 6 seminar ppt submission and approval. , FDP on RM and SPSS, Advertising Workshop MA JMC, BA AV 21 THIRD SEM STARTS, BCA20 - Last Date for the Allocation of Lab Questions, B A ECJ 21 Semester III begins	
28-Jun-22	Tuesday	IMCA19 sem 6 guide first demo, FDP on RM and SPSS	

29-Jun-22	Wednesday	IMCA 17 Sem 10 & MCA 19 Sem 6 main project Design Tool Approval from Guide, FDP on RM and SPSS, ALUMNI INTERACTION BA MM & MA MM, BCA21- Last Date for the Allocation of Topics for Subject Wise Assignment, Literaraia phase 1 FDP Internal	
30-Jun-22	Thursday	Alumni Talk to M Com , Aptitude Training for BCA20	
01-Jul-22	Friday	Main Project Starting Date-MCA 20, BA MM 21 THIRD SEM STARTS, Aptitude Training for BCA20 BCA21 - Commencement of Third Semester Classes	
02-Jul-22	Saturday		
03-Jul-22	Sunday	St. Thomas Day	St. Thomas Day
04-Jul-22	Monday	IMCA'20: SEM 4 : Last date for the allocation of topics for Ist Assignment,IMCA18: SEM 8: Last date for the allocation of Lab Questions, MBA 21 SEM 2 MODEL EXAM, School of Professional Development (Soft Skills, 4th to 7th) , 2nd sem M Com, 2021 batch 2nd internal begins, MA MM 21 SECOND SEM 2ND INTERNAL, BCA20 - Mini Project Starting Date	
05-Jul-22	Tuesday	MBA 21 SPECIALIZATION TALK, BSW2020 Field Work Report Submission	
06-Jul-22	Wednesday	MBA 21 SEM 2 MODEL EXAM	
07-Jul-22	Thursday	MBA 21 SEM 2 MODEL EXAM, , ZUM-the HR Club Inauguration, Field Work Presentation BSW2020, Aptitude Training for BCA20	
08-Jul-22	Friday	IMCA'20:SEM 4: Last date for submission of Ist Assignment,IMCA18: SEM 8 : Last date for the allocation of topics for Ist Assignment, IMCA19 seminar presentation . IMCA 17 Sem 10 & MCA 19 Sem 6 main project PPt Submission for review 1, MBA 21 SEM 2 MODEL EXAM, Aptitude Training for BCA20, First Class Committee ECJ 20 Sem 5	

09-Jul-22	Saturday	Bakrid, Aptitude Training for BCA20+C58	Bakrid
10-Jul-22	Sunday		
11-Jul-22	Monday	Main Project Topic Submission-MCA20,Answer sheets returned to the students after valuation:imca21 Sem2, MCA21 SEM2 INTERNAL1 Answer sheets returned to the students after valuation, World Population day, MBA 21 SEM 2 MODEL EXAM, BSW21 1st Internal , II INTERNAL EXAM MA JMC 21 - Editing for Print Media , Literaraia phase 1 FDP Internal	
12-Jul-22	Tuesday	IMCA18:SEM 8: Last date for submission of Ist Assignment , IMCA21 Sem2: Last date for the allocation of topics for Class/General seminars, IMCA 17 Sem 10 & MCA 19 Sem 6 main project Review 1, MBA 21 SEM 2 MODEL EXAM, IV Field Work Presentation BSW20 , 1st class committee - B Com 5th sem, 2020 batch, II INTERNAL EXAM MA JMC 21 - Advertising Practice, REIZ'22 Talk on "Digital Marketing" for BCA20, BCA20 - Mini Project Synopsis Submission and Date of Approval	

Date	Day		
13-Jul-22	Wednesday	,IMCA'20:SEM 4: Last date for the publication of the mark of Ist Assignment,IMCA'20:SEM 4: Last date for submission of Question paper , Issue of Progress report of the 1st Internal Examination:imca21 ,PTA Meeting:IMCA21 Sem2 , MCA21 SEM2 Last date for the allocation of topics for Class/General seminars , MCA21 SEM2 Issue of Progress report of the 1st Internal Examination, MCA21 S2 PTA Meeting , MBA 21 SEM 2 MODEL EXAM ENDS,sem3 classes begins for BBA 21, Upload Marks MSW 2020 & Placement Training for MSW20 (CV Preparation) , II INTERNAL EXAM MA JMC 21 - Media Management and Print Prodction; CLAY MODELLING WORKSHOP FOR BA AV 20	Yoga Class begins
14-Jul-22	Thursday	Main Project Topic Approval-MCA 20, MCA21 SEM2 Last date for the allocation of Lab Questions, IMCA19 S6 Class Committee 1, IMCA21 S2 Class Committee 1, II INTERNAL EXAM MA JMC 21 - New Media and Cyber Journalism; CLAY MODELLING WORKSHOP FOR BA AV 20 , Aptitude Training for BCA20	
15-Jul-22	Friday	IMCA21 Sem2: Last date for the submission of Lab record (first ten programs),IMCA19 sem 6 project final demo, MA HRM 21 Internship Ends, MBA 21 Internship Begins, PTA Meeting MSW 2020, II INTERNAL EXAM MA JMC 21 - Editing and Translation (Practical), Aptitude Training for BCA20, First Class Committee ECJ 21 Sem 3	
16-Jul-22	Saturday	Aptitude Training for BCA20	
17-Jul-22	Sunday		

18-Jul-22	Monday	IMCA'20:SEM 4: Commencement of FIRST Internal examination,IMCA18:SEM 8: Last date for the publication of the mark of Ist Assignment,IMCA18: SEM 8: Last date for the submission of Lab record (first ten programs) ,Commencement of 2nd internal exam IMCA19 Sem 6, MCA21 SEM2 Last date for the submission of Lab record (first ten programs) , MA HRM 21 SEM 2 Classes Resumes, Field Work report Submission 2021 & FDW and Student Workshop on Research (APA) , 2nd internal begins - 4th sem, M Com 20, Placement Training Begins for B Com CA 2020 , FIRST SEM UNIVERSITY EXAM FOR BAAV 21; RADIO PRODUCTION WORKSHOP FOR BA MM 20; MA MM 20 IVTH SEM 2ND INTERNAL, BCA20 - Last Date for the Allocation of Topics for Subject Wise Assignment and Last Date for the Submission of Lab Record (First 10 Programs)	
19-Jul-22	Tuesday		
20-Jul-22	Wednesday	Main Project Synopsis Submission - MCA 20, 2nd Sem B Com (2021 batch) University exam begins, Alumni Interaction	
21-Jul-22	Thursday	IMCA18: SEM 8: Last date for submission of Question paper of First Internal Examination, FDP on RM and SPSS, Concurrent Field Work BSW2020 , 2nd Sem M Com (2021 batch) University exam begins	
22-Jul-22	Friday	Main Project Meeting the Guide -MCA 20 , IMCA21 sem2 Last date for submitting the seminar report, IMCA 17 Sem 10 & MCA 19 Sem 6 main project DB Design Submission, FDP on RM and SPSS	
23-Jul-22	Saturday	FDP on RM and SPSS, MA JMC 19 First Feedback, First Class Committee meeting	

24-Jul-22	Sunday		
25-Jul-22	Monday	IMCA18 : SEM 8: Commencement of FIRST Internal examination , MCA21 SEM2 Last date for submitting the seminar report, IMCA19 sem 6 project ppt submission,, Reopening 3rd SEM BSW21 , Placement Training Begins for B Com F&T 2020 , II INTERNAL EXAM MA JMC 20 - Sem 4, BCA20 - Last Date for Returning of Corrected Record (First 10 Programs), Last date to assign the topic of Assignment for the 5th Sem.(ECJ20)	
26-Jul-22	Tuesday	IMCA 17 Sem 10 & MCA 19 Sem 6 main project Meeting the Guide for Data Base Approval, IMCA20 S4 Class Committee 1, Project guidelines to B Com 5th Sem, II INTERNAL EXAM MA JMC 20 - Sem 4; DIRECTION WORKSHOP FOR BA MM 20 & MA MM 21 BY MECARTIN	
27-Jul-22	Wednesday	MCA21 SEM2 INTERNAL2 Last date for submission of Question paper, Class committee- BSW 2020, II INTERNAL EXAM MA JMC 20 - Sem 4, BCA20 - Mini Project DFD & Table Design Submission, Literaraia phase 1FDP Internal 3rd Cycle Launching	
28-Jul-22	Thursday	Karkkidaka Vavu, MSW20 Mock Interview	Karkidaka Vavu
29-Jul-22	Friday	IMCA19 sem 6 Second internal exam Answer sheets returned to the students after valuation and final project demo, International Day of Friendship - SADESS, Placement Training Workshop, BCA20 - Date for First Student Feedback and Last Date for Submission of First internal Question Paper BCA21- Last Date for the Allocation of Topics for Subject Wise Assignment, Last date to submit the Question paper & Answer key Sem 3 (ECJ 21Batch)&Sem 5 Internal 1 (ECJ 20Batch)	
30-Jul-22	Saturday		

31-Jul-22	Sunday		
01-Aug-22	Monday	IMCA'20:SEM 4: Answer sheets returned to the students after valuation, IMCA19 sem 6 Issue of Progress report of the 2nd Internal Examination , MCA21 SEM2 Commencement of 2ndinternal examination,IMCA18: SEM 8: Starting of the mini project, Block Placement MSW20(30 days) & Field Work for MSW21 (to August 20)& 1st Internal BSW20 , 1st Internal begins - 5th Sem B Com CA & FT (2020 batch), MA MM 21 THIRD SEM BEGINS, BCA20 - Commencement of 1st Internal Examination, First Internal Examinations for the 5th Sem(ECJ20)3rd Sem(ECJ21) Begin	
02-Aug-22	Tuesday	IMCA21 Sem2: Last date for the allocation of topics for 2nd Assignment MCA21 SEM2 Last date for the allocation of topics for 2nd Assignment , IMCA18 : SEM 8: Mini project topic submission, Field Work BSW21 (Concurrent) , 3rd Semester B Com CA & FT classes begins (2021 batch)	
03-Aug-22	Wednesday	Main Project Design Tool Submission to Guide--MCA 20,IMCA'20: SEM 4: Issue of Progress report of the 1st Internal Examination & PTA MEETING,,IMCA19 sem 6 project documentation soft copy submission.IMCA19 sem 6 complete project deocument approved by the guide. IMCA18 : SEM 8: Mini project topic approval., MA HRM 21 SEM 2 CLASS COMMITTEE, Denovo 2022 - Meeting	
04-Aug-22	Thursday	IMCA'20:SEM 4: Last date for the allocation of topics for 2nd Assignment, IMCA18: SEM 8: Date of submission of Project Synopsis, IMCA18 S8 Class Committee 1	

Date	Day		
05-Aug-22	Friday	Main Project Design Tool Approval from Guide-MCA 20,IMCA18: SEM 8: Answer sheets returned to the students after valuation,IMCA18: SEM 8: Approval of Project Synopsis, Add-on, GST for B Com 2021 CA batch begins, AVAS Functional Year Inauguration, BCA20 - Commencement of 1st Internal Lab Examination	General Meeting & Secretary Election of Debate & Public Speaking Club
06-Aug-22	Saturday		
07-Aug-22	Sunday		
08-Aug-22	Monday	Muharam	Muhram
09-Aug-22	Tuesday	IMCA21 Sem2: Last date for submission of 2nd assignment,Main Project PPT Submission for review 1-MCA 20,IMCA'20: SEM 4: Last date for submission of 2nd assignment,IMCA18:SEM 8: Last date for the allocation of topics for 2nd Assignment, MCA21 SEM2 Last date for submission of 2nd assignment, IMCA 17 Sem 10 & MCA 19 Sem 6 main project PPt Submission for review 2, 3rd Semester class begins - M Com 21, English and Softskill training for BCA20 by SPD starts	Membership campaign by Photography Club
10-Aug-22	Wednesday	MBA &MA HRM 22 (Orientation) MA HRM 21 Industrial Visit, Mark uploading- 1st Internal exam 5th sem BSW 20 & Denovo 2022 - Meeting , BCA20 - Mini Project Interim Report Submission BCA21 - Last Date for Submission of Question Paper, Literaria phase 1 FDP Cycle 2 session 1 (External)	
11-Aug-22	Thursday	IMCA18: SEM 8: Issue of Progress report of the 1st Internal Examination & PTA Meeting, IMCA 17 Sem 10 & MCA 19 Sem 6 main project Review 2, IMCA18 S8 PTA Meeting, MBA &MA HRM 22 (Orientation), World Organ Donation Day , Project Guidelines - M Com 3rd Sem, RADIO FM STATION VISIT FOR BA MM 20	

Date	Day		
12-Aug-22	Friday	IMCA21 Sem2:Last date for publication of the marks of 2nd assignmentIMCA'20:SEM 4: Last date for publication of the marks of 2nd assignment,IMCA18: SEM 8: Last date for submission of 2nd assignment, MCA21 SEM2 Last date for publication of the marks of 2nd assignment, MCA21 SEM2 INTERNAL2 Answer sheets returned to the students after valuation, MBA &MA HRM 22 (Orientation) BBA S3 Industrial Visit, MA HRM 21 PTA Meeting, Mark uploading- 1st Internal exam 5th sem BSW20 & Denovo 2022 - Meeting , Mock GD for BCA20, Last date of Assignment submission by the students Sem 5 ECJ 20.	Umbrella Making by DOWE
13-Aug-22	Saturday		
14-Aug-22	Sunday		
15-Aug-22	Monday	Independence Day	Independence Day
16-Aug-22	Tuesday	Main Project Review 1-MCA 20,IMCA18:SEM 8: Last date for publication of the marks of 2nd assignment, IMCA21 Sem2:Last date for the submission of Lab record (next ten programs), MCA21 SEM2 Last date for the submission of Lab record (next ten programs) ,MCA21 SEM2 Issue of Progress report of the 2nd Internal Examination, IMCA19 sem 6 documentation submission hard copy, MBA &MA HRM 22 (Orientation) BBA 21 S3 -Internal 1, Completion of Potions MSW21, BSW21 3d Sem Ist Internal & 4th Sem University exam - BSW20, BA AV 21 3RD SEM FIRST INTERNAL EXAM STARTS; BA MM 21 3RD SEM FIRST INTERNAL EXAM STARTS , BCA20 - First internal Answer Sheets Returned to the Students after Valuation BCA21 - Commencement of 1st Internal Examination	Fine Arts CLUB LOGO COMPETITION

17-Aug-22	Wednesday	IMCA18: SEM 8: Last date for submission of Question paper of Second Internal Examination, MBA &MA HRM 22 (Orientation) BBA 21 S3 - Internal 1, Denovo 2022 - Meeting , Class Committee BSW20 5th Sem , PTA Meeting 5th Sem B Com CA, 2020 batch, Last date to submit the Question paper & Answer key Sem 1 Internal 1 (ECJ 2022Batch)	FREEDOM QUIZ
18-Aug-22	Thursday	Sree Krishna Jayanthi	Sri Krishna Jayanthi
19-Aug-22	Friday	IMCA18 :SEM 8: Last date for the submission of Lab record (next ten programs) , IMCA18: SEM 8: Meet the Guide & Report progress of project, MBA &MA HRM 22 (Orientation)BBA 21 S3 -Internal 1, PTA Meeting 5th Sem B Com FT, 2020 batch, BCA20 - Issue of Progress Report of the 1st Internal Examination and Mini Project Review 1, Last date to Enter Marks of the First Internal Exams(Sem5 ECJ 20&Sem 3 .ECJ21) in the Intranet	Photography competetion
20-Aug-22	Saturday	Generation of Progress report 5th Sem (ECJ20) 3rd Sem(ECJ21)by the Class Animators	
21-Aug-22	Sunday	World Senior Citizens Day	
22-Aug-22	Monday	IMCA18: SEM 8: Commencement of 2nd internal examination , IMCA19 sem 6 Project Final Review. , MBA &MA HRM 22 (Orientation)BBA 21 S3- Internal 1, MA HRM 21 SEM 2 MODEL BEGINS , Submission of Report and Field work presentation MSW21, 1st class committee - B Com 3rd sem, 2021 batch, ADD ON COURSE (MOTION GRAPHICS) STARTS, First Internal Examinations for Sem 1 (ECJ 2022-25Batch) Begin.	World Photography day Celebration

Date	Day	Academic Activities	Events
23-Aug-22	Tuesday	Main Project DB Design Submission- MCA 20, MBA &MA HRM 22 (Orientation) BBA 21 S3- Internal 1, MA HRM 21 SEM 2 MODEL , Regular Class for MSW21	
24-Aug-22	Wednesday	Last date for submission of Question paper(2nd internal):IMCA21 Sem2, IMCA18: SEM 8: Project Design Tool Submission (UML) to the guide, MBA &MA HRM 22 (Orientation) MA HRM 21 SEM 2 MODEL, Denovo 2022 - Meeting, 1st class committee - B Com 3rd sem, 2021 batch, Advertising Seminar/IV MA JMC 20 & MA JMC 21, Augmenta'22 - PPT Presentation competition	One Day Dance Workshop and Log Launch
25-Aug-22	Thursday	Main Project Meeting the Guide for Data Base Approval -MCA 20, MCA21 S2 Class Committee 1, MBA &MA HRM 22 (Orientation)Class Committee BBA 21, MA HRM 21 SEM 2 MODEL , Class Committee MSW21, 1st Class Committee - M Com 3rd Sem, 2021 batch, BCA20-PTA Meeting & Open House	
26-Aug-22	Friday	IMCA18 :SEM 8 : Project Design Tool - final correction , MA HRM 21 SEM 2 MODEL, Class Committee BSW21, BCA21- Answer Sheets Returned to the Students after Valuation	Film Screening by Flim Club
27-Aug-22	Saturday		
28-Aug-22	Sunday	Ayyankali Jayanthi	Ayyankali Jayanthi

29-Aug-22	Monday	IMCA18:SEM 8: Last date for the allocation of topics for Class/General seminars, IMCA19 SEM 6 Commencement of Model examination, Commencement of 2ndinternal examination IMCA21, IMCA18 : SEM 8: Project Design (UML) - using software tool, IMCA19 S6 Class Committee 2, MA HRM 21 SEM 2 MODEL, IAT1 MA HR 22, BBA 21-Minor project begins, Model Exam MSW21 (2dn Sem) & PTA Meeting MSW21, BCA21-Date for First Class Committee	
30-Aug-22	Tuesday	IMCA18 :SEM 8: Project Intermediate review-1, MA HRM 21 SEM 2 MODEL,IAT1 MA HR 22, Model Exam MSW21 (2dn Sem) & BSW20 Feedback 5th Sem , 2nd class committee - B Com 5th sem, 2020 batch, BCA21-Commencement of 1st Internal Lab Examination	
31-Aug-22	Wednesday	MA HRM 21 SEM 2 MODEL ENDS,IAT1 MA HR 22, Model Exam MSW21 (2dn Sem) & Denovo 2022 - Meeting , De Buds: M Com 2022 1st sem class begins, Litevista Association Inauguration	Motivational Speaker Competition 2022 by Debate & Public Speaking Club
01-Sep-22	Thursday	IMCA'20:SEM 4: Last date for the allocation of topics for Class/General seminars,IMCA18: SEM 8: Answer sheets returned to the students after valuation, imca21 Seminar completion date, MCA21 SEM2 Seminar completion date, Model Exam MSW21 (2dn Sem), Orientation class for M Com 22, De Buds - B Com 22, BCA22 - Commencement of First Semester Classes	Beat buzz series 5 by Music Club

02-Sep-22	Friday	IMCA'20: SEM 4: Last date for submission of Question paper,IMCA18: SEM 8: Issue of Progress report of the 2nd Internal Examination, MA HRM 21 SEM 3 CLASS BEGINS, IAT1 MA HR 22, Model Exam MSW21 (2dn Sem) & Department Onam Celebration , BCA21-Issue of Progress Report of the 1st Internal Examination, Second Class Committee ECJ20 Sem 5	Slow Cycle race competition, Paper bag making by DOWE
03-Sep-22	Saturday		
04-Sep-22	Sunday		
05-Sep-22	Monday	Teachers day	
06-Sep-22	Tuesday	ZUM-the HR Club Activity	
07-Sep-22	Wednesday	First Onam	First Onam
08-Sep-22	Thursday	Thiruvonam	Thiruvonam
09-Sep-22	Friday	Third Onam	Third Onam
10-Sep-22	Saturday	Fourth Onam, Sree Narayana Guru Jayanthi	Fourth Onam, Sree Narayana Guru Jayanthi
11-Sep-22	Sunday		

12-Sep-22	Monday	IMCA21:Last date for the publication of marks of seminars,Answer sheets returned to the students after valuation:IMCA21,Main Project PPT Submission for review 2 -MCA 20,IMCA'20: SEM 4: Commencement of 2ndinternal examination ,IMCA'18: SEM 8: Last date for submitting the seminar report ,IMCA18: SEM 8: Last date for the submission of Lab record (next ten programs) , IMCA19 sem 6 Completion of model exam answer sheets valuation ,IMCA19 sem 7 Class Starting Date ,MCA21 SEM2 Last date for the publication of marks of seminars , MCA21 SEM2 Last date for the submission of Lab record (next ten programs) , MCA21 SEM2 Last date for submission of Question paper, IMCA 17 Sem 10 & MCA 19 Sem 6 main Project Document Submission - Soft copy, IMCA18 : SEM 8: Project Data base Design Submission (Table Design), MCA21 S2 Class Committee 2, Reopening for all batches, MSW20 Field Work Report Submission & Presentation & World Suicide Prevention Day SADESS, Class reopening after onam holidays, College Reopens after Onam Holidays - BA AV 20, BA AV 21, BA MM 20, BA MM 21, BA MM 22, MA MM 21, MA MM 22, MA JMC 21 & MA JMC 22, Add on Training on "Python Programming" for BCA20 starts, BCA20 - Last Date for Submission of Subject Wise Assignment Marks and Last Date for the Submission of Lab Record (Next 10 Programs), Submission of marks of Sem 1 (ECJ22) First Internal & Result entry in the Intranet .	
13-Sep-22	Tuesday	MCA21 SEM2 Commencement of Model examination, Model Exam MSW20 , Generation of Progres report Sem 1(ECJ 22) First Internal	Mini Story (Malayalam) by Literary Club

Date	Day		
14-Sep-22	Wednesday	Last date for the submission of Lab record (next ten programs) ,Commencement of Model examination:imca21 Sem2,IMCA19 sem 6 University sessional mark preparation & submission, Issue of Progress report of the 2nd Internal Examination-IMCA21, IMCA18 : SEM 8: Meet the Guide & Report progress of the project, Denovo 2022 - Meeting, 1st class committee - M Com 3rd sem, 2022 batch, Journalism Club, SWALE, functional year inauguration, BCA20 - Last Date for Submission of Question Paper for Second internal examination, Second Class Committee ECJ 21 Sem 3	Yoga Class- Preparation for Yoga Competition, Grand parents day celebration by Snehaswaram
15-Sep-22	Thursday	MCA21 SEM2 Last date for returning of corrected record, IMCA 17 Sem 10 & MCA 19 Sem 6 main project Complete Project Document Approval, MBA 21 Internship Ends, Feedback - MSW20 sem 4 , Project synopsis submission - M Com 3rd Sem, BCA20 - Mini Project Demo BCA21-PTA Meeting & Open House, Placement Training 1	One day Photography Workshop
16-Sep-22	Friday	IMCA18: SEM 8: Seminar completion date, IMCA18 :SEM 8: Guide First Demo of the project, INDUSTRY VISIT MAHR 22, Completion of MSW21 2nd Sem & Nature Club (International Day for Preservation of Ozone Day) & Class Committee MSW20 Sem 4 , Project synopsis submission - B Com 5th Sem, Alumni Interaction, Alumni Talk for BCA20, BCA20 - Date for Second Class Committee and Mini Project Demo, Last Date to Submit the Question Paper and Answer Key of Second Internal Examinations for the 5th Sem(ECJ20)3rd Sem(ECJ21)	Seminar by Excise Department Aluva, International Day for the Preservation of the Ozone Layer
17-Sep-22	Saturday		
18-Sep-22	Sunday		

19-Sep-22	Monday	IMCA18 S8 Class Committee 2, IMCA21 S2 Class Committee 2, IMCA22 S1 Class Committee 1, Beginning MSW21 3rd Sem, BSW20 2nd Internal 5th Sem (Model), 2nd Internal begins - 5th Sem B Com CA & FT (2020 batch), 3rd Sem, M Com 21, 1st internal begins., VIDEOGRAPHY WORKSHOP FOR BA MM 21; AD FILM MAKING WORKSHOP FOR MA MM 21, BCA20 - Last Date for Returning of Corrected Record (Next 10 Programs), Second Internal Examinations for the 5th Sem(ECJ20)3rd Sem(ECJ21) Begin	DOWE SHOPPEE Progress check
20-Sep-22	Tuesday	Last date for submission of Question paper(Model):imca21 Sem2,IMCA'18: SEM 8: Last date for the publication of marks of seminars,IMCA'18: SEM 8: Last date for submission of Question paper of Model Examination, Add on GST with Tally for M Com 2022 batch begins, Augmenta'22 - Association Inauguration	
21-Sep-22	Wednesday	Sree Narayana Guru Samadhi	Sree Narayana Guru Samadhi
22-Sep-22	Thursday	IMCA 17 Sem 10 & MCA 19 Sem 6 main Project Document Submission - Hard copy, World Alzheimer's Day SADESS, BCA20 - Last Date for Publication of the Marks of Assignment Industry Expert Interaction for BCA20	
23-Sep-22	Friday	IMCA'20: SEM 4: Last date for submitting the seminar report,IMCA'20: SEM 4: Answer sheets returned to the students after valuation,IMCA18 SEM 8: Last date for returning of corrected record, MCA21 SEM2 Completion of answer sheets valuation , IMCA18: SEM 8: Guide second& final demo of the project, BCA20 - Commencement of 2nd Internal Lab Examination	Video release on Public Speaking Tips, Inviting freshers to Snehaswaram club
24-Sep-22	Saturday		
25-Sep-22	Sunday		

26-Sep-22	Monday	IMCA'20: SEM 4: Issue of Progress report of the 2nd Internal Examination,IMCA18: SEM 8: Commencement of Model examination, IMCA19 sem 7 Last date for the allocation of Lab Questions.IMCA21 Sem2 :Last date for returning of corrected record., Nature Club (World Environment Health Day) , 1st Internal begins - 3rd sem B Com CA & FT (2021), I INTERNAL EXAM MA JMC 21 - Sem 3	Inviting Freshers to the Debate & Public Speaking Club, WORLD ENVIRONMENTAL HEALTH DAY - POSTER MAKING, Film Screening by Flim Club
27-Sep-22	Tuesday	St Vincent De Paul Day	St Vincent De Paul Day
28-Sep-22	Wednesday	MCA21 SEM2 University sessional mark preparation & submission , IMCA18 : SEM 8: PPT submission to guide for final review, Mark upload-2nd Internal 5th Sem (Model) BSW 2020 & Denovo 2022 - Meeting , 1st Class Committee - B Com CA & FT 2022, 1st sem, I INTERNAL EXAM MA JMC 21 - Sem 3; ELEMENTS OF DIRECTION WORKSHOP FOR BA MM 21	
29-Sep-22	Thursday	Main Project Document Submission - Soft copy -MCA 20, MCA21 SEM2 Publication of University sessional marks, IMCA 17 Sem 10 & MCA 19 Sem 6 main Project Review 3 with Project demo, ARTIS 2022, Feedback MSW21, 1st Class Committee - M Com 2022, 1st sem, I INTERNAL EXAM MA JMC 21 - Sem 3, BCA20 - Second Internal Answer Sheets Returned to the Students after Valuation and Mini Project Documentation submission	

Date	Day		
30-Sep-22	Friday	Main Project Complete Project Document Approval-MCA 20,IMCA'20:SEM 4: Seminar completion date,IMCA18: SEM 8 Class Ending Date, IMCA18 : SEM 8: Project final demo, IMCA20 S4 Class Committee 2, ARTIS 2022 POST - PRESENTATION, BBA 21- Minor project ends, I INTERNAL EXAM MA JMC 21 - Sem 3, BCA20 - Issue of Progress Report of the 2nd Internal Examination and Mini Project Final Review	Cloth bag Making and Sale by DOWE
01-Oct-22	Saturday		
02-Oct-22	Sunday	Gandhi Jayanthi	Gandhi Jayanthi
03-Oct-22	Monday	IMCA'20:SEM 4: Last date for the publication of marks of seminars,IMCA'20: SEM 4: Last date for submission of Question paper,IMCA18: SEM 9: Class Starting Date, IMCA19 sem 7 Last date for submission of Ist Assignment and Last date for the submission of Lab record (first ten programs), UG DeBuds	Debate & Public Speaking Club Club Inauguration
04-Oct-22	Tuesday	Maha Navami / World Smile Day (Mental Health Week)	Maha Navami
05-Oct-22	Wednesday	Vijayadashami	Vijayadashami
06-Oct-22	Thursday	IMCA19 S7 Class Committee 1, MBA 22 Internal Exam, Orientation UG (6 & 7), PTA Meeting of 3rd Sem M Com, 2021 batch, BCA20 - Date for Second Student Feedback, University Sessional Mark Preparation & Submission BCA21- Last Date for Submission of Question Paper-Internal 1	Inviting freshers to Cycle club & orientation

07-Oct-22	Friday	Completion of answer sheets valuation:IMCA21, Main Project Document Submission - Hard copy - MCA 20,IMCA18: SEM 8: Completion of answer sheets valuation of Model Examination, IMCA18: SEM 8: Project documentation submission-soft copy, IMCA19 S7 PTA Meeting, MBA 22 Internal Exam, 2nd class committee - B Com 3rd sem, 2021 batch, SWALE Functional Year Inauguration MA JMC 21 & MA JMC 22, Augmenta'22 - Various competitions as part of association, Industrial Visit for the Final Year Students	
08-Oct-22	Saturday	Milad-i-Sherif	Milad-i-Sherif
09-Oct-22	Sunday		
10-Oct-22	Monday	IMCA'20: SEM 4: Commencement of Model examination,IMCA18: SEM 8: University sessional mark preparation & submission, IMCA19 sem 7 Last date for the publication of the mark of Ist Assignment, MSW21 1st Internal 3rd Sem, BSW21 2nd Internal 3rd Sem & BSW22 Bridge Course, World Mental Health Day , 5th Sem (2020 batch) University Exam begins, I INTERNAL EXAM MA JMC 22 - Sem 1; BA AV 21 3RD SEM SECOND INTERNAL EXAM STARTS; BA MM 21 3RD SEM SECOND INTERNAL EXAM STARTS; MINIATURE MODELING & SET DESIGN WORKSHOP FOR MA MM 21, BCA20 - Publication of University Sessional Marks BCA21-Commencement of 2nd Internal Examination, Submission of marks of 2nd Internal 5thSem (ECJ20) 3rd Sem (ECJ21) & Result entry in the Intranet	

11-Oct-22	Tuesday	MCA21 SEM3 CLASSES STARTS, DAKSH 2022, BSW22 Bridge Course, 3rd Sem (2021 batch) University Exam begins, I INTERNAL EXAM MA JMC 22 - Sem 1; STUDENT DEVELOPMENT PROGRAM FOR BA MM 20; MINIATURE MODELING & SET DESIGN WORKSHOP FOR MA MM 21, Generation of Progress report 5th Sem (ECJ20)3rd Sem (ECJ21) Internal 2	
12-Oct-22	Wednesday	Main Project Review 3 with Project demo-MCA 20,IMCA18: SEM 8: Publication of University sessional marks,IMCA21 Sem2 Publication of University sessional marks, IMCA18 : SEM 8: Complete Project document approval by Guide, DAKSH 2022, BSW22 Bridge Course & Denovo 2022 - Meeting , I INTERNAL EXAM MA JMC 22 - Sem 1; STUDENT DEVELOPMENT PROGRAM FOR BA MM 20; MINIATURE MODELING & SET DESIGN WORKSHOP FOR MA MM 21, BCA21-Date for First Student Feedback, Last date to assign the topic of Assignment for the 3rd Sem.(ECJ 21)	
13-Oct-22	Thursday	MBA 22 Internal Exam, BSW22 Orientation Visit & Feedback BSW21 3rd Sem , I INTERNAL EXAM MA JMC 22 - Sem 1; STUDENT DEVELOPMENT PROGRAM FOR BA MM 20	One day Photography Workshop
14-Oct-22	Friday	IMCA'20: SEMESTER 4 Class Ending Date, MBA 22 Internal Exam, BSW22 Orientation Visit , External Seminar to M Com 2021, 3rd Sem, I INTERNAL EXAM MA JMC 22 - Sem 1; STUDENT DEVELOPMENT PROGRAM FOR BA MM 20 , Mock GD for BCA20	
15-Oct-22	Saturday	STUDENT DEVELOPMENT PROGRAM FOR BA MM 20	
16-Oct-22	Sunday		

Date	Day	Events	
17-Oct-22	Monday	Semester 5 IMCA'20 class started,IMCA'18: SEM 9: Last date for the allocation of Lab Questions, MBA21 S3 Class Committee, Filed Work (Continuous) BSW 21 (November 21), 3D WORKSHOP FOR BA MM 20 BATCH	
18-Oct-22	Tuesday	IMCA18 : SEM 8: Project Documentation Submission -Hard copy, MBA21 S3 Internal Examination, MA HRM 21 SEM 3 INTERNAL EXAM BEGINS, PTA Meeting - 3rd Sem B Com CA, 2021 batch, Milad-i-Sherif	
19-Oct-22	Wednesday	IMCA19 sem 7 Last date for submission of Question paper (Internal exam 1), Innovision Association Inauguration and Department day, MBA 21 & MA HRM 21- REVIVE PHASE 1-Residential, Denovo 2022 - Meeting, Intenza - Association of M Com students Inauguration, Reporting Practical - Industrial Interaction	
20-Oct-22	Thursday	MBA 21 & MA HRM 21- REVIVE PHASE 1-Residential, PTA Meeting - 3rd Sem B Com FT, 2021 batch, BCA21- Answer Sheets Returned to the Students after Valuation-Internal 11, Orientacao-Alumni Talk 1	
21-Oct-22	Friday	IMCA'20:SEM 4: Completion of answer sheets valuation , IMCA18: SEM 8: Project final review, MBA 21 & MA HRM 21- REVIVE PHASE 1-Residential, 2nd Class Committee - M Com 3rd Sem, 2021 batch, Last Date to Submit the Question Paper and Answer Key of Second Internal Examinations for First Sem(ECJ22)	Green Army Inauguration by DOWE
22-Oct-22	Saturday		
23-Oct-22	Sunday		
24-Oct-22	Monday	Deepavali	Deepavali

Date	Day	Events	Club Activities
25-Oct-22	Tuesday	IMCA'20:SEM 4: University sessional mark preparation & submission, IMCA19 sem 7 comencement of FIRST Internal examination , MBA21 S3 Internal Examination, 1st Internal M Com & B Com 22, 1st Sem, BCA21-Commencement of 2nd Internal Lab Examination, Second Internal Examinations for Sem 1 (ECJ2022-25Batch) Begin.	
26-Oct-22	Wednesday	National/International Seminar, Denovo 2022 - Meeting, Last date of Assignment submission by the students Sem 5 ECJ 20	
27-Oct-22	Thursday	IMCA'20:SEM 4: Publication of University sessional marks, MBA21 S3 Internal Examination, BCA21-Date for Second Class Committee, Literaria Phase 2 SDP Session 1	
28-Oct-22	Friday	IMCA22 S1 PTA Meeting, MBA21 S3 Internal Examination, Industrial Visit BCA20	Film Screening by Flim Club
29-Oct-22	Saturday	Rural Camp BSW22 & MSW22	
30-Oct-22	Sunday	Rural Camp BSW22 & MSW22	
31-Oct-22	Monday	MBA 21 & MA HRM 21 S3 INTERNAL EXAM ENDS, Filed Work Completion of BSW20, Rural Camp BSW22 & MSW22, 6th Semester of B Com CA & FT begins (2020 batch), BA AV 20 SEM VI STARTS; BA MM 20 SEM VI STARTS , BCA21- Issue of Progress Report of the 2nd Internal Examination BCA20 - Commencement of Sixth Semester Classes, B A ECJ 20 Semester VI Begins	
01-Nov-22	Tuesday	MCA21 SEM3 Last date for the allocation of Lab Questions, BBA 21 S3- Internal exam 2. Kerala Piravi, Rural Camp BSW22 & MSW22 & Filed Work Presentation and Report Submission BSW20, Ethenic Day , 2nd Internal begins - M Com 2021, 3rd Sem batch	Beat buzz series 6 by Music Club

02-Nov-22	Wednesday	Rural Camp BSW22 & MSW22, Beginning of 6th Sem BSW20 & Denovo 2022 - Meeting , On the Job Training for Sem VI begins (One Month)	
03-Nov-22	Thursday	DAKSH 2022, BBA 21 S3- Internal exam 2, Class Committee- BSW21	Industrial Expert Talk by Photographic Club
04-Nov-22	Friday	IMCA19 sem 7 internal I Answer sheets returned to the students after valuation, DAKSH 2022, BBA 21 S3- Internal exam 2, MBA 21 & MA HRM 21 PTA Meeting, Class Committee- BSW20	Cycle Trip
05-Nov-22	Saturday		
06-Nov-22	Sunday		
07-Nov-22	Monday	IMCA'18: SEM 9: Last date for the allocation of topics for Ist Assignment,IMCA18: SEM 9: Last date for the submission of Lab record (first ten programs), IMCA19 sem 7 Issue of Progress report of the 1st Internal Examination and PTA .IMCA21 sem3 : Last date for the allocation of topics for Ist Assignment, IMCA18 S9 Class Committee 1, IMCA20 S5 Class Committee 1, IMCA21 S3 Class Committee 1, National cancer awareness day, MBA 21 & MA HRM 21 Long IV., National Cancer Awareness SADESS , Preliminary Round competition on account of International Accounting Day Celebration week , ONE WEEK STUDENT DEVELOPMENT PROGRAM BA AV, BCA21-Date for Second Student Feedback	
08-Nov-22	Tuesday	MBA 21 & MA HRM 21 Long IV., Final Round competition on account of International Accounting Day Celebration week , ONE WEEK STUDENT DEVELOPMENT PROGRAM BA AV	

09-Nov-22	Wednesday	IMCA18: SEM 9: Last date for submission of Question paper of First Internal Examination,IMCA21 Sem3 Last date for submission of Question paper ,IMCA21 Sem3: Last date for the allocation of Lab Questions, MCA21 SEM3 Last date for submission of Question paper , Class committee- BBA 21, MBA 21 & MA HRM 21 Long IV., Denovo 2022 - Meeting , Alumni Interaction MA JMC; ONE WEEK STUDENT DEVELOPMENT PROGRAM BA AV	
10-Nov-22	Thursday	Class Committee-MBA 22, MBA 21 & MA HRM 21 Long IV., Club Beta, an Association of Commerce students - Inauguration & La-Foire, the Trade Fair. International Accounting Day Celebration, ONE WEEK STUDENT DEVELOPMENT PROGRAM BA AV	
11-Nov-22	Friday	MBA 21 & MA HRM 21 Long IV., National Press Day; MINIATURE MAKING WORKSHOP FOR BA MM 20; ONE WEEK STUDENT DEVELOPMENT PROGRAM BA AV, Publishing Internal Marks Sem 3 ECJ 20	Public Speakers' Meet 2022
12-Nov-22	Saturday		
13-Nov-22	Sunday		
14-Nov-22	Monday	Commencement of IST Internal examination :IMCA21 Sem3,IMCA'20 :SEM 5:Last date for the allocation of topics for Ist Assignment,IMCA18: SEM 9: Commencement of IST Internal examination , MCA21 SEM3 Commencement of IST Internal examination, MCA22 S1 Class Committee 1, Aptitute Training MBA 21-Phase 1, Childrens day , 2nd Internal begins - 3rd Sem B Com CA & FT (2021 batch), Placement Training Begins for M Com 2021 batches, II INTERNAL EXAM MA JMC 21 - Sem 3, BCA20 - Main Project Project Starting Date	

15-Nov-22	Tuesday	MCA21 SEM3 Last date for the allocation of topics for Ist Assignment, Aptitute Training MBA 21-Phase 1, PTA meeting of 1st Sem M Com , 2022 batch, II INTERNAL EXAM MA JMC 21 - Sem 3, BCA20 - Last Date for the Allocation of Topics for Subject Wise Assignments	
16-Nov-22	Wednesday	IMCA21 SEM3: Last date for the allocation of topics for Class/General seminars, MCA21 SEM3 Last date for the allocation of topics for Class/General seminars, I - Fest by Dept. Association , Denovo 2022 - Meeting , PTA Meeting - 1st Sem B Com CA, 2022 batch, II INTERNAL EXAM MA JMC 21 - Sem 3	
17-Nov-22	Thursday	1st class committee - B Com 6th sem, 2020 batch, 2nd Class Committee - M Com 2022, 1st sem, II INTERNAL EXAM MA JMC 21 - Sem 3	
18-Nov-22	Friday	IMCA'20:Last date for submission of Ist Assignment, IMCA21 Sem3-Last date for the submission of Lab record (first ten programs), PTA meeting- BBA 21, PTA Meeting - 1st Sem B Com FT, 2022 batch, II INTERNAL EXAM MA JMC 21 - Sem 3; DOCUMENTARY WORKSHOP FOR BA MM 21	
19-Nov-22	Saturday		
20-Nov-22	Sunday		

Date	Day		
21-Nov-22	Monday	IMCA21 Sem3: Last date for the publication of the mark of Ist Assignment, Last date for the submission of Lab record (next ten programs) , IMCA'20 :SEM 5:Last date for the publication of the mark of Ist Assignment,IMCA'20:SEM 5:Last date for the allocation of Lab Questions,IMCA18: SEM 9: Last date for submission of Ist Assignment, MCA21 S3 Class Committee 1, MODEL MAHR 22,MBA 22, MBA 21 ADD-ON COURSE ON MS EXCEL BEGINS, BBA 21 S4 classes begins, International Day of Child Abuse , II INTERNAL EXAM MA JMC 22 - Sem 1; BA MM 21 FOURTH SEM BEGINS, BCA21-University Sessional Mark Preparation & Submission, B A ECJ 21 Semester IV Begins	WORLD TELEVISION DAY - IV or WORKSHOP By Fine Arts Club
22-Nov-22	Tuesday	IMCA'20:SEM 5:Last date for submission of Question paper , MODEL MAHR 22,MBA 22,, Field Work Report Submission and Presentation BSW21, 2nd Class Committee - B Com CA & FT 2022, 1st sem, II INTERNAL EXAM MA JMC 22 - Sem 1, BCA21- Commencement of 4th Semester Classes	
23-Nov-22	Wednesday	MODEL MAHR 22,MBA 22,International Conference, Denovo 2022 - Meeting , Industrial Visit for B Com CA 2021 batch , II INTERNAL EXAM MA JMC 22 - Sem 1, BCA21- Publication of University Sessional Marks	FOOTBALL QUIZ, Cleaning Lotion Making Programme by DOWE
24-Nov-22	Thursday	IMCA'20:SEM 5:Commencement of First Internal examination , MODEL MAHR 22,MBA 22, II INTERNAL EXAM MA JMC 22 - Sem 1	"Thooval sparsham program " visiting of any old age home by Snehaswaram Club

25-Nov-22	Friday	IMCA21 Sem3 Answer sheets returned to the students after valuation,IMCA18: SEM 9: Last date for the publication of the mark of Ist Assignment,IMCA18: SEM 9: Last date for the submission of Lab record (next ten programs) ,IMCA18: SEM 9: Answer sheets returned to the students after valuation, MCA21 SEM3 Answer sheets returned to the students after valuation , MODEL MAHR 22, MBA 21 ADD-ON COURSE ON MS EXCEL ENDS, II INTERNAL EXAM MA JMC 22 - Sem 1, Augmenta'22 - Teach-Reach Program, First Class Committee ECJ 22 Sem 1	
26-Nov-22	Saturday		
27-Nov-22	Sunday		
28-Nov-22	Monday	IMCA18: SEM 9: Issue of Progress report of the 1st Internal Examination & PTA Meeting, IMCA21 S EM 3: Issue of Progress report of the 1st Internal Examination & PTA Meeting , Imca21 sem3: Last date for submission of Ist Assignment, MCA21 SEM3 Issue of Progress report of the 1st Internal Examination, MCA21 S3 PTA Meeting, MODEL MAHR 22,MBA 22, First Internals BSW22 & Denovo 2022 - Meeting , Industrial Visit for B Com FT 2021 batch, BA MM 22 1ST SEM FIRST INTERNAL EXAM STARTS, BCA20 - Main Project Synopsis Submission	
29-Nov-22	Tuesday	MCA21 SEM3 Last date for submission of Ist Assignment, MODEL MAHR 22,MBA 22, First Internals BSW22	
30-Nov-22	Wednesday	MODEL MAHR 22,MBA 22, First Internals BSW22 & Denovo 2022 - Meeting , ENG PRODUCTION WORKSHOP FOR BA MM 20, BCA20 - Main Project topic of Approval BCA21-Last Date for the Allocation of Topics for Subject Wise Assignments	

Date	Day		
01-Dec-22	Thursday	IMCA22 S1 Class Committee 2, MBA21 S3 Class Committee Meeting, First Internals BSW22 , 4th Semclasses of M Com 2021 and B Com CA & FT class begins (2021 batch), INTERNSHIP BEGINS FOR BA AV 20; INTERNSHIP BEGINS BA MM; MA MM 21 FOURTH SEM BEGINS, BA ECJ Sem 6 classes resume after the OJT	
02-Dec-22	Friday	HR CLUB ACTIVITY-INDUSTRIAL TRIBUNAL VISIT, Denovo 2022 - Meeting , SCS(UG) - World Computer day- Intra department competitions	Film Screening by Flim Club, Christmas with DOWE -Gift Sale (Homemade)
03-Dec-22	Saturday		
04-Dec-22	Sunday		
05-Dec-22	Monday	Denovo 2022 - Meeting , Add on Training on "Web Designing" for BCA20, Last date to assign the topic of Assignment for the First Sem.(ECJ 22)	
06-Dec-22	Tuesday	IMCA19 sem 7 Last date for the submission of Lab record (next ten programs) , Denovo 2022 - Meeting , Add on Course begins for ECJ 20	
07-Dec-22	Wednesday	IMCA19 sem 7 Last date for the allocation of topics for 2nd Assignment and Last date for submission of Question paper, MCA21 SEM3 Last date for the publication of the mark of Ist Assignment, Denovo , 3rd Sem M Com 2021 University Exam begins, BCA20 - Last Date for Submission of Question Paper for first internal examination	GENERAL QUIZ -PG STUDENTS, One day Photography Tour
08-Dec-22	Thursday	Expert Talk By Dept Association, MBA 21 SEM 3 MODEL EXAMINATION BEGINS, Denovo , BCA20 - First Student Feedback, First Class Committee ECJ 20 Sem 6	

09-Dec-22	Friday	IMCA'20:SEM 5:Last date for the submission of Lab record (first ten programs),IMCA'20:SEM 5: Answer sheets returned to the students after valuation, PTA (MAHR 22), Denovo , 1st class committee - B Com 4th sem, 2021 batch, First Class Committee ECJ 21 Sem 4	Christmas with DOWE - Gift Sale (Homemade)
10-Dec-22	Saturday		
11-Dec-22	Sunday		
12-Dec-22	Monday	IMA21 Sem3 :Last date for the allocation of topics for 2nd Assignment, IMCA'20:SEM 5: Issue of Progress report of the 1st Internal Examination & PTA Meeting,IMCA18: SEM 9: Last date for the allocation of topics for 2nd Assignment IMCA19 sem 7 Commencement of 2ndinternal examination , MCA21 SEM3 Last date for submitting the seminar report, IMCA20 S5 PTA Meeting, MA HRM 21 SEM 3 MODEL EXAM BEGINS, Jinglebells meeting , 1st Internal begins - 6th Sem B Com CA & FT (2020 batch), 1st Semester and 2nd Internal begins for B Com & M Com 22, 1st Sem, ALUMNI TALK BA AV, BCA20 - Commencement of 1st Internal Examination, First Internal Examinations for Sem 4 (BAECJ21Batch)& Sem 6(BAECJ20Batch) Begin	Technical Writing (English) by Literary Club
13-Dec-22	Tuesday	IMCA18: SEM 9: Last date for the submission of Lab record (next ten programs), Jinglebells meeting	

14-Dec-22	Wednesday	IMCA21 Sem3 :Last date for submission of Question paper(2nd internal),Last date for submitting the seminar report,,IMCA'20: SEM 5:Last date for the allocation of topics for 2nd Assignment,IMCA18: SEM 9: Last date for submission of Question paper of Second Internal Examination, IMCA 19 sem 7 Last date for submission of 2nd assignment, MCA21 SEM3 INTERNAL2 Last date for submission of Question paper, Expected University Exam (MAHR 22), Jinglebells , Public Relations Workshop MA JMC; INDUSTRIAL VISIT BA AV	
15-Dec-22	Thursday	Tea day	Beat buzz series 7 by Music Club
16-Dec-22	Friday	IMCA21 sem3 Commencement of 2ndinternal examination,IMCA18: SEM 9: Commencement of 2nd internal examination , IMCA19 sem 7 Last date for publication of the marks of 2nd assignment and Last date for the allocation of topics for Class/General seminars, MCA21 SEM3 Commencement of 2ndinternal examination, Augmenta'22 - Food packet distribution by association, BCA20 - Last Date for the Submission of Topics for General Seminar	Christmas with DOWE - Gift Sale (Homemade)
17-Dec-22	Saturday		
18-Dec-22	Sunday		
19-Dec-22	Monday	IMCA'20:SEM 5: Last date for the allocation of topics for 2nd Assignment,IMCA18: SEM 9: Last date for submission of 2nd assignment, MCA21 SEM3 Last date for the submission of Lab record (first ten programs), National Seminar	Christmas with DOWE - Gift Sale (Homemade)
20-Dec-22	Tuesday	Life Skill Taining BSW22 & MSW22	
21-Dec-22	Wednesday	MCA22 S1 PTA Meeting, MBA 21 & MA HRM 21 SEM 3 MODEL EXAM ENDS	

22-Dec-22	Thursday	IMCA'20:SEM 5:Last date for publication of the marks of 2nd assignment, IMCA19 sem 7 Last date for submitting the seminar report , IMCA19 sem 7 internal 2 Answer sheets returned to the students after valuation	Christmas Message Video release by Debate and Public Speaking Club
23-Dec-22	Friday	IMCA18: SEM 9: Last date for the allocation of topics for Class/General seminars, IMCA19 sem 7 Issue of Progress report of the 2nd Internal Examination, College closes for X'mas Holidays - BA AV, BA MM, MA MM, MA JMC 21 & 22	Theme Dance Competition
24-Dec-22	Saturday		
25-Dec-22	Sunday	Christmas	Christmas
26-Dec-22	Monday		Santa visit (Benificiaries home visit) by Snehaswaram Club
27-Dec-22	Tuesday		Santa visit (Benificiaries home visit) by Snehaswaram Club
28-Dec-22	Wednesday		Santa visit (Benificiaries home visit) by Snehaswaram Club
29-Dec-22	Thursday		
30-Dec-22	Friday		
31-Dec-22	Saturday		
01-Jan-23	Sunday		
02-Jan-23	Monday	Mannam Jayanthi	Mannam Jayanthi
03-Jan-23	Tuesday	IMCA21: Last date for submission of 2nd assignment,IMCA18: SEM 9: Last date for publication of the marks of 2nd assignment, IMCA19 sem 7 Last date for the submission of Lab record (next ten programs) , MBA 21 & MA HRM 21 SEM 4 BEGINS, BSW'21 4th sem first internals, College Reopens - BA AV, BA MM, MA MM, MA JMC 21 & 22, BCA20 - First internal Answer Sheets Returned to the Students after Valuation, BCA22 Internal II Answer Sheets Returned to the Students after Valuation	
04-Jan-23	Wednesday	PTA meeting for 6th Sem B Com CA, 2020 batch	

05-Jan-23	Thursday	IMCA21 Sem3Answer sheets returned to the students after valuation,Last date for the submission of Lab record (next ten programs) , IMCA18: SEM 9: Answer sheets returned to the students after valuation, MCA21 SEM3 INTERNAL2 Answer sheets returned to the students after valuation, Workshop for final year students	
06-Jan-23	Friday	IMCA21 sem3 Issue of Progress report of the 2nd Internal Examination,IMCA'20:SEM 5: Last date for the allocation of topics for Class/General seminars,IMCA18: SEM 9: Issue of Progress report of the 2nd Internal Examination, IMCA19 sem 8 Class Starting Date, MCA21 SEM3 Issue of Progress report of the 2nd Internal Examination, BSW22 1st Sem 2nd Class Committe , PTA meeting for 6th Sem B Com FT, 2020 batch, BCA20 - Issue of Progress Report of the 1st Internal Examination BCA21-Date for First Student Feedback, BCA22 Issue of Progress Report of the 2nd Internal Examination	
07-Jan-23	Saturday		
08-Jan-23	Sunday		
09-Jan-23	Monday	IMCA'20:SEM 5:Last date for the submission of Lab record (next ten programs) ,IMCA18: SEM 9: Last date for submitting the seminar report , IMCA19 sem 7 Seminar completion date, MCA21 SEM3 Last date for the allocation of topics for 2nd Assignment, MCA21 S3 Class Committee 2, IMCA18 S9 Class Committee 2, IMCA21 S3 Class Committee 2, 1st Class committee- 5th sem- BSW21, VIDEO EDITING WORKSHOP FOR BA MM 21; INDUSTRIAL INTERACTION FOR BA AV 20 AND BA AV21	

10-Jan-23	Tuesday	MSW21 4rth Sem Class Commitee , BCA22 Sem 1 First Semester University Sessional Mark Preparation & Submission, Literaria Phase 2 SDP Session 2	Participation in MG University Kalolsavam by Drama Club Members
11-Jan-23	Wednesday	IMCA'20:SEM 5:Last date for submission of Question paper,IMCA18: SEM 9: Seminar completion date, MCA21 SEM3 Seminar completion date, ALUMNI TALK MAHR 22, 1st Class Committee - M Com 4th Sem, 2021 batch, Last date of Assignment submission by the students Sem 1 ECJ 21	Participation in MG University Kalolsavam by Drama Club Members
12-Jan-23	Thursday	Workshop by Dept Association, YUVA 2K23, National youth day, Alumni Talk to B Com, 24 Hours Project data collection for M Com students organised by Intenza, Association of M Com Students, BCA21 - Date for First Class Committee, Publication of University Sessional Marks, Last date to submit the Question paper & Answer key Sem 6&4 Int.1(ECJ 19&20)	Participation in MG University Kalolsavam by Drama Club Members, Beat buzz series 8 by Music Club
13-Jan-23	Friday	IMCA'20:SEM 5:Last date for submitting the seminar report ,IMCA18: SEM 9: Last date for returning of corrected record, IMCA19 sem 7,IMCA21 Sem3: Last date for the publication of marks of seminars.Seminar completion date, MBA 21 & MA HRM 21 Revive Phase 2-Residential, Marks uploading- 1st internals of BSW'21 4th sem, Games by Association BCA21-Last Date for Submission of Question Paper -Internal 1, BCA22 First Semester Classes Ends	
14-Jan-23	Saturday		
15-Jan-23	Sunday		

Date	Day		
16-Jan-23	Monday	IMCA'20:SEM 5:Commencement of 2ndinternal examination , IMCA19 sem 7 Last date for returning of corrected record , IMCA21 Sem3:Last date for publication of the marks of 2nd assignment , Last date for the publication of marks of seminars, MCA21 SEM3 Last date for the publication of marks of seminars , MCA21 SEM3 Last date for the submission of Lab record (next ten programs), IMCA19 S7 Class Committee 2, BBA 21 S4- Internal 1, BSW22 2nd Sem Begins, 2nd Semester B Com 22 class begins, Public Relations Seminar/IV MA JMC 21 & 22; BA MM 21 IV TH SEM FIRST INTERNAL EXAM STARTS; BA AV 21 IV TH SEM FIRST INTERNAL EXAM STARTS , Add on Training on "Responsive Web Designing" for BCA22 starts, BCA20 - Main project Interim Report Submission BCA21-Commencement of 1st Internal Examination, BCA22 Semester 2 classes begins	
17-Jan-23	Tuesday	MBA 21 & MA HRM 21 INDUSTRIAL VISIT, BBA 21 S4- Internal 1	
18-Jan-23	Wednesday	Imca21 Sem3 Model:Last date for submission of Question paper,IMCA18: SEM 9: Last date for submission of Question paper of Model Examination, IMCA19 sem 7 Last date for submission of Question paper(model), MCA21 SEM3 Last date for submission of 2nd assignment, MCA21 SEM3 Last date for the submission of Lab record (next ten programs) , MCA21 SEM3 Last MODEL EXAM date for submission of Question paper, OBT MAHR 22, BBA 21 S4- Internal 1	Camera Introduction Class by Photographic Club
19-Jan-23	Thursday	OBT MAHR 22, BBA 21 S4- Internal 1	GENERAL QUIZ -UG STUDENTS

20-Jan-23	Friday	IMCA21 Sem3 :Last date for returning of corrected record, OBT MAHR 22, BBA 21 S4- Internal 1, PTA meeting of BSW '21- 4th sem, , Orientacao-Alumni Talk 2	
21-Jan-23	Saturday	MA MM 21 STUDY TOUR	Film Screening by Flim Club
22-Jan-23	Sunday		
23-Jan-23	Monday	IMCA21 Sem :Commencement of Model examination,IMCA18: SEM 9: Last date for the publication of marks of seminars,IMCA18: SEM 9: Commencement of Model examination ,IMCA19 sem 7 Commencement of Model examination, MCA21 SEM3 Commencement of Model examination, IMCA20 S5 Class Committee 2, Class committee- BBA 21, BSW21 4rth Sem Internal Exam, MSW22 2nd Sem Begins, MSW21 4rth Sem 1st Internal , 1st internal begins for 4th Sem M Com (2021 batch) and 4th Sem B Com CA & FT (2021 batch), 2nd Semester M Com, 2022 batch class begins, BA MM 22 1ST SEM SECOND INTERNAL EXAM STARTS; BA AV 22 1ST SEM SECOND INTERNAL EXAM STARTS, Second Class Committee ECJ 21 Sem 1	
24-Jan-23	Tuesday	2nd class committee - B Com 6th sem (2020 batch), BCA21-Commencement of 1st Internal Lab Examination, Parents Meet - ECJ 21	
25-Jan-23	Wednesday	MCA21 SEM3 Last date for publication of the marks of 2nd assignment, Walkie-Techie youtube video release	
26-Jan-23	Thursday	Republic Day	Republic Day
27-Jan-23	Friday	IMCA'20: SEM 5:Seminar completion date,IMCA'20:Answer sheets returned to the students after valuation, Industrial Visit- BBA 22, BSW22 2nd Sem 1st Class Committe , BCA21-Answer Sheets Returned to the Students after Valuation, Placement Training 2	
28-Jan-23	Saturday		

29-Jan-23	Sunday		
30-Jan-23	Monday	IMCA'20:SEM 5:Last date for the publication of marks of seminars,IMCA'20:Issue of Progress report of the 2nd Internal Examination, MCA21 SEM3 Last date for returning of corrected record, MBA 21 Aptitite Training -Phase 2, National cleanliness day (cleaning the campus by social work students) SADESS, INDUSTRIAL VISIT TO DTM VFX STUDIO, FIELD VISIT FOR BAAV 2022 BATCH, BCA20 - Main project Review 1 BCA21- Issue of Progress Report of the 1st Internal Examination, First Internal Examinations for Sem 2(ECJ2022-25 batch) begin	
31-Jan-23	Tuesday	IMCA'18: SEM 9: Class Ending Date, MBA 21 Aptitite Training -Phase 2, Intenza - 24 hours' Project presentation finals, BCA20 - Main project Review 1	
01-Feb-23	Wednesday	MBA21 S4 Class Committee Meeting, Industrial Visit for M Com 2022 batch	
02-Feb-23	Thursday	MARKETRICS Industrial Visit, MSW22 2nd Sem 1st Internal, BSW20 6th Sem 2nd Internal. , Project rough copy submission - B Com	
03-Feb-23	Friday	IMCA19 sem 7 model exam Completion of answer sheets valuation, MCA21 SEM3 Completion of answer sheets valuation, PTA- BBA 21, SPSS workshop for M Com 2021 batch, BCA20 - Last Date for Submission of Question Paper for Second internal examination	
04-Feb-23	Saturday	World cancer day (Awareness program-SADESS)	
05-Feb-23	Sunday		

Date	Day		
06-Feb-23	Monday	IMCA21 Sem3:(Model exam) Completion of answer sheets valuationIMCA'18: SEM 9: Completion of answer sheets valuation, IMCA19 sem 7 University sessional mark preparation & submission, IAT1 MAHR 22, MBA 22,MBA 21 & MA HRM 21 SEM 4 INTERNAL BEGINS, 2nd Internal begins - 6th Sem B Com CA & FT (2020 batch), PLACEMENT TRAINING FOR BAAV 20, BCA20 - Commencement of 2nd Internal Examination, Second Internal Examinations for Sem 4 (BAECJ21Batch)& Sem 2 (BAECJ22Batch) Begin.	
07-Feb-23	Tuesday	IAT1 MAHR 22,MBA 22, 1st Class Committee - B Com CA & FT 2022, 2nd sem	
08-Feb-23	Wednesday	IMCA18: SEM 9: University sessional mark preparation & submission, MCA21 SEM3 University sessional mark preparation & submission, IAT1 MAHR 22,MBA 22, External Seminar - M Com 2022, 2nd sem	
09-Feb-23	Thursday	IMCA18: SEM 9: Publication of University sessional marks, IMCA21 SEm3: Publication of University sessional marks, MCA21 SEM3 Publication of University sessional marks , IAT1 MAHR 22,MBA 22, PTA Meeting for 4th Sem B Com CA, 2021 batch, STUDY TOUR FOR BA MM 20, BCA20 - Last Date for Submission of Subject Wise Assignment Marks	
10-Feb-23	Friday	Seminar by Dept Association., MBA 21 & MA HRM 21 SEM 4 INTERNAL ENDS, MSW21 4th Sem PTA , PTA Meeting for 4th Sem B Com FT, 2021 batch, BCA20 - Main project Completion	Voice of DiST Finals
11-Feb-23	Saturday		
12-Feb-23	Sunday		

13-Feb-23	Monday	IMCA'20:SEM 5:Last date for the submission of Lab record (next ten programs) , 1st class committee - M Com 22, 2nd sem, I INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2, Industry Interaction for BCA20, BCA21, BCA22, Literaria Phase 2 SDP Session 2	
14-Feb-23	Tuesday	IMCA19 sem 8 Last date for the allocation of Lab Questions, Valentines day (SADESS), 1st Semester B Com CA & FT (2022 batch) University Exam begins,, I INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2, Secnd Class Committee ECJ 20 Sem 6	WordPlay by Literary Club, Selfie contest by Photographic Club
15-Feb-23	Wednesday	IMCA'20:SEM 5:Last date for submission of Question paper, Project rough copy submission - M Com, I INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2, Secnd Class Committee ECJ 21 Sem 4	
16-Feb-23	Thursday	PTA Meeting for 4th Sem M Com, 2021 batch, I INTERNAL EXAM MA JMC 22 - Sem 2, Add on Training on "Advanced Excel" for BCA22 starts, Last date to submit the Question paper & Answer key Sem 1 Internal 2(ECJ 21)	
17-Feb-23	Friday	IMCA'20: SEM 5:Last date for returning of corrected record, Project fair copy submission - B Com, I INTERNAL EXAM MA JMC 22 - Sem 2, BCA20 - Main Project Demo, Last date to assign the topic of Assignment for the 4th Sem.(ECJ 21)	
18-Feb-23	Saturday	Sivarathri	Sivarathri
19-Feb-23	Sunday		

Date	Day		
20-Feb-23	Monday	IMCA'20:SEM 5:Commencement of Model examination, BSW'21 -Model exam, 2nd Class Committee - M Com 4th Sem, 2021 batch, BCA20 - Answer Sheets Returned to the Students after Valuation, BCA22 Sem 2 Last Date for Submission of Internal I Question Paper, B A ECJ 22 Semester II begins .	Rhythm on Reels
21-Feb-23	Tuesday	IMCA19 sem 8 Last date for the allocation of topics for Ist Assignment, Management day	
22-Feb-23	Wednesday		World Water Day Celebration by Nature Club
23-Feb-23	Thursday	Club Beta - New Business Plan Presentation for B Com F&T, Editing Practical - Industrial Interaction	Film Screening by Flim Club
24-Feb-23	Friday	Semester 5 IMCA'20 class ending date, MBA21 & MA HRM 21 S4 PTA Meeting, Nature Club visti to Athirappally , Club Beta - Ad War Presentation for B Com CA, BCA20 - Last Date for Publication of the Marks of Assignment, Last Date for Presenting General Seminar, Issue of Progress Report of the 2nd Internal Examination	Nature Camp Visit to Athirappally by Nature Club
25-Feb-23	Saturday		
26-Feb-23	Sunday		
27-Feb-23	Monday	IMCA19 S8 Class Committee 1, IMCA22 S2 Class Committee 1, 2nd Class committee- BSW'21 - 5th sem, BSW22 2nd Sem 1st Internal, MSW22 2nd Sem 1st Internal, World NGO day-SADESS , 2nd Sem M Com & B Com CA & FT (2022 bacth) 1st internal begins, BCA20 - Main project Final Review, BCA22 Sem 2 First Internal examination starts	
28-Feb-23	Tuesday	IMCA19 sem 8 Last date for submission of Ist Assignment	

01-Mar-23	Wednesday	IMCA19 sem 8 Last date for the submission of Lab record (first ten programs), Zero discrimination day, World NGO day- SADESS, DEMOREEL PRESENTATION FOR BAAV 20, Last date of Assignment submission by the students Sixth Sem. (ECJ 20)	
02-Mar-23	Thursday	IMCA19 sem 8 Last date for the publication of the mark of Ist Assignment, BCA21 - Date for Second Class Committee	
03-Mar-23	Friday	IMCA'20:SEM 5:Completion of answer sheets valuation, MCA22 S1 Class Committee 2, MCA22 S2 PTA Meeting, Marks uploading - Model exam -BSW'21- 4th sem, BCA20 - Last Date for the Publication of the Mark of General Seminar BCA21 - Last Date for Submission of Question Paper-INTERNAL 2 BCA21- Date for Second Student Feedback, Last date of Assignment submission by the students Fourth Sem. (ECJ 21)	
04-Mar-23	Saturday		
05-Mar-23	Sunday		
06-Mar-23	Monday	IMCA'20: SEM 5:University sessional mark preparation & submission, BBA 21 S4- Internal 2, MSW21 4rth Sem 2nd Internal , 2nd Internal begins - M Com 2021 batch, 4th Sem., BCA20 - University Sessional Mark Preparation & Submission BCA21 - Commencement of 2nd Internal Examination, BCA22 Sem 2 First Internal examination ends – Software Lab II	
07-Mar-23	Tuesday	IMCA'20:SEM 5: Publication of University sessional marks, BBA 21 S4- Internal 2, Media Management Workshop, BCA22 Sem 2 First Student Feedback	
08-Mar-23	Wednesday	BBA 21 S4- Internal 2, Womens day, B A ECJ 22 Semester II begins .	

09-Mar-23	Thursday	BBA 21 S4- Internal 2, BCA20 - Date for Second Class Committee	
10-Mar-23	Friday	BBA 21 S4- Internal 1, Project fair submission - M Com, BCA20 - Publication of University Sessional Marks, BCA22 Sem 2 First class committee meeting	
11-Mar-23	Saturday		
12-Mar-23	Sunday		
13-Mar-23	Monday	2nd class committee - M Com 22, 2nd sem	
14-Mar-23	Tuesday		
15-Mar-23	Wednesday	IMCA19 sem 8 Last date for submission of Question paper (first internal), IMCA22 S2 PTA Meeting, class committee- BBA 21, World consumer rights day, 6th Semester (2020 batch) B Com University exam begins	
16-Mar-23	Thursday	PTA Meeting for 2nd Semester M Com, 2022 batch, BA MM 21 IVTH SEM SECOND INTERNAL EXAM STARTS; BA AV 21 IVTH SEM SECOND INTERNAL EXAM STARTS, BCA22 Sem 2 Internal I Answer Sheets Returned to the Students after Valuation	
17-Mar-23	Friday	MBA21 S4 Class Committee Meeting, PTA Meeting - 2nd Sem B Com CA,2022 batch, BCA21 - Answer Sheets Returned to the Students after Valuation	Film Screening by Flim Club
18-Mar-23	Saturday		
19-Mar-23	Sunday		

20-Mar-23	Monday	IMCA19 sem 8 Commencement of IST Internal examination and PTA meeting , MBA 21 & MA HRM SEM 4 MODEL BEGINS, BSW 21 4rth Sem 2nd Internal, International day of Happiness- mental health club-SADESS , 2nd Internal begins for 4th Sem B Com (2021 batch), II INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2, BCA21-Commencement of 2nd InternalLab Examination, BCA22 Sem 2 Issue of Progress Report of the 1st Internal Examination, Second Internal Examinations for Sem 2(ECJ2022-25 batch) Begin.	
21-Mar-23	Tuesday	PTA Meeting - 2nd Sem B Com FT, 2022 batch, II INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2	
22-Mar-23	Wednesday	MODEL MA HR 22 SEM-2, World Water day Celibration , 4th Semester (2021 batch) B Com University exam begins, II INTERNAL EXAM MA JMC 21 - Sem 4, MA JMC 22 - Sem 2	
23-Mar-23	Thursday	MODEL MA HR 22 SEM-2, 4th Sem M Com 2021 batch university exam begins, II INTERNAL EXAM MA JMC 22 - Sem 2	
24-Mar-23	Friday	MODEL MA HR 22, PTA BBA 21, II INTERNAL EXAM MA JMC 22 - Sem 2, BCA21-Issue of Progress Report of the 2nd Internal Examination	
25-Mar-23	Saturday	PTA Meeting - 2nd Sem B Com FT, 2022 batch	
26-Mar-23	Sunday		
27-Mar-23	Monday	IMCA19 sem 8 Last date for the submission of Lab record (next ten programs) , MODEL MA HR 22, MA HRM 21 SEM 4 MODEL ENDS, 2nd Class Committee - B Com CA & FT 2022, 2nd sem, Video Production/Broadcast Industrial Interaction	World Theatre Day - Acting work shop by Drama Club
28-Mar-23	Tuesday	MODEL MA HR 22 SEM-2, First Class Committee ECJ 21 Sem 2	

29-Mar-23	Wednesday	MODEL MA HR 22, MBA 21 SEM 4 MODEL ENDS, Submission of Marks & Result entry in the Intranet Sem 6 & 4 (ECJ19&20) Int. 2	
30-Mar-23	Thursday	IMCA19 sem 8 Answer sheets returned to the students after valuation(first internal), MODEL MA HR 22 SEM-2, Generation of Progress report Sem 6 & 4 (ECJ 19& 20) Second Internal	
31-Mar-23	Friday	IMCA19 sem 8 Issue of Progress report of the 1st Internal Examination, IMCA19 S8 PTA Meeting, MODEL MA HR 22 SEM-2, MA MM 21 SEM IV ENDS	
01-Apr-23	Saturday	MBA 21 & MA HRM SEM 4 PROJECT BEGINS	
02-Apr-23	Sunday		
03-Apr-23	Monday	World Autism awareness day - SADESS	
04-Apr-23	Tuesday	BSW22 2nd Sem 2nd Internal, MSW22 2nd Sem 2nd Internal	
05-Apr-23	Wednesday	BCA22 Sem 2 Last Date for Submission of Internal II Question Paper	
06-Apr-23	Thursday	Maundy Thursday	Maundy Thursday
07-Apr-23	Friday	Good Friday	Good Friday
08-Apr-23	Saturday		
09-Apr-23	Sunday	Easter	Easter
10-Apr-23	Monday	2nd Internal begins - B Com CA & FT and M Com, 2022 batches begins, BCA21 - University Sessional Mark Preparation & Submission, BCA22 Sem 2 Internal II examination starts	
11-Apr-23	Tuesday	World parkinson's day- awareness program (SADESS)	
12-Apr-23	Wednesday	BCA21 - Publication of University Sessional Marks	
13-Apr-23	Thursday	PTA SEM-2 MA HRM 22 ,MBA 22	Film Screening by Flim Club
14-Apr-23	Friday	Dr. B R Ambedkar Jayanthi	Dr. B R Ambedkar Jayanthi
15-Apr-23	Saturday	Vishu	Vishu
16-Apr-23	Sunday		

17-Apr-23	Monday	World hemophilia day (awareness programm- SADESS), BCA22 Sem 2 Internal II Examination Ends – Software Lab I	Community Clean Up by Nature Club
18-Apr-23	Tuesday	BCA22 Sem 2 Second Student Feedback	
19-Apr-23	Wednesday	Expected SEM 2 UNIVERSITY EXAM (MAHRM 22), BCA22 Sem 2 Second class committee meeting, Last date to assign the topic of Assignment for the Second Sem.(ECJ 21)	
20-Apr-23	Thursday	IMCA19 sem 8 Last date for submission of 2nd assignment, Last date to submit the Question paper & Answer key Sem 2 Internal 1(ECJ 21)	
21-Apr-23	Friday		
22-Apr-23	Saturday	Eid-ul-Fitr (Ramzan)	Eid-ul-Fitr (Ramzan)
23-Apr-23	Sunday		
24-Apr-23	Monday	IMCA22 S2 Class Committee 2, First Internal Exam. for Sem 2 (ECJ 21) Begins	
25-Apr-23	Tuesday	Malayalam Journalism Workshop/Seminar MA JMC	
26-Apr-23	Wednesday		
27-Apr-23	Thursday	IMCA19 sem 8 Last date for publication of the marks of 2nd assignment, Placement Training Workshop, BCA22 Sem 2 Internal II Answer Sheets Returned to the Students after Valuation	
28-Apr-23	Friday		
29-Apr-23	Saturday		
30-Apr-23	Sunday		
01-May-23	Monday	May Day	May Day
02-May-23	Tuesday	BCA22 Sem 2 Issue of Progress Report of the 2nd Internal Examination	
03-May-23	Wednesday	Last date of Assignment submission by the students Second Sem. (ECJ 21)	
04-May-23	Thursday		
05-May-23	Friday		Photography Exebition
06-May-23	Saturday		
07-May-23	Sunday		

Date	Day		
08-May-23	Monday	IMCA19 sem 8 Last date for the allocation of topics for Class/General seminars, MCA22 S2 Class Committee 1, IMCA19 S8 Class Committee 2, World thalassaemia day- awareness program- (SADESS)	
09-May-23	Tuesday	Mothers day - different online competition (SADESS), Submission of Marks & Result entry in the Intranet Sem 2 (ECJ21) Int.1	
10-May-23	Wednesday	IMCA9 sem 8 Last date for submission of Question paper(second internal), Generation of Progress report Sem 2 (ECJ 21) First Internal	
11-May-23	Thursday		
12-May-23	Friday	BCA22 Sem 2 Classes Ends	
13-May-23	Saturday		
14-May-23	Sunday		
15-May-23	Monday	IMCA9 sem 8 Commencement of 2ndinternal examination , World Climate Change day , Placement Training Workshop, Second Class Committee ECJ 21 Sem 2	World Climate Change Day Seminar by Nature Club
16-May-23	Tuesday		
17-May-23	Wednesday	IMCA19 sem 8 Last date for submitting the seminar report	
18-May-23	Thursday	IMCA19 sem 8 Last date for the submission of Lab record (next ten programs) , BCA22 Second Semester University Sessional Mark Preparation & Submission	
19-May-23	Friday		Film Screening by Flim Club
20-May-23	Saturday		
21-May-23	Sunday		
22-May-23	Monday	BCA22 Sem 2 Publication of University Sessional Marks	
23-May-23	Tuesday		
24-May-23	Wednesday		
25-May-23	Thursday	IMCA19 sem 8 Seminar completion date, Last date to submit the Question paper & Answer key Sem 2 Internal 2(ECJ 21)	

26-May-23	Friday	IMCA19 sem 8 second internal Answer sheets returned to the students after valuation	
27-May-23	Saturday		
28-May-23	Sunday		
29-May-23	Monday	IMCA19 sem 8 Issue of Progress report of the 2nd Internal Examination, Second Internal Exam. for Sem 2 (ECJ 21) Begins	
30-May-23	Tuesday	IMCA19 sem 8 Last date for the publication of marks of seminars,sand date for returning of corrected record	
31-May-23	Wednesday	MBA 21 & MA HRM 21 SEM 4 PROJECT ENDS, World non- tobacco day - awareness program (SADESS)	