MAR ELIAS COLLEGE

Kottappady P.O.
Kothamangalam – 686 692
(Affiliated to Mahatma Gandhi University, Kottayam,
Kerala & Approved by Govt. of Kerala (Estd. 2006)

STUDENTS HAND BOOK

2021 - 2022

KALKKUNNEL
MAR GEEVARGHESE SAHADA CHURCH

MAR ELIAS COLLEGE KOTTAPPADY

Kottappady P.O, Kothamangalam – 686 692

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala &
Approved by Govt.of Kerala (Estd. 2006)

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Office   : 8606842600
Principal : 8606602601
Manager : 8606665602

STUDENTS HANDBOOK
2021 - 2022

Name……………….............………………………………..

Class……………….......……Roll No…………….......…………

FUNDAMENTAL RIGHTS

The Constitution guarantees six fundamental rights to Indian citizens as follows:

(i)   Right to equality
(ii)   Right to freedom
(iii)   Right against exploitation
(iv)   Right to freedom of religion
(v)   Cultural and educational rights and
(vi)   Right to constitutional remedies

FUNDAMENTAL DUTIES

1. Abide by the Constitution and respect National Flag & National Anthem

2. Follow ideals of the freedom struggle

3. Protect sovereignty & integrity of India

4. Defend the country and render national services when called upon

5. Spirit of common brotherhood

6. Preserve composite culture

7. Preserve natural environment

8. Develop scientific temper

9. Safeguard public property

10. Strive for excellence

11. Duty to all parents/guardians to send their children in the age group of 6-14 years to school

CONTENTS

COLLEGE HISTORY

Mar Elias College, living up to the noble vision of its patron Saint, Mor Ignatius Elias III was established in the year 2006 at Kottappady near Kothamangalam, the educational hub of Kerala. It is affiliated to Mahatma Gandhi University and approved by Government of Kerala. The college is functioning in a serene campus that provide a conducive ambience for learning. It is administered under the auspices of Kalkkunnel Mar Geevarghese Sahada Church, Kottappady.

Our College has made incredible progress in the history of education by offering job oriented graduate and postgraduate courses to the future citizens. We always aim at giving exceptional quality education to the future generation in a holistic manner which results in the total personality development.

With the combined effort of academically qualified and dedicated group of faculty and strong visional management, we are aiming to mould a group of globally competent and socially committed leaners.

MOTTO
"SEEK SHARE SERVE"

VISION
Transforming lives and communities through holistic development and socio-economic freedom of the society, by imparting higher education infused with human values.

MISSION
■ To **equip** our students with the skills necessary to respond to the opportunities and challenges associated with ever changing society.

■ To **equip** our stake holders in attaining the qualities required for employment/ entrepreneurship and higher studies.

■ To **inculcate** social values and ethical thinking based on gender neutrality.

■ To **provide** a holistic development to the stakeholders and the society through curricular, co-curricular and extra-curricular activities.

Goals and Objectives

■   Mould our students as globally competent and socially committed learners.

■   Uplift the social environment around the campus by conducting various extension/ outreach programmes.

■   Continuous evaluation review for quality improvement of our system.

■   Encourage innovative and creativestudent programmes.

Promotion of trust through professional courtesy and fair treatment

MANAGING COMMITTEE

- **Mr. C.M Baby (Manager)**   9447218418
- **Mr. Saju Mathai (Trustee)**   9447355109
- **Mr. Linjo Varghese (Trustee)**   9656651584

GOVERNING BODY

- Mr. Johny V. V   9847244809
- Mr. Paily C. V   9446720157
- Mr. Lessly Paul   9947697389
- Mr. P.M Samkutty   9446493288
- Mr. Mathew Varghese   9495643697
- Mr. Varghese K. P   9633962738

MANAGERS

- Mr. Anil Ouseph, Kannothukudiyil   (2006-08)
- Mr. Kemthose P Paul, Pathickal   (2009-12)
- Mr. C. M Shaji, Chenothumalil   (2012-13)
- Mr. K. K Baby, Kizhakkumparambil (2013-15)
- Mr. C. M Baby, Chenothumalil   (2015-18)
- Adv. Biji P Issac, Parappattu   (2018-21)
- Mr. C. M Baby, Chenothumalil   (2021 onwards)

PRINCIPALS

- Prof. K. M Georgekutty (2006-2009)
- Adv. Jose Aranjanil (2009-2010)
- Prof. K. V Kuriachan (2010-2011)
- Dr. P. J Paulose (2011-2012)
- Major Prof. C. M Baby (2012-2018)
- Dr. Smitha Harikumar (2019-2021)
- Dr. P. K Sudarsanan(2021 Onwards)

COLLEGE ADVISORY BOARD

- ➢ Mr. Kemthose P Paul   - 9446742522
- ➢ Mr. C. K Joseph   - 9947893199
- ➢ Mr. Kuriakose T. P   - 9495274769

LIST OF RANK HOLDERS:

YEAR	NAME OF STUDENT	PROGRAMME	RANK POSITION
2019	ANJANA SURESH	BACHELOR OF SOCIAL WORK	2
2019	ASHNA BASHEER	BACHELOR OF SOCIAL WORK	3
2019	ANITTA MATHEW	BACHELOR OF SOCIAL WORK	4
2020	LIBIYA BABY	B.COM TRAVEL & TOURISM	2
2020	MATHEW ABRAHAM	B.COM TRAVEL & TOURISM	3
2020	SONA MARIA MATHEW	BACHELOR OF SOCIAL WORK	2
2020	ANJALY V K	BACHELOR OF SOCIAL WORK	6
2020	HARITHA E R	BACHELOR OF SOCIAL WORK	8
2021	GOURY SURESH	B.COM FINANCE & TAXATION	8

2021	ANGEL MARY ALEX	BACHELOR OF SOCIAL WORK	4
2021	SHERYL MARIAM JOHNSON	BACHELOR OF SOCIAL WORK	7
2021	ANNAMOL WILSON	BACHELOR OF SOCIAL WORK	8
2021	GILSHA JOSE	BACHELOR OF SOCIAL WORK	9

FACULTY DETAILS

PRINCIPAL

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NON-TEACHING STAFF
LIBRARY STAFF

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COLLEGE OFFICE

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- ➢ **Mr. ABIN CHACKO** (Clerk)
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- ➢ **Ms. JESSY ELDHOSE** (Office Assistant)
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- ➢ **Mr. TINTO G SOUL** (Office Assistant)
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- ➢ **Ms. BINNY JOHN** (Sweeper)
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- ➢ **Ms. MARIYAMMA T.M.** (Sweeper)
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- ➢ **Ms. SARAKUTTY JOSEPH** (Sweeper)
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- ➢ **Ms. CHINNAMMA ELDHOSE** (Sweeper)
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  Ernakulam 686692
  Mobile no: 9400950921

TEACHERS IN-CHARGE OF DIFFERENT COMMITTEES/CLUBS

COLLEGE COUNCIL

- ★ Dr. P. K Sudarsanan (Principal)
- ★ Ms. Jili K Eldhose (IQAC Co-ordinator)
- ★ Ms. Jincy P Mathews (HOD, Commerce)
- ★ Mr. Praveenkumar K P (HOD, Management)
- ★ Ms. Tintu Scaria (HOD, English)
- ★ Ms. Soumya Mathew (HOD, Social Work)
- ★ Ms. Poornima N (HOD, Computer Science)
- ★ Ms. Preethy M N
- ★ Ms. Gini Baby

INTERNAL QUALITY ASSURANCE CELL (IQAC)

- ★ Dr. P K Sudarsanan (Principal)
- ★ Ms. Jili K Eldhose (Co-ordinator)
- ★ Ms. Sumi S (Joint Co-ordinator)
- ★ Ms. Vinnila Mathew K (Joint Co-ordinator)
- ★ Ms. Deepthi K Das (Joint Co-ordinator)
- ★ Mr. Lijo T George (Joint Co-ordinator)
- ★ Mr. Sirin Xavier (Joint Co-ordinator)
- ★ Ms. Sreekala C
- ★ Ms. Vineetha C R
- ★ Ms. Reshma Krishnan
- ★ Ms. Deepa Alias
- ★ Ms. Jubilin Jose
- ★ Ms. Mini Alias
- ★ Ms. Preethy M N

Committee	Name of faculty
Staff Association	Ms. Reshma Krishnan (Secretary) Mr. Eldhose Paulose (President)
Students Union Advisor	Mr. Sirin Xavier
PTA Secretary	Mr. Eldhose Paulose
University Examination Cell	Ms. Blessy Aleyas (Senior Assistant) Ms. Poornima N (Junior Assistant)
Internal Examination Cell	Ms. Deepthi K Das (Co-ordinator) Ms. Vineetha C R (Jt. Co-ordinator)
Admission Cell	Ms. Deepthi K Das (Co-ordinator) Ms. Vineetha C R (Jt. Co-ordinator)
NSS	Mr. Lijo T. George (Programme Officer)
Scholarships	Mr. Praveen Kumar K P (Nodal Officer)

Tutorial System	Ms. Vineetha C R (Convenor) Ms. Jinu Mary Jacob (Co-ordinator)
Mentor Mentee System	Ms. Soumya Mathew (Convenor) Ms. Shantymol Shaji (Co-ordinator)
Research & Development Cell	Mr. Sudheesh N T (Co-ordinator) Ms. Greeshma Mani (Jt.Co-ordinator)
Alumni Association	Ms. Jincy P Mathews (Convenor) Ms. Preethy M N (Co-ordinator)
Add-on- Courses	Ms. Tintu Scaria (Convenor) Mr. Sirin Xavier (Co-ordinator)
College Website	Ms. Sheena Thomas (Convenor) Ms. Vinnila Mathew K (Co-ordinator)
Academic Calender	Ms. Sumi S (Convenor) Ms. Sreekala C (Co-ordinator)
Career Guidance & Placement Cell	Ms. Anupama Sukumaran (Convenor) Mr. Anand K.L (Co-ordinator)
Ethics Committee	Ms.Rincy Elizabeth Sam (Convenor) Mr. Saneesh Thampan (Co-ordinator)
Women Empowerment Cell	Ms. Poornima N (Convenor) Ms. Jubilin Jose (Co-ordinator)
Grievance& Redressal Cell	Ms. Preethy M.N (Convenor) Ms. Soumya Mathew (Co-ordinator)
Library Advisory Committee	Ms. Vinnila Mathew K (Convenor) Ms. Jincy P Mathews Mr. Praveen Kumar K. P Ms. Tintu Scaria Ms. Soumya Mathew Ms. Poornima N
General Discipline	Mr. Praveen Kumar K. P (Convenor) Ms. Jincy P Mathews Ms. Jili K Eldhose Mr. Sirin Xavier Ms. Shantymol Shaji Ms. Soumya Mathew Ms. Tintu Scaria Mr. Lijo T George

	Ms. Poornima N Ms. Jubilin Jose
Gender Justice Forum	Ms. Sayana Sunny (Chairperson)
Magazine, Newsletter & Journal	Mr. Aravind S (Convenor) Ms. Febeena O.S (Co-ordinator)
Eco Cell	Ms. Teena K.K (Convenor) Ms. Sumi S (Co-ordinator)
Anti-Drugs Cell	Mr. Praveen Kumar K.P (Convenor) Ms. Sayana Sunny (Co-ordinator)
Computer Literacy Forum	Ms. Deepthi K Das (Convenor) Ms. Ashlin K.G (Co-ordinator)
Internal Complaint Committee	Ms. Deepa Alias (Convenor) Ms. Blessy Aleyas (Co-ordinator)
Right to Information Act	Principal (Convenor) Ms. Vineetha C.R (PIO) Ms. Gini Baby (Asst. PIO)
SC/ST/Minority	Mr. Eldhose Paulose (Convenor) Mr. Abin Chacko (Co-ordinator)
Advanced Learners Forum	Ms. Vidya V.V (Convenor) Ms. Priya Paul (Co-ordinator)
Slow Learners Forum	Ms. Mini Alias (Convenor) Ms. Julia John (Co-ordinator)
PG Association	Ms. Vidya V.V
Notice Board	Ms. Gini Baby
Election Returning Officer	Mr. Praveen Kumar K.P (Convenor) Mr. Sirin Xavier (Co-ordinator)
Budget & Planning Committee	Mr. Abin Chacko (Convenor) Ms. Sinimol P.S (Co-ordinator)
Hospitality & Campus Beautification	Ms. Jincy P Mathews (Convenor) Ms. Vidya V.V (Co-ordinator)
College Monitoring Committee	Ms. Deepthi K Das (Convenor) Ms. Deepa Alias (Co-ordinator)
Technical Enhancement Forum	Mr. Aravind S (Convenor) Ms. Anitha Varghese (Co-ordinator)
Anti-Ragging Cell	Ms. Preethy M. N (Convenor)

	Ms. Divya E (Co-ordinator)
First Aid	Ms. Febeena O.S Ms. Meenu S Unni Ms. Jessy Eldhose
Clubs	**Name of faculty**
College Club	Ms. Sinimol P.S (Convenor) Ms. Poornima N (Co-ordinator)
ED Club	Mr. Praveen Kumar K.P (Convenor) Ms. Reshma Krishnan(Co-ordinator)
Arts	Ms. Divya E (Convenor) Ms. Anitha Varghese (Co-ordinator)
Sports	Mr. Lijo T George (Convenor) Mr. Sirin Xavier (Co-ordinator)
Fine Arts & Literary Forum	Ms. Tintu Scaria (Convenor)
Music Club	Ms. Jubilin Jose
Dance Club	Ms. Sreekala C
Drama Club	Ms. Reshma Krishnan
Photography	Ms. Ashlin K.G
Literary Club	Ms. Divya E
Debate Club	Mr. Sirin Xavier
Film Club	Mr. Lijo T George
Nature Club	Ms. Sinimol P.S (Convenor) Ms. Jishamol P.A (Co-ordinator)
Tourism Club	Ms. Reshma Ramesh (Convenor) Mr. SaneeshThampan (Co-ordinator)
Health Club	Ms. Blessy Aleyas (Convenor) Ms. Febeena O.S (Co-ordinator)
Campus Radio	Ms. Shantymol Shaji (Convenor) Ms. Jubilin Jose (Co-ordinator)
House Captains	Ms. Jinu Mary Jacob (Red) Ms. Priya Paul (Blue) Ms. Jishamol P.A (Green) Ms. Sheena Thomas (Yellow)

FACULTY IN-CHARGES 2021-22

DEPARTMENT OF COMMERCE

- II MCom — Ms. Vineetha C.R
- I MCom — Ms. Mini Alias
- III BCom Finance & Taxation — Ms. Reshma Krishnan
- III BCom Computer Application
  (Batch 1) — Ms. Sinimol P.S
- III BCom Computer Application
  *(Batch 2)&*Travel and Tourism — Mr. Sirin Xavier
- II BCom Finance & Taxation — Ms. Febeena O.S
- II BCom Computer Application — Ms. Jishamol P.A
- II BCom Travel and Tourism — Ms. Divya E
- I BCom Finance & Taxation — Ms. Anupama Sukumaran
- I BCom Computer Application
  (Batch 1) — Ms. Vidya V.V
- II BCom Computer Application
  (Batch 2) & Travel and Tourism — Ms. Deepa Alias

DEPARTMENT OF MANAGEMENT

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- II BBA — Ms. Julia John
- III BBA — Ms. Shantymol Shaji

DEPARTMENT OF SOCIAL WORK

- I BSW — Ms. Sayana Sunny
- II BSW — Mr. Anand K.L
- III BSW — Mr. Sudheesh N.T
- I MSW — Ms. Anitta Jaison
- II MSW — Ms. Priya Paul

DEPARTMENT OF COMPUTER SCIENCE

- I BCA   Ms. Teena K. K
- II BCA   Ms. Sheena Thomas
- III BCA   Ms. Jubilin Jose
- I B.Sc CS   Ms. Anitha Varghese
- II B.Sc CS   Ms. Ashlin K. G
- III B.Sc CS   Ms. Deepthi K Das

DEPARTMENT OF ENGLISH

- I BA   Mr. Lijo T George
- II BA   Ms. Sumi S
- III BA   Ms. Preethy M. N

RULES & REGULATIONS

General Rules & Regulations for Students

1. All students admitted in Mar Elias College must observe the rules and regulations that may framed from time to time by the management to ensure peaceful campus atmosphere.

2. Every student is responsible for proper handling and safe custody of any apparatus/equipment that he/she may be using. In case of any intentional or negligent damage or loss to the college property, the student shall have to pay the cost of repair or replacement.

3. Ragging of any kind is strictly prohibited. Any student found ragging shall be strictly punished by the management as per the law and rules of Kerala Government Ragging Prohibition Act 1998.

4. 75% attendance is compulsory in all academic activities. Students failing to attain the prescribed attendance will not be allowed to appear in the University Examination.

5. On the basis of the orders issued by various government authorities, the use of mobile phones in the college campus by the

students is strictly prohibited. A fine of Rs. 500/- will be imposed on those who violates this rule. Phone/Sim card will not be returned under any circumstances. A surprise inspection squad is formed to implement this rule. The students are allowed to use the phone from Office/Department in the case of emergency.

6. The college campus is smoking/alcohol free zone.

7. Students are prohibited from organizing or attending meetings in the college, distributing notices, collecting money and exhibiting banners, flags, posters etc without permission of the Principal. Political campaigning /organizational activities are banned in the campus, save those official activities which are specifically permitted or sponsored by the college authorities.

8. Any unhealthy relationship between students which might affect their academic performance, breach their personal space or affect the reputation of the institution will be strictly dealt with.

9. Students must park their vehicles only in the allotted space at their own risk. They should not bring four wheelers to the campus. Stunting & racing of vehicles within the campus is strictly banned. The security/college staff are authorized to inspect the records of the vehicles entering the campus.

10. Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers, office staff & security staff. Discipline committee shall have the powers to deny admission to students to classes/offices/ labs/library/meeting/cultural programmes and other programmes in case of violation of the dress code of the college.

11. All students should reach the classroom on time and shall not leave the campus without permission of HoDs/Class in charges/ Principal during the class time.

12. Students who want to avail college bus facility in between the semester will have to pay full bus fee for the entire semester.

Students those who are not requested the bus facility but found in travelling by college bus will be charged with full bus fee as fine.

13. Parents must attend the PTA meetings and open houses. They should verify the progress report and signed it and enquire about their child's academic progress.

14. The fee schedule for all categories of students is the beginning of each semester. In case a fee is not deposited till the due date, a fine will be charged. Once the fee is deposited, it will not be refunded, transferred or adjusted in any other account. If a student leaves the course in mid-term, he/she is liable to pay the balance of fee for the whole course.

15. Complaints of students will be looked in to if they are presented through proper channel. Any case of criminal activity or violation of law and order in the campus will be reported to the police and the police need to be register case and initiate action against offenders. Matters not covered by these rules are left to the discretion of the Principal and his/her decision shall be final.

16. Students who want to participate in extracurricular and co-curricular activities get prior written permission from the Principal through applications forwarded by concerned HoDs.

17. The College Management and Principal shall be final authority in the interpretation of the college rules.

College Library
Working Hours of the Library:
9.15 am to 4.15 pm
Library Rules and Regulations:
General Rules:
\# Silence to be maintained.
\# Enter your name and sign in the register kept at the entrance before entering.
\# Library Identity Card is compulsory for getting access to the library.

No discussion permitted inside the library.

No personal belongings are allowed inside the library.

Using Mobile phones is strictly prohibited in the library premises. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card. Refreshment of any kind shall not be taken anywhere in the library premises

Admission to Library:

Students are allowed to library only on production of their Identity Cards

Circulation Issue System:

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Materials borrowed should be returned on or before the due date, if returned late overdue fine will be charged for the delayed period.

Books Lost:

If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay the double cost of the book.

Loss of Cards:

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against fine.

Validity of Cards:

Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the course borrower cards shall be returned to the library.

No Dues Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any. Students are require to handle the books/ Journal very carefully. Marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously.

Reference Section

This section has Encyclopedia, Dictionaries, Textbooks, Reference books etc. which are only available for reference. User can make use of these resources.

Journal Section

In this section journals and general magazines are available. The latest issues are displayed on display rack.

Dress Code and Identity Card

A dress code is maintained in our college adhering to the spirit of discipline and sense of decorum.Students shall always wear identity cards issued by the college with tag and show them as and when demanded by the Principal, teachers, office staff & security staff. Discipline committee shall have the powers to deny admission to students to classes/offices/labs/library/meeting/cultural programmes and other programmes in case of violation of the dress code of the college.

ATTENDANCE AND LEAVE

1. University and College rules require REGULAR ATTENDANCE for both theory and practical hours. Attendance is noted for each period.

2. A Student who is not in the class when attendance is taken shall be marked absent.If a student absents oneself even for one hour,she shall loss attendance for that entire session.

3. For attending pre-planned events and programmes, prior permission for leave needs to be taken. In case of emergency situations, the Parent or Guardian or Warden of the hostel has to inform of the absence to the Faculty In-charge.

4. The attendance of every student will be summed up at the end of each semester.

5. 75% of attendance is compulsory for attending University Examination.

Courses Offered

Under Graduate Programmes

BCom – Finance and Taxation	(Intake 64)
BCom – Computer Application (2 Batches)	(Intake 100)
BCom – Travel and Tourism	(Intake 60)
BA English – Administrative Assistant	(Intake 30)
Bachelor of Business Administration (BBA)	(Intake 60)
Bachelor of Social Work (BSW)	(Intake 70)
Bachelor of Computer Application (BCA)	(Intake 70)
BSc Computer Science	(Intake 38)

Post Graduate Programme

MCom Finance & Taxation	(Intake 52)
Master of Social Work (MSW)	(Intake 30)
Master of Tourism & Travel Management (MTTM)	(Intake 20)

ELIGIBILITY FOR ADMISSION

PG

Age Limit: There is no age limit for applying to various post graduate programmes conducted in colleges affiliated to the University.

(i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University

recognized by Mahatma Gandhi University as equivalent there to for admission, subject to the stipulation regarding marks.

OR

(ii) Candidates who have passed Degree examination with Double or Triple main subject +or candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

(iii) The minimum requirements for admission to PG Degree Programmes are:

Master of Social Work		
Graduation with not less than CGPA of 1.8 out of 4 in the Core group (Core, Open, Complementary)	Graduation with not less than CCPA of 4.5 out of 10.00 in the Core group (Core, Open, Complementary.)	Graduation with not less than 45% marks in the Part III subjects (Main, Core, Subsidaries, Complementaries)

Master of Tourism and Travel Management

Graduation in any subject with not less than CGPA of 1.8 out of 4 in the Core group (Core, Open, Complementary.)	Graduation in any subject with not less than CCPA of 4.5 out of 10.00 in the Core group (Core, Open, Complementary.)	Graduation in any subject with not less than 45% marks in the Part III (Main, Core, Subsidaries, Complementaries)

Weightage of 10% marks scored by the candidate in Part III (Core, Main) shall be added to the total of Part III (Core/Main) for those candidates who have studied BTS (Core/Main) after standardizing the marks secured for the same to 600.

Master of Commerce		
Graduation in Commerce, BBA, BBM with not less than CGPA of 1.8 out of 4 in the Core group (Core, Open, Complementary)	Graduation in Commerce, BBA, BBM with not less than CCPA of 4.5 out of 10.00 in the Core group (Core, Open, Complementary)	Graduation in Commmerce, BBA, BBM with not less than 45% marks in the Part III (Main, Core, Subsidaries, Complementaries)

UG ELIGIBILITY FOR ADMISSION

In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations of MG University.

Age Limit: There is no uppper and lower age limit for admission to undergraduate programmes. However the upper age limit for admission through sports quota is 25 years.

No candidate shall be admitted to the degree programme unless he/she possess the qualifications and minimum requirements thereof.

* **BCom**
    1. BCom Computer Applications
    2. BCom Finance & Taxation
    3. BCom Travel & Tourism

Admission to the BCom Degree Programmes shall be open only to candidates who have passed the Plus Two or Equivalent examination recognized by this university with Book-Keeping and Accountancy and any two of the following subjects. viz.(1)Commerce (2) Commercial Correspondence and Commercial Geography (3) Economics (4) Life insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science/Computer Application (9) Informatics Practice and Management (10) Informatics Practice (11) Management (12) Accountancy as optional under Part III of the Examination

Relaxation of Marks:

For SC/ST applicants and ST applicants of Lakshadweep, only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.

- **BA English -** Model II (Administrative Assistant)

  Candidates who have passed Plus Two or equivalent examination or an examination recognised by MG University as equivalent thereto.

- **Bachelor of Business Administration (BBA):** Candidates shall be required to have passed Plus Two or equivalent examination or an examination recognized as equivalent thereto by this University .

- **Bachelor of Social Work (BSW):** Candidates shall be required to have passed Plus Two or equivalent examination or an examination recognised by this University as equivalent thereto.

- **Bachelor of Computer Applications (BCA):** Candidates shall be required to have passed the Plus Two/equivalent examination in Science stream with Mathematics/Computer Science/ Informatics Practices as optional.

- **BSc Computer Science Model III**: Candidates shall be required to have passed the Plus Two/equivalent examination with Physics, Chemistry and Mathematics.

Online Students' Grievance Redressal Portal

The Online Student's Grievance Redressal System is a new initiative taken by the University Grants Commission that facilitates students/complaints to lodge his or her grievance, send reminder and view status on action taken with regard to their grievance(s). The basic aim of the portal is to ensure transparency in admissions, prevent unfair practices in higher educational institutions and provide a mechanism for redressal of their grievances. The system also facilitates the Universities to search and browse grievances lodged against their University and post action taken against the complaints on the portal as well as contact the complaint directly through e-mail, phone or by post.

Students' Grievance Redressal Cell

The cell functions to look into the grievances lodged by any

student. Students may approach the cell to voice their grievances regarding academic matters, health services, library and other services. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell. The Grievance cell also looks into matters of harassment. Anyone with a genuine grievance may approach the Co-ordinator or member of the Students' Grievance cell. Grievances may also be sent through e-mail to the Co-ordinator of the Students' Grievance Cell. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

Objective

The main objective of the Grievance Cell is to promote and maintain a conducive and harmonious educational environment among the students. The Students' Grievance Cell is constituted for the redressal of the problems reported by the students of the College. This is with the following objectives in mind

- Grievance Cell is formed in order to keep the healthy working atmosphere amongst staff, students and parents.

- This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.

- To keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good Student-Student relationship and Student-Teacher relationship.

- To ensure effective solution to the student grievances with an impartial and fair approach.

- In order to advising Students of the College to respect each other and be patient whenever any occasion of conflict arises.

- To advise all the students to refrain from stirring up students against other students, teachers and College administration.

- Ragging in any form is strictly prohibited in and outside the Institution. Any violation of ragging and disciplinary rules should

be urgently brought to the notice of the Principal. Ragging Complaints will be handled as per ragging rules.

- Woman Harassment complaints will be handled as per government guidelines by respective section.

Scope

The cell will deal with Grievances received in writing from the students about any of the following matters:

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

- Financial matters: Related to dues and payments for various items from library, hostels etc.

- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions

- Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.

- Students can lodge a complaint.

- The person concerned can personally approach to any member of the Cell and can send email (email id: grievancesmec@gmail.com) or write an application and submit to Cell Convenor for grievances of any sort.

- The cases will be attended promptly on receipt of grievances from the students.

- The cell will review all cases and will act formally accordingly as per the management policy.

- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction

and guidance from the higher authorities.

Exclusions

The Grievance Redressal Cell shall not entertain the following
issues:

- Decisions of the executive council, academic council, board of
studies and other administrative or academic committees
constituted by the university.

- Decisions with regard to award of scholarship, fee concessions,
medals etc.

- Decisions made by the university with regard to disciplinary
matters and misconduct.

- Decisions of the university about admissions in any courses
offered by the Institute.

Decisions by competent authority on assessment and examination
result.

Anti-Ragging Cell

Ragging means the doing of any act of physical or mental abuse
(including bullying and exclusion) targeted at another student (fresher
or otherwise) on the ground of colour, race, religion, caste, ethnicity,
gender (including transgender), sexual orientation, appearance.
nationality, regional origins, linguistic identity, place of birth, place of
residence or economic background.

Administrative Action In The Event of Ragging:

The Anti-Ragging Committee of the institution shall take an
appropriate decision, in regard to punishment or otherwise, depending
on the facts of each incident of ragging and nature and gravity of the
incident of ragging established in the recommendations of the Anti-
Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and
gravity of the guilt established by the Anti-Ragging Cell, award, to
those found guilty, one or more of the following punishments, namely

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Anti-Ragging Cell-Composition

Convenor (Anti-Raging Cell)

Co-ordinator(Anti-Raging Cell)

Local Representatives

Police

Local Leaders

PTA Representatives

Alumni Representatives

Representatives of First Year Class Tutors

Student Representatives

Parent Teacher Association

PTA is a formal organization composed of Parents and Teachers to facilitate parental participation. The Parent- Teacher Association (PTA) is running very effectively in our college. The PTA looks into all the activities of our college for the betterment of the facilities and overall functioning of the institution. Every year parent representatives are elected from each class as soon as the academic year starts. From these representatives, a panel of 7 executives and a PTA Vice President have been elected and these 7 executives along with Principal, Manager

and a PTA secretary from the teaching faculty constitute the PTA Executive Committee. The PTA executives meet at regular intervals and PTA meetings are conducted every semester. The executive body is entrusted to plan, execute and take necessary decision for the overall development of the students and college. PTA takes active participation in academic and co-curricular programmes of the students.

Alumni Association

The Alumni Association of Mar Elias College helps to sustain a good relation between the pass out students with the college. It adds colours to your memories. Alumni plays a vital role in moulding the young new generation.

National Service Scheme

NSS aims at developing amongst students a sense of participation in nation building through Social Work. This deepens understanding of the social environment and enriches his/her personality through actual participation in day-to-day life of the society. This process of learning is not only a desirable supplement to the classroom education but develops in the student a sense of responsibility, tolerance and cooperation. The NSS plays a vital role in the development of the latent aspects of the student's personality.Since the establishment of the College in 2006, the NSS unit has been functioning with full vigour and enthusiasm.

Finishing school

Finishing school is defined as an institution which teaches students the finer aspects of etiquette and soft skills over and above the academic qualifications and helps students to achieve their dream with ease. It adds an extra thrust to our students to learn with much more focus, towards their career dreams.

Finishing School of Mar Elias College, Kottappady is designed to improve the employability of the students and focus on bridging the gap between the campus and corporate field by adapting the dynamic work environment. The holistic development of the student is ultimate aim of this programme

Mentor and Mentee

The relationship between a mentor and mentee is special. Mentors play a crucial role in both personal and professional growth of a mentee. They serve as guides for those who need someone to steer them in the right direction. Mentoring is a two-way process in which the mentor and mentee play unique roles. This will necessitate both to take responsibility and actively participate.

As a mentor, will provide guidance and support and navigate complex and challenging situations in their career.

1. Set clear goals and expectations
2. Communication
3. Encourage collaboration and teamwork
4. Extend positivity and celebrate wins
5. Be compassionate and empathetic
6. Create opportunities for growth and development

Gender Justice Forum

Gender Justice Forum implemented in true spirit, we believe, has the potential to engender our campuses and realize the goals of equity, access for to all sections of the higher education communication, especially women.

The recent expansion in higher education has made campuses more demographically diverse and heterogeneous than ever before.

These can enable Kerala to take a decisive lead in involving progressive that are mindful of the normative and educative role that colleges and universities can play in transforming consciousness to combat gender based discrimination and regressive mind sets across the country

Internal Complaint Committee

Internal Complaint Committee [ICC] is constituted to hear complaints and grievances in relation to incidents of sexual harassment among staff and students in the college. Along with that , it is constituted to inquire in to the grievances and make recommendations towards the complaints brought in front of it.

CELLS

Disciplinary Cell

Assists the Principal in maintaining discipline in the campus.It formulates strategies for improving discipline and meets when required and conducts enquiries and prepares report regarding the action to be taken.

Placement Cell

A well functioned Training and Placement Cell is considered as one of the most important cornerstone of an educational institution. A fully fledged Placement and Training Cell is working in our college campus also. It takes care of all the on campus and off campus placement activities. It brings student and industrial community together in an effort to create an industry-institution interaction. Technically skilled personals are invited periodically to enhance the knowledge of our student community with the latest technological innovations and industrial practices. It conducts a series of placement and employability skills training programs throughout the year .

Counselling Cell

In our college, there is an efficient counselling team from Social Work Department to deal with the problems of students. We provide counselling services, life skill education, family life education, awareness classes etc.

Women Empowerment Cell

The Women Empowerment Cell of our college aims at empowerment by the overall development of our girl students, exploring their true potential resorting to various programmes organized all throughout the academic year. The objective of this cell is the overall development of the women students in the college through conscientization of their responsibility in building the society, cultivating them a deeper interest in cultural heritage of our country bringing out the best in them by providing opportunities

Eco cell

Eco Cell is a platform on which we got the knowledge about environment. Eco Cell is a group who works to contribute to improving environmental conditions. They offer programs and activities to encourage others to reduce pollution, plant trees and more. The main aim of establishing the Eco Cell was to conserve the natural resources and the natural environment to create eco friendly environment and create awareness of biodiversity conservation and local environmental issues among students and to create a clean and green consciousness among them through various innovative methods.

CLUBS

ED Club

Inculcate "Entrepreneurship Culture", amongst youth and equip them with the skills, techniques and confidence to act as torch-bearers of "Enterprise" for the new generation.

Drama Club

Drama club gives students an outlet for interests that go beyond acting and leads to friendships across grades.

Debate Club

A debate club gives students of all abilities a fun way of developing their oracy skills

Dance Club

The aim of dance club is to enhance the talent, celebrate the diversity and give expression to the creativity of students in MEC. Dance club ensures all those members in the club will participate different dance events in the college. This club enables the students to improve their dance talents.

Literary Club

The Literary Club of Mar Elias College is working effectively by conducting programmes in connection with literacy,this club mainly

focus on bringing out the writing interest of students in our college and also encourage them to focus on literary related activities, currently the club has organised programmes such as book review and poster making on World Literacy Day, many students were participated and best of them were also chosen. The club plans to continues the effective functioning, by arranging various programmes

Photography Club

The mission of the Photography Club is to provide a supportive environment for interested photography students to share their creativity, knowledge and passion for photography.

The club will hold regular meetings and discussions and organize events such as photo-walks, and gallery visits, and lectures and workshops by visiting artists.

Nature Club

Nature Club is indeed a dedicated program to create awareness among the students, faculty and staff about nature and related issues. Nature club is the convergence of nature lovers, to promote, monitor and operate the environmental and sustainable activities in the society, starting from college campus with the novel objectives of facilitating the skill development for environmental protection, promoting environmental awareness among all sections of society, spreading environmental education among students.

Health Club

The Health Club of the college is a voluntary group that learns, discusses and takes action on issues related to the health and well-being of the staff and students of the campus. The club aims at increasing the knowledge and understanding of health issues that affect not only the students of the campus, but also the people in the neighbourhood, and guide them to adopt healthy behaviors. The club promotes hygienic lifestyle among students, organizes outreach programmes, provides first-aid facilities and challenges the students to take up leadership roles and responsibilities.

The utility of Health Clubs can only be understood through active involvement, which will certainly help in creating a healthy society and leading to responsible citizenship as, healthy people work better and carry forward a progressive nation.

COURSE STRUCTURE

FOR PG 2019 ADMISSION

The PG Course regulations shall be called Mahathma Gandhi University Regulations (2019) governing Post Graduate Programmes under Credit Semester System.

These Regulations shall come in to force from the Acadamic year 2019-20.

INTERNAL ASSESSMENT

The evaluation of each course shall contain two parts such as Internal/In Semester Assessment(IA) and External/End Semester Assessment (EA). 25% of 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 End Semester (ESE) and Continuous Evaluation shall be carried out using direct grading system.

PERFORMANCE GRADING

Students are graded based on a 7-point scale is used to evaluate the performance. Letter grade and GPA/SGPA/CGPA are given on the following scale:

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

Evaluation first stage Both Internal and External

Grade	Grade Points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	1.00 to 1.99
E	0	0

Weightage Distribution for External and Internal Examination

For Theory (Internal)

Components	Weightage
Assignment	1
Seminar	2
Best Two Test Papers	2 (1 each)
Total	5

For Paractical (Internal)

Components	Weightage
Written/Lab Test	2
Lab Involvement and Record	1
Viva	2
Total	5

For Paractical (External)

Components	Weightage
Written/Lab Test	7
Lab Involvement and Record	3
Viva	5
Total	15

For Project (Internal)

Components	Weightage
Relevance of the Topic and Analysis	2
Project Content and Presentation	2
Project Viva	1
Total	5

For Project (External)

Components	Weightage
Relevance of the Topic and Analysis	3
Project Content and Presentation	7
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 (External)

Components	Weightage
Comprehensive Viva-Voce (All Courses from first semester to fourth semester)	15
Total	15

The Program Structure Of PG
MCOM (FINANCE & TAXATION)

Course Code	Title of the Course	Type of the Course	Hours per week	Credits
I SEMESTER				
CM010101	Specialised Accounting	Core	5	4
CM010102	Organisational Behaviour	Core	5	3
CM010103	Marketing Management	Core	5	4
CM010104	Management Optimisation Techniques	Core	5	4
CM010105	Methodology for Social Science Research	Core	5	4
TOTAL FOR SEMESTER			**25**	**19**

II SEMESTER

CM010201	Advanced Corporate Accounting	Core	5	4
CM010202	Human Resource Management	Core	5	3
CM010203	International Business and Finance	Core	5	4
CM010204	Quantitative Techniques	Core	5	4
CM010205	Strategic Management	Core	5	4
TOTAL FOR THE SEMESTER	**25**	**19**		

III SEMESTER

CM010301	Strategic Financial Management	Core	6	5
CM010302	Income Tax – Law and Practice	Core	7	5
CM010303	Security Analysis and Portfolio Management	Core	6	4

CM800301	Indirect Tax Laws	Core-Elective	6	4
CM810301	(Group I)			
CM820301	Logistics and Supply Chain Management (Group 2) Total Quality Management (Group 3)			
TOTAL FOR THE SEMESTER			**25**	**18**

IV SEMESTER

CM010401	Advanced Cost and Management Accounting	Core	6	5
CM010402	Income Tax-Assessment and Procedure	Core	7	5
CM800401	Derivatives and Risk Management (Group 1)	Core-Elective	6	4
CM810401	Retail and Rural Marketing (Group 2)			
CM820401	E-Commerce and E-Business Management (Group3)			
CM800402/	Personal Investment and Behavioural Finance (Group 1) International Marketing (Group 2)	Core-Elective	6	4
CM810402				
CM820402	Legal Framework for I.T. Based Business and Intellectual Property Rights (Group 3)			
CM010403	Project Report	Core-Project	Nil	4
CM010404	Comprehensive Viva Voce	Core-Viva	Nil	2
TOTAL FOR THE SEMESTER			**25**	**24**
TOTAL CREDITS FOR THE PROGRAMME				**80**

MSW
I SEMESTER

Course Code	Title of the Course	Type of the Course	Hours per week	Credits
SW010101	Social Sciences for Social Work	Core	3	3
SW010102	Human Growth and Development	Core	3	3
SW010103	History, Philosophy and Fields of Social Work	Core	3	3
SW010104	Social Work Practice with Individuals	Core	3	3
SW010105	Social Work Practice with Communities	Core	3	3
SW010106	Field Practicum	Core	12	6
	Semester I Total			**21**
II SEMESTER				
SW010201	Introduction to Abnormal and Social Psychology	Core	3	3
SW010202	Counselling and Psychotherapy	Core	3	3
SW010203	Professional Skills for Social Workers	Core	3	3
SW010204	Social Work practice with Groups	Core	3	3
SW010205	Social Work Research and Statistics	Core	3	3
SW010206	Field Practicum 2	Core	12	6
	Semester II Total			**21**
III SEMESTER				
SW010301	Planning and Implementa-tion of Development Projects	Core	3	3

SW010302	Administration of Human Service Organizations	Core	**3**	**3**
SW010303	Field Practicum 3	Core	**12**	**6**
Specialization Courses				
Group 1: Community Development (CD)				
SW800301	Rural & Urban Community Development	Elective	**3**	**3**
SW800302	Environment and Disaster Management	Elective	**3**	**3**
SW800303	Community Health for Development Practice	Elective	**3**	**3**
Group 2: Family and Child Welfare (FCW)				
SW810301	Social Work Practice With Families	Elective	**3**	**3**
SW810302	Policies and Programmes for Children and Youth	Elective	**3**	**3**
SW810303	Population dynamics and Reproductive and Child Health	Elective	**3**	**3**
Group 3: Medical and Psychiatric Social Work (MPSW)				
SW820301	Clinical Assessment and Diagnosis of Psychiatric Disorders	Elective	**3**	**3**
SW820302	Social Work in the Field of Health	Elective	**3**	**3**
SW820303	Health Care Administration and Community Health	Elective	**3**	**3**
Semester III Total				**21**
IV SEMESTER				
SW010401	Social Legislation and Human Rights	Core	3	3
SW010402	Gerentological Social Work	Core	3	3

SW010403	Field Practicum 4	Core	12	6
SW010404	Dissertation	Core	3	3
SW010405	Internship (After the completion of fourth semester examination)	Core	10	5
Specialization Courses				
Group 1: Community Development (CD)				
SW800401	Human Resource Management for Development Practice	Elective	3	3
SW800402	Economic Development: Theory and Practice	Elective	3	3
Group 2: Family and Child Welfare (FCW)				
SW810401	Therapeutic Interventions in the field of Family and Child Welfare	Elective	3	3
SW810402	Social Work in Education	Elective	3	3
Group 3: Medical and Psychiatric Social Work (MPSW)				
SW820401	Social Work Interventions in the field of mental health	Elective	3	3
SW820402	School Mental Health and Social Work Practice	Elective	3	3
	Comprehensive Viva Voce			1
				27
	MSW Total			**90**

B.COM MODEL II

COMMON COURSES

Sl No	Course Name	Credit	Hours per week
1	Language- English-I	4	5
2	Second Language-I	4	5
3	Language- English-II	4	5
4	Second Language-II	4	5
5	Language- English- III	3	5
6	Language- English -IV	3	5
	TOTAL		**22**

Complementary Courses

Sl No	Course Name	Credit	Hours per week
1	Banking and Insurance	3	3
2	Principles of Business Decisions	3	3
3	Finance and Taxation-E- Commerce	4	5
	Computer Application- Programming in 'C' (Theory)	3	3
	Computer Application Programming in 'C' (Practical)	1	2
	Travel and Tourism E Commerce	4	5
	Marketing E Commerce	4	5
	Logistics Management- E Commerce	4	5
4	Finance and Taxation-Income Tax- Assessment and Planning	4	5
	Computer Application- Database Management System	3	3
	Computer Application Database Management System (Practical)	1	2

	Travel and Tourism Tourism Environment and Ecology Marketing	4	5
	Consumer Behaviour	4	5
	Logistics Management- Consumer Behaviour	4	5
	TOTAL		**14**

Core Courses

Sl No	Course Name	Credit	Hours per week
1	Dimensions and Methodology of Business Studies	2	3
2	Financial Accounting I	4	5
3	Corporate Regulations and Administration	3	4
4	Financial Accounting II	4	5
5	Business Regulatory Framework	3	4
6	Business Management	3	3
7	Corporate Accounts I	4	4
8	Quantitative Techniques for Business- 1	4	4
9	Financial Markets and Operations	3	4
10	Marketing Management	3	3
11	Optional - 1	4	5
12	Corporate Accounts II	4	5
13	Quantitative Techniques for Business- II	4	5
14	Entrepreneurship Development and Project Management	4	5
15	Optional - 2 -	4	5
16	Cost Accounting - 1	4	6

17	Environment Management and Human Rights	4	5
18	Optional - 3	4	5
19	Cost Accounting - 2	4	6
20	Advertisement and Sales Management	3	4
21	Management Accounting	4	5
22	Optional - 4	4	5
23	Project and Viva	1	-
	TOTAL		**81**

Details of Optional Courses
FINANCE AND TAXATION

Sl No	Course Name	Credit	Hours per week
1	Goods and Services Tax	4	5
2	Financial Services	4	5
3	Income Tax- I	4	5
4	Income Tax - II	4	5

COMPUTER APPLICATIONS

1	Information Technology for Business	4	5
2	Information Technology for Office	4	5
3	Computerized Accounting	4	5
4	Software for Business and Research	4	5

TRAVEL AND TOURISM

1	Fundamentals of Tourism	4	5
2	Travel and Tourism Infrastructure	4	5
3	Hospitality Management	4	5
4	Tourism and Cultural Heritage of India	4	5

OPEN COURSES OFFERED

Sl No	Course Name	Credit	Hours per week
1	CO5OP01- Fundamentals of Banking and Insurance	3	4
2	CO5OP02- Capital Market and Investment Management	3	4
3	CO5OP03- Fundamentals of Accounting	3	4
	TOTAL		**3**

Semester-wise details Semester- 1

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		TOTAL	**20**	**25**

Semester- 2				
SI No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Frame work	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	3
		TOTAL	21	25
Semester 3				
SI No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business- 1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional - 1		
	CO3OCT01	Finance and Taxation-Goods and Services Tax	4	5
	CO3OCT02	Computer Application- Information Technology for Business (Theory) Computer Application	3	3
	CO3OCP01	Information Technology for Business (Practical)	1	2

	CO3OCT04	Travel and Tourism Fundamentals of Tourism	4	5
	CO3OCT05	Marketing Customer Relationship Management	4	5
	CO3OCT06	Logistics Management 1Introduction to Logistics Management	4	5
		TOTAL	**21**	**25**

<table>
<tr><th colspan="5">Semester- 4</th></tr>
<tr><th>Sl No</th><th>Course Code</th><th>Course Name</th><th>Credit</th><th>Hours per week</th></tr>
<tr><td>1</td><td>CO1CRT01</td><td>Language- English-I</td><td>3</td><td>5</td></tr>
<tr><td>2</td><td>CO4CRT11</td><td>Corporate Accounts II</td><td>4</td><td>5</td></tr>
<tr><td>3</td><td>CO4CRT12</td><td>Quantitative Techniques for Business- II</td><td>4</td><td>5</td></tr>
<tr><td>4</td><td>CO4CRT13</td><td>Entrepreneurship Development and Project Management</td><td>4</td><td>5</td></tr>
<tr><td>5</td><td></td><td>Optional - 2 -</td><td>4</td><td>5</td></tr>
<tr><td></td><td>CO4OCT01</td><td>Finance and Taxation-
Financial Services</td><td>4</td><td>5</td></tr>
<tr><td></td><td>CO4OCT02</td><td>Computer Application-
Information Technology for
Office (Theory)</td><td>3</td><td>3</td></tr>
<tr><td></td><td>CO4OCP01</td><td>Computer Application
Information Technology for
Office (Practical)</td><td>1</td><td>2</td></tr>
<tr><td></td><td>CO4OCT04</td><td>Travel and Tourism
Travel and Tourism
Infrastructure</td><td>4</td><td>5</td></tr>
</table>

	CO4OCT05	Marketing Services Marketing	4	5
	C04OCT06	Logistics Management Principles of Logistics Information	4	5
		TOTAL	**19**	**25**

Semester- 5				
SI No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3	CO5CMT07	Complementary Course Finance and Taxation- E- Commerce	4	5
	CO5CMT08	Computer Application- Programming in 'C' (Theory)	3	3
	CO5CMP01	Computer Application Programming in 'C' (Practical)	1	2
	CO5CMT07	Travel and Tourism E Commerce	4	5
	CO5CMT07	Marketing E Commerce	4	5
	CO5CMT07	Logistics Management- E Commerce	4	5
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	5
	CO5OCT02	Computer Application- Computerised Accounting (Theory)	3	3

	CO5OCP01	Computer Application Computerised Accounting (Practical)	1	2
	CO5OCT04	Travel and Tourism Hospitality Management	4	5
	CO5OCT05	Marketing Marketing Research	4	5
	CO5OCT06	Logistics Management Air Cargo Logistics Management	4	5
5		Open Course	3	4
		TOTAL	**19**	**25**

Semester- 6				
SI No	Course Code	Course Name	Credit	Hours per week
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3		Complementary Course Finance and Taxation		
	CO6CMT09	Income Tax- Assessment and Planning	4	5
	CO6CMT10	Computer Application- Database Management System	3	3
	CO6CMP01	Computer Application Database Management System (Practical)	1	2
	CO6CMT11	Travel and Tourism Tourism Environment and Ecology	4	5

	CO6CMT12	Marketing Consumer Behaviour	4	5
	CO6CMT12	Logistics Management- Consumer Behaviour	4	5
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4	4	5
	CO6OCT01	Finance and Taxation- Income Tax- II	4	5
	CO6OCT02	Computer Application- Software for Business and Research (Theory)	3	3
	CO6OCP01	Computer Application Software for Business and Research (Practical)	1	2
	CO6OCT04	Travel and Tourism Tourism and Cultural Heritage of India	4	5
	CO6OCT05	Marketing International Marketing	4	5
	CO6OCT06	Logistics Management Shipping and Ocean Freight Logistics Management	4	5
6	CO6PR01	Project and Viva	1	-
		TOTAL	**20**	**25**

MODEL 2-(VOCATIONAL) ADMINISTRATIVE ASSISTANT COURSES SEMESTER-WISE

SEMESTER 1

Course Code	Title of Course	No.of Hours / week	Credit
ENICCO1	Fine-tune Your English	5	4
ENICROI	Methodology for Studying Literature	5	4
	Common Course- Second Language	5	4
ENICMOI(Ad).	Complementary Course 1- English for Business Communication-1	5	4
ENIV001(C)	Vocational 1: Information Technology and Computer Application	5	4

SEMESTER II

Course Code	Title of Course	No.of Hours / week	Credit
EN2CC03	Issues that Matter	5	4
	Common Course-Second Language	5	4
EN2CR02	Introducing Language & Literature	5	4
EN2CM02(Ad)	Complementary 2: English for Business Comminication 2	5	4
EN2V002(C)	Vocational 2: Computer Applications and DTP (Practical)	5	4

SEMESTER III

Course Code	Title of Course	No.of Hours / week	Credit
EN3CCO5	Literature and as Identity	5	4
EN3CR03	The Harmony of Prose	5	4
EN3CR04	The Symphony of Verse	5	4
EN3CM03	Evolution of Literary Movements: The Shapers of Destiny	5	4
EN3V003(Ad)	Vocational 3: Business Accounting	5	4

SEMESTER IV

Course Code	Title of Course	No.of Hours / week	Credit
EN4CC06	Illuminations	5	4
EN4CR05	Modes of Fiction	5	4
EN4CR06	Language & Linguistics	5	4
EN4CM04	Evolution of Literary Movements: The Cross Currents of Change	5	4
EN4V004(Ad)	Vocational 4: Office Procedures & Practices	5	4

SEMESTER V

Course Code	Title of Course	No.of Hours / week	Credit
ENSCR07	Acts on the Stage	6	4
EN5CR08	Literary Criticism & Theory	5	4
ENSCROP O1,02,03	Open Course	4	3
ENSCR09	Indian Writing in English	5	4
EN5CRENOI	Environmental Studies & Human Rights	5	4

SEMESTER VI

Course Code	Title of Course	No.of Hours / week	Credit
EN6CB0 1,02,03,04	Choice Based Course	4	3
EN6CR10	Postcolonial Literatures	5	4
EN6CR11	Women Writing.	5	4
EN6CR12	American Literature	5	4
EN6CR13	Modern World Literature	5	4
EN6PR01/ ENOJT01	Project/On the Job Training	1	2

BCA

SEMESTER 1

Course Code	Title of Course	No.of Hours / week	Credit
EN1CC01	English-I Common	4	4
MM1CMT01	Mathematics Complementary	4	4
ST1CMT01	Basic Statistics Complementary	4	4
CA1CRT01	Computer Fundamentals and Digital Principles Core	4	4
CA1CRT02	Methodology of Programming and C Language Core	4	4
CA1CR01	Software Lab I	4	4

SEMESTER II

Course Code	Title of Course	No.of Hours / week	Credit
EN2CC03	English-II Common	4	4
MM2CMT02	Discrete Mathematics Complementary	4	4
CA2CRT03	Data Base Management Systems Core	4	4

CA2CRT04	Computer Organization and Architecture Core	4	4
CA2CRT05	Object oriented programming using C++ Core	4	4
CA2CRT06	Software Lab- II Core	4	4

SEMESTER III

Course Code	Title of Course	No.of Hours / week	Credit
ST3MT03	Advanced Statistical Methods Complementary	4	4
CA3CRT06	Computer Graphics Core	4	4
CA3CRT07	Microprocessor and PC Hardware Core	4	4
CA3CRT08	Operating Systems Core	4	4
CA3CRT09	Data Structure using C++ Core	4	3
CA3CRP03	Software Lab III Core	6	2

SEMESTER IV

Course Code	Title of Course	No.of Hours / week	Credit
ST1CMT04	Operational Research Complementary	4	4
CA4CRT10	Design and Analysis of Algorithms Core	4	4
CA4CRT11	System Analysis & Software Engineering Core	4	4
CA4CRT12	Linux Administration Core	4	4
CA4CRT13	Web Programming using PHP Core	4	4
CA4CRP04	Software Lab IV Core	6	2

SEMESTER V

Course Code	Title of Course	No.of Hours / week	Credit
CA5CRT14	Computer Networks Core	3	4
CA5CRT15	IT and Environment Core	4	4
CA5CRT16	Java Programming using Linux Core	4	4
CA5OPT01	Informatics and Cyber ethics	4	4
CA5CRP05	Software Lab V Core	4	4
CA5CRP06	Software Development Lab I (Mini Project in PHP) Core	6	2

SEMESTER VI

Course Code	Title of Course	No.of Hours / week	Credit
CA6CRT17	Cloud Computing Core	4	4
CA6CRT18	Mobile Application development- Android Core	4	4
CA6ELT01	Elective :Data Mining	4	4
CA6CRP07	Software Lab VI & Seminar Core	6	2
CA6CRP08	Software Development Lab II (Main Project) Core	7	3
CA6VVT01	Viva Voce Core 1	0	1

BSc COMPUTER SCIENCE

SEMESTER 1

Course Code	Title of Course	No.of Hours / week	Credit
EN1CC01	English-I Common	5	4
MM1CMT01	Mathematics Complementary	4	4
CS1CRT01	Computer Fundamentals and Basic PC Hardware	4	4

CS1CMT01	Fundamentals of Digital Principles	4	4
CA1CRT02	Methodology of Programming and C Language Core	4	4
CS1CRPO01	Software Lab I	4	4

SEMESTER II

Course Code	Title of Course	No.of Hours / week	Credit
EN2CC03	English-II Common	4	4
MM2CMT02	Discrete Mathematics	4	4
CS2CRT04	Data Communications	4	4
CS2CRT04	Computer Organization and Architecture Core	4	4
CA2CRT05	Object oriented programming using C++ Core	4	4
CS2CCPT06	Software Lab- II Core	4	4

SEMESTER III

Course Code	Title of Course	No.of Hours / week	Credit
	Probabilty and Statistics	4	4
CS3CRT06	Database Management	4	4
CS3CRT07	System Analysis and Design	4	4
CS3CRT08	Networking Fundamentals	4	4
CS3CRT09	Data Structure using C++ Core	4	4
CS3CRP03	Software Lab III Core	5	2

SEMESTER IV

Course Code	Title of Course	No.of Hours / week	Credit
CS4CRT11	Microprocessor and Assembly Language Programming	4	4
CS4CRT12	Computer Aided Optimization Techniques	4	4

CS4CRT10	Linux Administration Core	4	4
CS4CRT13	Web Programming using PHP Core	4	4
CS4CRP04	Software Lab IV	4	2
CS5CRP05	Assembly Language Programming Language	5	2

SEMESTER V

Course Code	Title of Course	No.of Hours / week	Credit
CS5CRT14	System Software And Operating System	4	4
CS5CRT15	IT and Environment Core	4	4
CS5CRT16	Java Programming using Linux Core	4	3
CS5CRT17	Computer Security	4	4
CA5OPT01	Informatics and Cyber ethics	4	4
CA5CRP06	Software Development Lab I (Mini Project in PHP) Core	5	2

SEMESTER VI

Course Code	Title of Course	No.of Hours / week	Credit
CS6CRT18	Computer graphics	5	4
CS6CRT19	Big Data Analysis	5	4
CS6PET	Elective:Cloud Computing	5	4
CS6CRP07	Seminar	3	2
CS6CRP08	Software Development Lab II (Main Project) Core	7	3
CS6VVP	Viva Voce Core 1	0	1

BBA

SEMESTER 1

Course Code	Title of Course	No.of Hours / week	Credit
BA1CCT05	English-I Common	5	4
BA1CRT01	Principles and Methodology of Management	4	4
BA1CRT02	Business Accounting	4	4
BA1CRT03	Fundamentals of Business Mathematics	4	4
BA1CRT04	Fundamentals of Business Statisics	4	4

SEMESTER II

Course Code	Title of Course	No.of Hours / week	Credit
BA1CRT06	Cost and Management Accounting	4	4
BA1CRT07	Business Communication	4	4
BA1CRT08	Mathematics for Management	4	4
BA1CRT09	Statistics For Management	4	4
BA1CRT10	English Paper II	4	4

SEMESTER III

Course Code	Title of Course	No.of Hours / week	Credit
BA1CRT11	Human Resource Management	4	4
BA1CRT12	Marketing Management	4	4
BA1CRT13	Research Methodology	4	4
BA1CRT14	Business Laws	4	4
BA1CRT15	Personality Development and Management Skills (Minor Project)	4	4

SEMESTER IV

Course Code	Title of Course	No.of Hours / week	Credit
BA1CRT16	Financial Management	4	4
BA1CRT17	Managerial Economics	4	4
BA1CRT18	Enterpreneurship	4	4
BA1CRT19	Basic Informatics for Management	4	4
BA1CRT20	Corporate Law	4	2

SEMESTER V

Course Code	Title of Course	No.of Hours / week	Credit
BA1CRT21	Organisational Behavior	4	6
BA1CRT22	Open Course	4	4
BA1CRT23	Environment Science and Human Rights	4	5
BA1CRT24	Intellectual Property Rights and Industrial Laws	4	5
BA1CRT25	Operations Management	2	2
BA1CRT25	Industrial Relations	3	3

SEMESTER VI

Course Code	Title of Course	No.of Hours / week	Credit
BA1CRT27	Optional-1	4	5
BA1CRT28	Optional-II	4	5
BA1CRT29	Strategic Management	4	5
BA1CRT30	Communication Skills and Personality Development	4	5
BA1CRT31	Management Project	4	5

COLLEGE CALENDER

Date	Day	Departments / Clubs	Particulars
JUNE 2021			
1	Tuesday	Dept. of Commerce	Global Day of parents
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday	Dept. of Social Work	World Environment Day
		Dept. of Commerce	World Environment Day
6	Sunday		
7	Monday	Dept. of Commerce	World Food Safety Day
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		

21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Dept. of Computer Science and Applications	Online training program for Final year BSc and BCA students to provide awareness about their last year project
28	Monday	Dept. of Social Work	Day against Drug Abuse Webinar-International and Illicit Trafficking.
		Dept. of Commerce	International day against drug abuse
29	Tuesday		UG University exam 6th Sem
30	Wednesday		
JULY 2021			
1	Thursday		- UG Semester 3rd, 5th
			beginning
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7-12		Internal Exam Committee	Model exam for 4th
8	Thursday		
9	Friday	Dept. of Social Work	Webinar on - Cancer prevention and healthy lifestyle
		Dept. of Computer Science and Applications	Parents teachers association meeting for Class:2nd sem BSc

10	Saturday	Dept. of Computer Science and Applications Class:2nd sem BCA	Parents teachers association meeting for
11	Sunday		
12	Monday	Internal Exam Committee	Model exam for 2nd semester UG begins
13	Tuesday	Dept. of Social Work	UG 6th Sem University Viva
14	Wednesday		
15	Thursday	Dept. of Commerce	Internal project and comprehensive viva voce for 4th semester PG students
17	Saturday	Dept. of Computer Science and Applications	Parents teachers association meeting for Class:5th sem BCA
19	Monday	Dept. of Computer Science and Applications	SPSS(Statistical package for social science) Training session for MSW students
22	Thursday	Dept. of Computer Science and Applications	Parents Teachers Association Meeting for Class:5th sem BSc
23	Friday	Dept. of Management Dept. of Commerce	Logo competition Signing off program for 6th semester students
25	Sunday	Dept. of Commerce	National Parents day
26	Monday		PG 4th Sem University Exams.
		Dept. of Commerce	Web quiz and onlines games for plus two students organised by MECCA
28	Wednesday	Dept. of Social Work	World Nature Conservation Day Celebration.
29	Thursday		
30	Friday	Dept. of Computer Science and Applications	Excel software training class for all teaching faculties (under computer literacy club)
31	Saturday	Internal Exam Committee	PG answer sheet

AUGUST 2021			
1			
2	Monday		PG Semester 3rd Sem beginning
		Dept. of Computer Science and Applications	Excel software training class for all teaching faculties(under computer literacy club)
3	Tuesday		
4	Wednesday		
5	Thursday	Internal Exam Committee	First internal exams for 2nd semester PG begins
6	Friday	Internal Exam Committee	UG model exam answer sheet evaluation.
7	Saturday	Dept. of Social Work	UG mark sheet
8	Sunday		
9	Monday		
10	Tuesday	Internal Exam Committee	First Semester A Form Submission
		Dept. of Commerce	Debate under PG Association
11	Wednesday		
12	Thursday	Dept. of Social Work	International Youth Day Celebration.
13	Friday	Dept. of Commerce Dept. of Computer Science and Applications	World Organ Donation Day Signing off program for 6th semester students
14	Satuday		
15	Sunday		Independence Day Celebration
16	Monday	Dept. of Management	Entrepreneurial Talk
17	Tuesday	Dept. Of Language	FDP for Teachers
18	Wednesday		Onam celebrations
19	Thursday		Onam Vacation
		Dept. of Commerce	World Photography Day
20	Friday		
21	Saturday		
22	Sunday		

23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday	Dept. of Commerce	International Web Quiz organized under MECCA
SEPTEMBER 2021			
1	Wednesday	Intenal Exam Committee	Model exam for 2nd semester PG and First internal exam for 5th semester UG begins
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday		Teachers Day Celebration
6	Monday		
7	Tuesday		
8	Wednesday	Literary Club	International literacy day
9	Thursday		
10	Friday	Dept. of Social Work	World Suicide prevention Day
11	Saturday		
12	Sunday		
13	Monday	Dept. of Computer Science and Applications	Programmer's Day
14	Tuesday	Dept. Of Language	Hindi Day Celebration
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20-27	Monday	Internal Exam Committee	Third Semester First Internal Exam
21			

22			
23			
24	Friday	Debate club	Debate competition-Is Face book better than Instagram
25	Saturday	Internal Examination	An awareness class on SEBI guidelines
26	Sunday		
27	Monday	Dept. of Commerce	World Tourism Day celebrations organised by tourism club under MECCA
		Dept. of Management	International Webinar
		Photography Club	Intenational peace day
		Music Club & Dance Club	Intenational peace day
		Tourism Club	World tourism day
28	Tuesday	Eco cell	Webinar-organic farming
29	Wednesday	Dept. of Commerce	Awareness of food loss and waste
30	Thursday		
OCTOBER 2021			
1	Friday		
2	Saturday		Gandhi Jayanthi
3	Sunday		
4	Monday	Dept. of Computer Science and Applications	Bridge course and mentoring for 1st year BCA/BSc. Students
5	Tuesday	Dept. of Social Work	World teachers Day Celebration
		Dept. of Computer Science and Applications	Extension Activity
6	Wednesday		
7	Thursday		
8	Friday	Dept. of Management	Training Programme
9	Saturday	Dept. of Commerce	Alumini Meet of PG Batch
10	Sunday	Dept. of Social Work	World Mental Health Day
		Dept. of Language	Birthday Celebration of Harold Pinter
		Health Club	World Mental Health Day Plan
11	Monday	Women Empowerment cell	Webinar -Gender Equity
12	Tuesday		
13	Wednesday		

14	Thursday		
15	Friday	Dept. of Social Work	Global Hand Washing Day
16	Saturday	Dept. of Commerce	World Food Day
		Dept. of Language	Orientation Programme on IELTS
17	Sunday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday	Internal Exam Committee	Model exam for 5th semester UG begins
26	Sunday		
27	Monday		
28	Thursday	Film club	International film festival
29	Friday	Dept. of Management	Marketing club programme
30	Saturday	Dept. of Commerce	World Thrift day, Induction Programme for 1st years
31	Sunday	Dept. of Language	National Webinar
NOVEMBER 2021			
1	Monday		Kerala Piravi Celebrations
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Dept. of Social Work	National Cancer Awareness Day
8	Monday	Dept. of Commerce	Workshop on Research Methodology for 6th semester UG and 4th semester PG
9	Tuesday		
10	Wednesday	Dept. of Language	Scene Enactment
11	Thursday		
12	Friday	Dept. of Management	KMAT Coaching

13	Saturday		
14	Sunday	Dept. of Commerce	Childrens Day
15	Monday	Internal Exam Committee	UG 5th Sem ending.
			First internal exams for 3rd semester UG begins
16	Tuesday		UG 6th Sem Beginning
		ED CLUB	Entrepreneurial talk
17	Wednesday	Dept. of Commerce	World Student Day
18	Thursday		
19	Friday	Dept. of Management	HR club programme
20	Saturday		
21	Sunday		
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday	Dept. of Computer Science and Applications	Aptitude training session based on problem solving skills for 3rd year BCA and BSc.students
26	Friday	Dept. of Language	Extension Activity
		Dept. of Computer Science and Applications	Competitive examination guidelines class for final year students (Awareness class about "How to appear public examinations")
27	Saturday		
28	Sunday		
29	Monday		
30	Tuesday		PG 3rd Sem Ending.
DECEMBER 2021			
1	Wednesday	Dept. of Commerce Dept. of Social Work	World AIDS Day World AIDS Day
2	Thursday	Dept. of Computer Science and Applications	Computer Literacy Day Celebration
		Nature club	National pollution prevention Day
3	Friday	Dept. of Social Work	Day of person with Disabilities.
4	Saturday		
5	Sunday		
6	Monday		

7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday	Dept. of Commerce	Human Rights Day
		Dept. of Social Work	Human Rights Day
		Dept. of Management	Career Guidance Session
		Dept. of Language	Story Narration
11	Saturday		
12	Sunday		PG 4th Sem Beginning.
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday	Dept. of Language	Inter-collegiate fest organised by MECCA
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		Christmas day celebrations
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		
JANUARY 2022			
1	Saturday	Dept. of Commerce	Global Family day
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		

7	Friday	Dept. of Language	Hindi Recitation Competition
		Debate club	Debate competition
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday	Dept. of Social Work	National Human Trafficking Awareness Day
		Dept. of Commerce	National Road Safety Week ED Club Business project preparation
12	Wednesday	Dept. of Social Work	National Youth Day
		Dept. of Commerce	
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wedneday		
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday		
24	Monday	Dept. of Management	Interdepartment Business Quiz Competition
		Internal Exam Committee	Internal exam for 1st semester UG and Model Exam for 3rd semester UG
25	Tuesday	Dept. of Commerce	National Tourism Day Tourism Club
		Dept. of Language	Paper Presentation
26	Wednesday		Republic Day Celebrations
27	Thursday		
28	Friday	Dept. of Commerce	Industrial visit for UG
29	Saturday		
30	Sunday		
31	Monday		

FEBRUARY 2022			
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday	Dept. of Commerce	World Cancer Day
		Dept. of Social Work	
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday	Film club	Global Movie Day
13	Sunday	Dept. of Commerce	National Womens Day
14	Monday	Dept. of Commerce	Valentines Day
		Dept. of Language	Love Letter Competition
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		
21	Monday	Music Club & Dance Club	Valentine's Day and Mother Language Day
		Photography Club	Valentine's Day and Mother Language Day
		Literary Club	International Mother Language Day
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday	Dept. of Management	Best manager & Best management team competition
		Dept. of Language	Exam Orientation Programme for BA
26	Saturday		
27	Sunday		

28	Monday		
MARCH 2022			
1	Tuesday		
2	Wednesday		
3	Thursday	Dept. of Management	Resume Preparation and Interview Techniques
4	Friday		
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday	Women Empowerment cell	International Women's Day
		Dept. of Social Work	Women's Day Celebration
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday	Dept. of Commerce	Holi
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday	Eco cell	Webinar - Waste Management
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday	Dept. of Commerce	Workshop on Resume Writing
29	Tuesday		
30	Wednesday		
31	Thursday		UG 6th Sem ending, PG 4th Sem ending
			University Exams

APRIL 2022			
1	Friday		
2	Saturday		
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday	Health Club	World Health Day
8	Friday		
9	Saturday		
10	Sunday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	saturday		
17	Sunday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
30	Friday		

APPLICATION FOR LEAVE

1. Name (in block letters)   :

2. Class and Roll Number   :

3. Dates for which leave is required :

4. Reason for leave   :

5. Leave already taken   :

        Signature of student

        Signature of the guardian

        Signature of the Warden(for hostel students)

        Signature of teacher in charge

Date:

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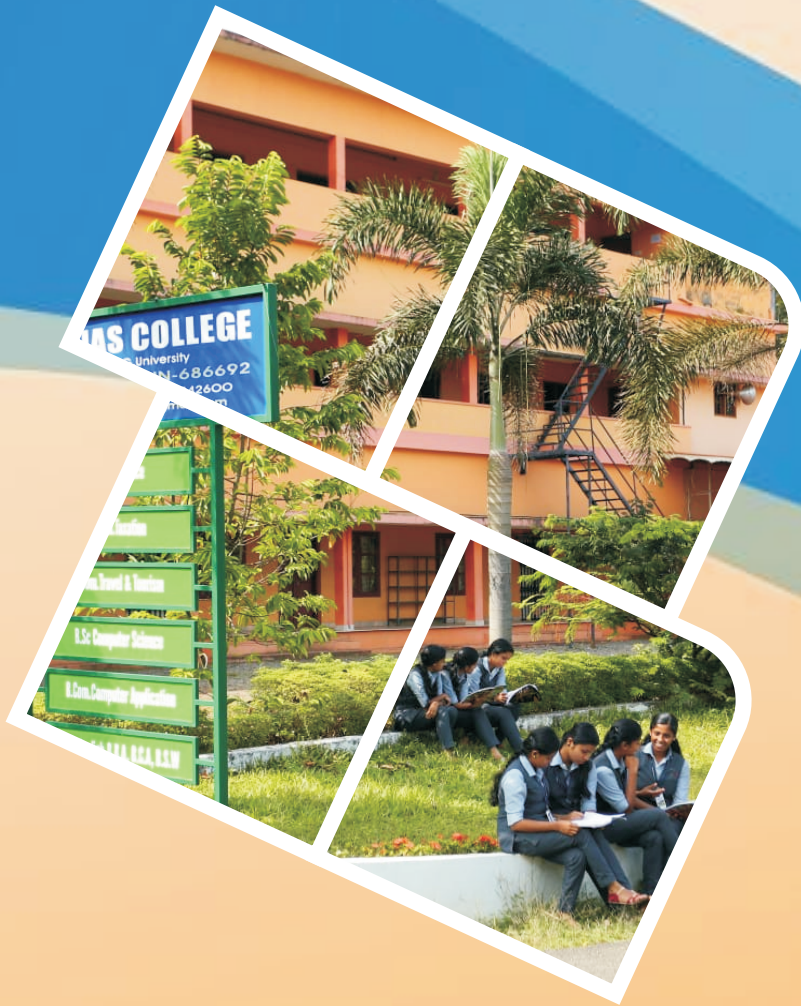

Signature of student

Signature of the guardian

Signature of the Warden(for hostel students)

Signature of teacher in charge

Date:

IMPORTANT PHONE NUMBERS

Name	Contact Number	
C.M BABY	**MANAGER**	9447218418
Dr. P.K SUDARSANAN	**PRINCIPAL**	9446109427
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MG University, Vice-Chancellor	481-2731001 (office) 4812731003 (Residence)	
Registrar MG University	481-597605 (Office) 481-2731007 (Residence)	
Controller of Examinations (MG University)	0481-2733452,0481-2733454	
Enquiry (MG University)	91-481-2731020,3300,3575,3576	
Kottappady Police Station	0484-2843213	
Kothamangalam KSRTC Bus Stand	0485-2862202	
Perumbavoor KSRTC Bus Stand	0484-2523416	

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