



MAR ELIAS COLLEGE

Kottappady P.O.
Kothamangalam – 686 692

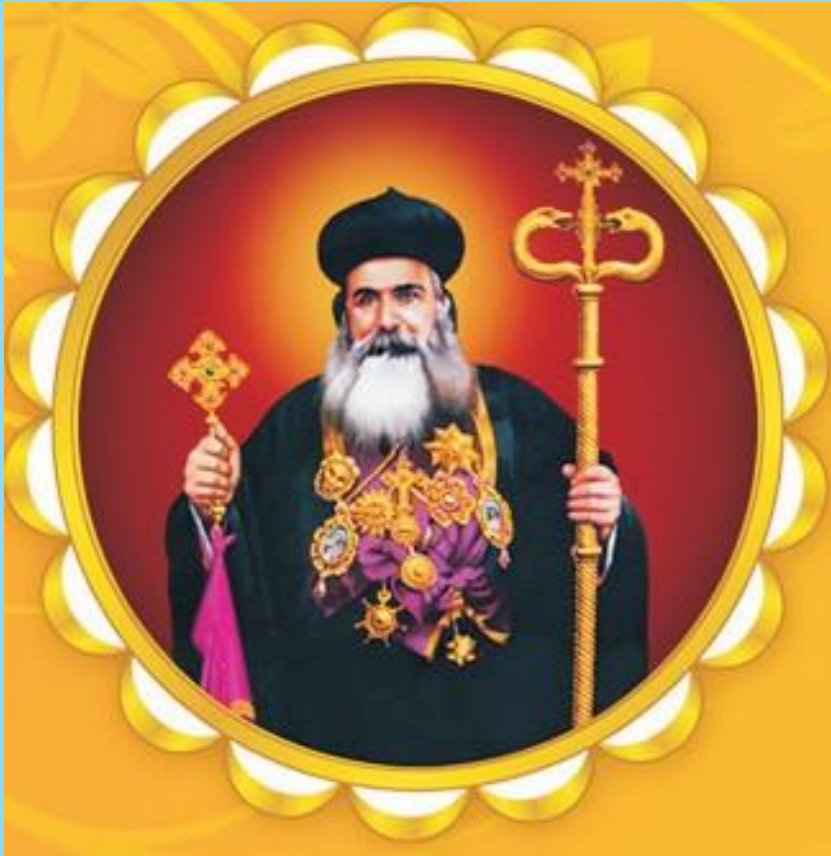
(Approved by Govt. of Kerala,
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Accredited by NAAC with **B++** grade)

STUDENT HANDBOOK

2024 - 2025



**KALKKUNNEL
MAR GEEVARGHESE SAHADA CHURCH**



**OUR PATRON SAINT
HIS HOLINESS MORAN MOR IGNATIUS
ELIAS III**

VICAR (BOARD PRESIDENT)



Rev.Fr. Jose Parathuvayalil

Asst. VICAR



Rev.Fr. Ben Stephen Mathew Kallungal

MANAGER



Shri. Sunil Joseph

PRINCIPAL



Dr. Joseph T Moolayil

MAR ELIAS COLLEGE KOTTAPPADY

Kottappady P.O, Kothamangalam – 686 692

(Approved by Govt.of Kerala & Affiliated to Mahatma Gandhi University, Kottayam, Kerala, Accredited by NAAC with **B++** grade)



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Manager: 8606665602

Website: www.mecollege.ac.in

Email: marelias@mecollege.ac.in

STUDENT HANDBOOK 2024 - 2025

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
- (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 unity & 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

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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 creative student programmes. Promotion of trust through professional courtesy and fair treatment

■

CORE VALUES

- Holistic education
- Ability to change society
- Academics for excellence
- Civic awareness
- Environmental sustainability
- Dedicated and committed teaching community

INSTITUTIONAL OBJECTIVES

- To mould our students as globally competent and socially committed learners.
- To Recruit well qualified, experienced and dedicated faculty.
- Uplift the social environment around the campus by conducting various extension programmes.
 - Continuous evaluation and improvement of our

system of education.

- Encourage creative and innovative students' programmes.
- Promotion of trust through professional courtesy and fair treatment.

MANAGING COMMITTEE

- **Rev. Fr. (Parish Vicar)9446665852**
- **Rev. Fr. (Asst. Vicar)9744681767**
- **Mr. (Manager)9847839610**
- **Mr. C K Joseph (Trustee)9947893199**
- **Mr. Eldhose K Paul (Trustee)9446720239**

GOVERNING BODY

- Mr. Mathaikunju Paulose 9961920486
- Mr. K K Kuriakose 9747048159
- Mr. Eldho Mathews C 6238681221
- Mr. T P Kuriakose 9495274769
- Mr. Baiju Meckamalil 9656697785
- Mr. Eldho K Abraham 9961306915

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 -2024)
- Mr. Sabu K. Paul, Kottallil (2024)
- **Mr.Sunil Joseph,(2024 onwards)**

PRINCIPALS

- Prof. K. M. Georgekutty (2006-2009)
- Adv. Jose Aranjani (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 -2022)
- Dr. Bruce Mathew (2023 -2024)
- Dr. Joseph T. Moolayil(2024 Onwards)

COLLEGE ADVISORY BOARD

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

FACULTY DETAILS

PRINCIPAL

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DEPARTMENT OF COMMERCE

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Vice Principal

Mobile no: 8547065866

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- **Ms. VINEETHA C. R.** (M.Com,M.AEconomics, B.Ed SET)

Head of the Department

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Mobile No : 9656978108
- **Ms. CHINNAMMA ELDHOSE**
(Sweeper)
Mobile no: 9400950921
- **Ms. Mary Joy**
Mobile no: 8714396291

Right to Information Act

Ms. Jincy P Mathews (Co-ordinator & PIO)

Ms. Gini Baby (Asst. PIO)

TEACHERS IN-CHARGE OF
DIFFERENT COMMITTEES/CLUBS

COLLEGE COUNCIL

- ★ Dr. Joseph T. Moolayil (Principal)
- ★ Ms. Tintu Scaria (IQAC Co-ordinator & HOD, English)
- ★ Ms. Jincy P Mathews (Vice Principal)

- ★ Mr. Praveenkumar K P (HOD, Management)
- ★ Ms. Soumya Mathew (HOD, Social Work)
- ★ Ms. Poornima N (HOD, Computer Science)
- ★ Ms. Jili K Eldhose (HOD, Tourism Studies)
- ★ Ms. Vineetha Sreekumar (HOD, Commerce)
- ★ Ms. Preethy M N (Convenor, Grievance & Redressal Cell)
- ★ Ms. Gini Baby (Office Administrator)

**INTERNAL QUALITY ASSURANCE
CELL (IQAC)**

- ★ Dr. Joseph T. Moolayil (Chairman)
- ★ Ms. Tintu Scaria (Co-ordinator)
- ★ Ms. Deepthi K Das (Joint Co-ordinator)
- ★ Ms. Jili K Eldhose (Member)
- ★ Ms. Teena K K (Member)
- ★ Ms. Sumi S (Member)
- ★ Ms. Vinnila Mathew K (Member)
- ★ Ms. Anitha Varghese (Member)
- ★ Ms. Anjumol Chandrabose (Member)
- ★ Ms. Gini Baby (Member)

- ★ Ms. Lincy Babu (Local Representative)
- ★ Mr. Sabu K Paul (Management Representative)
- ★ **Mr. SirinXavior (Alumni Representative)**
- ★ Ms. Devika Vinod (Student Representative)
- ★ G-Tech Education (Employment)
- ★ Mr. Binu Erambath (Industrialist)

MAR ELIAS COLLEGE, KOTTAPPADY

List of Duties - 2025-26

Duties	Designation	Names
IQAC	Coordinator	Tintu Scaria
	Jt. Coordinator	Deepthy K Das
	Members	Jincy P Mathews
		Jily K Eldhose
		Teena KK
		Sumi S
		Anitha Varghese
		Jisha Mariya Jose
		Anju mol Chandrabose
		Vinnila Mathew
		Gini Baby

	Local Representative	Lincy Babu
	Management Representative	Sunil Joseph
	Alumni	Sirin Xavier
	Student Representative	Devika Vinod
	Employment	G Tech
	Industrialist	Binu Erambath
MGUUGP	Nodal Officer	Mini Alias
	Assistant Officer	Sreekala C
	ABC Incharges	Deepthy K Das
		Meenu S Unni
	NEP	Anitha Varghese
		Vidya VV
	Members	Jincy P Mathews
		Vineetha CR
		Tintu Scaria
		Soumya Mathew
Praveenkumar KP		
Jily K Eldhose		
Poornima N		

		Gadha K Jayan
	Office Administrator	Gini Baby
College Council	Council Secretary	Praveenkumar KP
	Members	Jincy P Mathews
		Vineetha CR
		Tintu Scaria
		Soumya Mathew
		Jily K Eldhose
		Poornima N
		Preethy MN
		Sreekala C
		Teena KK
		Mohan S
Vinnila Mathew		
		Gini Baby
General Discipline	Coordinator	Mohan S
	Members	Jincy P Mathews
		Vineetha CR
		Tintu Scaria
		Soumya Mathew
		Praveenkumar KP

		Jily K Eldhose
		Poornima N
		Lijo T George
		Eldhose Paulose
Admission Cell	Nodal Officer/ Coordinator	Deepthy K Das
	MGUUGP Nodal Officer	Mini Alias
	Jt. Coordinators	Vineetha CR
		Teena KK
	Members	Jincy P Mathews
		Tintu Scaria
		Soumya Mathew
		Praveenkumar KP
		Jily K Eldhose
		Poornima N
Gadha K Jayan		
Add-on and Certificate Courses	Coordinator	Poornima N
	Members	Vineetha CR
		Soumya Mathew
		Praveenkumar KP
		Jili K Eldhose

SEDG Cell & Scholarships	Chairperson	Febeena OS
	Member Secretary	Gini Baby
	Senior Professor	Sheena Thomas
	ICC Representative	Preethy MN
	IQAC Coordinator	Tintu Scaria
	Student Representative	
	Members	Meenu S Unni Sona Shaji
Remedial Teaching	Coordinators	Vineetha CR Sona Shaji
	Jt. Coordinator	Sheena Thomas
	Member	Anju mol Chandrabose
Internal Examination Cell	Coordinator	Meenu S Unni
	Jt. Coordinator	Mini Alias
		Vidya VV
		Jisha Maria Jose
University Examination Cell	Senior Assistant	Blessy Aleyas
	Junior Assistant	Sreekala C
Internal Complaint Committee(ICC)	Presiding Officer	Preethy MN
	Members	Blessy Aleyas

		Lijo T George
		Vinnila Mathew
		Gini Baby
	Student Representative	Devika Vinod
Student Grievance Redressal Committee	Chairperson	Jubilin Jose
	Members	Sini mol PS
		Tintu Scaria
		Teena KK
		Anupama Sukumaran
Student Representative	Devika Vinod	
Anti Ragging Cell	Coordinator	Jubilin Jose
	Civil Representative	Adv. Biji P Issac
		Mr. Eldhose K Paul
	Police Representatives	CI and SI
	Local Media	KCV
	NGO	
	PTA Representatives	Sibi Skariah
Johncily Maria John		
Members	Lincy Babu	

		Anju mol Chandrabose
	Student Representatives (S3)	Annliya Pinhero
	Student Representatives (S5)	Devika Vinod
Student Union	Advisor	Teena KK
	Assistant	Lijo T George
Curriculum Enrichment Programmes	Coordinator	Principal
	Jt. Coordinator	Jili K Eldhose
	Members	Tintu Scaria
		Sumi S
	Riya Susan Scaria	
Alumni Association	Coordinator	Jincy P Mathews
	Jt. Coordinator	Preethy MN
	Members	Vineetha CR
		Deepthy K Das
		Soumya Mathew
	Praveenkumar KP	
Academic Calender	Coordinators	Meenu S Unni

		Anupama Sukumaran
	Jt. Coordinators	S Parvathy
		Gadha K Jayan
College Website	Coordinator	Vinnila Mathew
	Jt. Coordinators	Sreekala C
		Lincy Babu
Library Advisory Committee	Coordinator	Jincy P Mathews
	Secretary	Vinnila Mathew
	Members	Vineetha CR
		Tintu Scaria
		Soumya Mathew
		Praveenkumar KP
		Jili K Eldhose
		Poornima N
Eldhose Paulose		
SC,ST, Minority Committee	Coordinators	Eldhose Paulose
		Eldhose AM
	Jt. Coordinators	Febeena OS
		Sona Shaji
Technical Enhancement Forum	Coordinator	Anitha Varghese
	Jt. Coordinator	Vidya VV

	Member	Lijo T George
		Anupama Sukumaran
PTA	Secretary	Eldhose Paulose
		Jincy P Mathews
	Members	Preethy MN
		Sini mol PS
		Teena KK
		Unna CK
		Riya Susan Scaria
NSS	Programme Officer	Vidya VV
	Assistant	Lijo T George
Magazine , News Letter, Journal	Coordinator	Sreekala C
	Jt. Coordinator	Preethy MN
		Blessy Aleyas
	Members	Eldhose Paulose
		Vinnila Mathew
Arts	Coordinator	Jubilin Jose
	Jt. Coordinator	Sini mol PS
	Members	Lakshmi Nayana S Manikandan
		Lincy Babu

Sports	Coordinator	Mohanan S
	Jt. Coordinators	Blessy Aleyas
		Jili K Eldhose
		Eldhose Paulose
		Febeena OS
Fine Arts and Literary Forum	Coordinator	Jubilin Jose
	Music Club Coordinators	Praveenkumar KP, Jisha Maria Jose
	Dance Club Coordinator	Poornima N, Gadha K Jayan
	Film and Drama Club Coordinator	Lijo T George
	Photography Club Coordinator	Lijo T George
	Literary Club Coordinator	Eldhose Paulose
	Debate Club Coordinator	Sumi S
Anti Drug Cell	Coordinator	Eldhose Paulose
	Jt. Coordinator	Vineetha CR
Divyangjan	Coordinator	Deepthy K Das
	Jt. Coordinator	Sona Shaji
	Coordinator	Soumya Mathew

Equal Opportunity Cell	Jt. Coordinator	Eldhose Paulose
	Member	Riya Susan Scaria
Ethics Committee	Coordinator	Jili K Eldhose
	Jt. Coordinator	Sumi S
Women Empowerment Cell	Coordinator	Sini mol PS
	Members	Poornima N
		Anju mol Chandrabose
ED Club	Coordinator	Anupama Sukumaran
	Jt. Coordinators	Praveenkumar KP
		Reshma Krishnan
Bhoomithrasena (Nature Club and Eco Cell)	Coordinators	Jisha Maria Jose
		Blessy Aleyas
	Jt. Coordinator	Teena KK
Tourism Club	Coordinator	Jili K Eldhose
Health Club	Coordinator	Mohan S
	Jt. Coordinator	Blessy Aleyas
Reading Club	Coordinator	Eldhose Paulose
	Jt. Coordinator	Vinnila Mathew
Extension	Coordinator	Haritha ER
	Members	Soumya Mathew

		Unna CK
IIC	Coordinator	Febeena OS
	Jt. Coordinators	Poornima N
		Vidya VV
ASAP Cell	Coordinator	Sini mol PS
	Jt. Coordinators	Preethy MN
		Anitha Varghese
Industry Institute Connect (NGO,MOU and Collaboration)	Coordinator	Jili K Eldhose
	Jt. Coordinator	Sreekala C
		Jincy P Mathews
		S.W
	Member	Anju mol Chandrabose
Information Repository System	Coordinator	Anupama Sukumaran
	Jt. Coordinators	Sumi S
		Febeena OS
		Sona Shaji
		S Parvathy
Mentoring	Coordinator	Sheena Thomas
	Jt. Coordinator	Riya Susan Scaria
	Member	Gadha K Jayan

Finishing School	Coordinator	Anitha Varghese
	Members	Jincy P Mathews
		Reshma Krishnan
		Meenu S Unni
Internship	Coordinator	Anju mol Chandrabose
	Members	Jubilin Jose
		Anitha Varghese
Career Guidance and Placement Cell	TPO	Reshma Krishnan
	Assistant TPO	Anupama Sukumaran
	Members	Jubilin Jose
		Sumi S
		Haritha ER
Induction Programme	Coordinator	Preethy MN
	Jt. Coordinator	Soumya Mathew
Tutorial System	Coordinator	Sumi S
	Jt. Coordinator	Sini mol PS
Admission and Promotion Committee	Coordinator	Praveenkumar KP
	Members	Jincy P Mathews
		Vineetha CR
		Tintu Scaria

		Soumya Mathew
		Jili K Eldhose
		Poornima N
		Reshma Krishnan
		Deepthy K Das
		Teena KK
		Lijo T George
		Anupama Sukumaran
		Febeena OS
		Anitha Varghese
		Mohanan S
		Gadha K Jayan
		Vinnila Mathew
		Gini Baby
Convocation, Farewell and Final Years' Day	Coordinator	Soumya Mathew
	Jt. Coordinator	Poornima N
MGUUGP Exam Monitoring Committee	Chairman	Principal
	Convenor	Mini Alias
	Members	Blessy Aleyas
		Sreekala C

	Student Representative	Union Chairperson
	PTA Representative	Vice President of PTA
	Office Superintendent	Gini Baby
	SC, ST Student Representative	
KSHE	Nodal Officer	Deepthy K Das
AISHE	Nodal Officer	Deepthy K Das
AICTE		Meenu S Unni
		Riya Susan Scaria
DSS Student Welfare Coordinator		Teena KK
Srishti- Inter Departmental Competition	Coordinator	Sini mol PS
	Members	Preethy MN
		Jubilin Jose
		Haritha ER
Inter Collegiate and Inter School Fest	Coordinator	Riya Susan Scaria
	Jt. Coordinators	Mini Alias
		Sreekala C
Staff Club	President	Riya Susan Scaria

	Secretary Treasurer Members	Sreekala C Eldhose AM Reshma Krishnan Sumi S Meenu S Unni Lakshmi Nayana S Manikandan
Media Cell	Coordinator	Lijo T George
	Members	Vidya VV
		Anitha Varghese
Social Media Promotion		Reshma Krishnan
Campus Radio	Coordinator	Jubilin Jose
	Member	Haritha ER
Canteen Committee	Coordinator	Mohanan S
	Member	Sumi S
	Student Representative	

**FACULTY IN-CHARGES 2023-24
DEPARTMENT OF COMMERCE**

② II MCom	Ms. Febeena O S
② I MCom	Ms. Mini Alias
② III BCom Finance & Taxation	Ms. Vineetha C.R
② III BCom Computer Application	Ms. Reshma Krishnan
② III BCom Travel and Tourism	Ms. Reshma Krishnan
② II BCom Finance & Taxation	Ms. Lincy Babu
② II BCom Computer Application	Ms. Sinimol P S
② II BCom Travel and Tourism	Ms. Sinimol P.S
② I BCom	Ms. Vidya V.V

DEPARTMENT OF MANAGEMENT

② I BBA	Ms. Riya Susan Skaria
② II BBA	Ms. Anjumol Chandrabose
② III BBA	Ms. Anupama Sukumaran

DEPARTMENT OF SOCIAL WORK

② I BSW	Ms. Anu Biju Jacob
② II BSW A batch	Ms. Jisha Mariya Jose
② II BSW B batch	Ms. Sona Shaji
② III BSW A batch	Mr. Vishnu Aji
② III BSW B batch	Ms. Kesiyamariya Jacob
② I MSW	Ms. Fathimathu Suhana
② II MSW	Ms. Sayana Sunny

DEPARTMENT OF COMPUTER SCIENCE

② I BCA	Ms. Teena K.K
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▣ II BCA	Ms. Sreekala C
▣ III BCA	Ms. Sheena Thomas
▣ I B. Sc CS	Ms. Teena K.K
▣ II B. Sc CS	Ms. Meenu S Unni
▣ III B. Sc CS	Ms. Jubilin Jose

DEPARTMENT OF ENGLISH

▣ I BA	Mr. Lijo T George
▣ II BA	Ms. Preethy M.N

DEPARTMENT OF TOURISM STUDIES

▣ I MTTM	Ms. Reshma Remesh
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DEPARTMENT OF PSYCHOLOGY

- I BSc Psychology
- II BSc Psychology

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 required 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 Encyclopedias, 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 lose 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

B.Com – Finance and Taxation & Accounting

	(
Intake 50) B.Com – Accounting & Financial Markets	
	(
Intake 60) B.Com – Co-operation & Marketing	
	(
Intake 40) B.Com – Logistics Management & Accounting (Intake 60)	
B.A English	(Intake 30)
Bachelor of Business Administration (BBA)	(Intake 60)
Bachelor of Social Work (BSW)	(Intake 70)
Bachelor of Computer Application (BCA)	(Intake 50)
B.Sc Computer Science	(Intake 30)
B.Sc. Psychology	(Intake 24)

Post Graduate Programme

M.Com Finance & Taxation	(Intake 40)
Master of Social Work (MSW)	(Intake 46)
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, Subsidiaries, Complementary)

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, Subsidiaries, Complementaries)
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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 Commerce, BBA, BBM with not less than 45% marks in the Part III (Main, Core, Subsidiaries, 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 upper 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.

Salient Features of FYUGP

- Flexibility to move from one discipline of study to another;
- Opportunity for learners to choose the courses of their interest in all disciplines;
- Facilitating entry and exit options with UG degree / UG Honours / UG
- An Opportunity to take a break during the programme and resume after the break.
- Honours with Research depending upon the number of credits secured;
- Flexibility for learners to move from one institution to another to enable them to have multi and/or

interdisciplinary learning;

- Flexibility to take a break from studies and continue at a later time;
- Flexibility to switch to alternative modes of learning (offline, ODL, and Online learning, and hybrid modes of learning);
- Flexibility to change the Major at the beginning of the Second Year;
- Opportunity to join Ph.D. programme after completing UG Honours with Research

1. Bachelor of Arts (BA) Honours Degree Programmes: Bachelor of Arts (Honours) English

Admission to all BA Honours Degree Programmes under the faculties of Language & Literature, Fine Arts and Social Sciences/ Integrated MA Programme in Languages –English shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by this University as equivalent thereto.

- 2. B Sc (Honours) Psychology:** Pass in Plus Two or equivalent examination or an examination recognised by the University and equivalent thereto.

3. **Bachelor of Science (Honours) Computer Science:** Candidates shall be required to have passed the Plus Two/equivalent examination in science stream with Mathematics/Computer Science as compulsory subjects.
4. **Bachelor of Computer Applications (Honours):** Candidates shall be required to have passed the Plus Two/equivalent examination with Computer Science/ Mathematics/ Statistics/ Accountancy/ Informatics Practices as one of the optional subjects.
5. **B.Com Honours:** Admission to the B.Com Honours 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 applications (9) Informatics Practice & Management, (10) Informatics Practice , (11) Management, (12) Accountancy as optional under Part III of the Examination.

OR

Have passed Plus Two or equivalent examination recognized by this University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

6. **Bachelor of Social Work (Honours):** Candidate shall be required to have passed Plus Two or equivalent examination or an examination recognized as equivalent thereto by this University
7. **Bachelor of Business Administration (Honours):** Candidate shall be required to have passed Plus Two or equivalent examination or an examination recognized as equivalent thereto by this University.

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

Represe

ntatives

Alumni

Represe

ntatives

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. Principal is the chairman of the PTA. 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

Mentoring

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.

In Complaints with the National Commission for women and the guidelines issued in the implementation of the directives of honorable Supreme Court Judgement dated 13th August 1997 in the case of VISAKHA And Other Vs. State of Rajasthan on the Subject of Sexual Harassment on Women on the workplace. This College are duly constituted a complaints

committee for considering the compliants of the Sexual harassment on Women in Mar Elias College,Kottappady.

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.

Career Guidance and Placement Cell

A well functioned Training and Placement Cell is considered as one of the most important cornerstone of an educational institution.Afully 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 .

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

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.

Music Club

“*Raga* ” the music club of Fine Arts & Literary Forum under IQAC of MEC, serves as a platform for musicians of all genres and skill levels to showcase their talent at various events held at MEC. The club conducts a variety of activities throughout the year ranging from grand intra-campus shows to fierce musical competitions to productive musical workshops to participation in nation-wide competitions.

The club showcases their musical extravaganzas in countless events. Music Club of Elias College creates a perfect ambience for music. Raaga (Music Club) is the scaffold for an aspirant or an adept in music to that route.

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.

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.

PROGRAMME STRUCTURE FOR PG 2019 REGULATIONS

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 Academic year 2019-20.

INTERNAL ASSESSMENT

The evaluation of each course shall contain two parts such as Internal/ In Semester Assessment(I A) and External/End Semester Assessment (E A). 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
to 5.00	A+	Outstanding
to 4.49	A	Excellent
to 3.99	B+	Very Good
to 3.49	B	Good (Average)
to 2.99	C+	Fair
to 2.49	C	Marginal (Pass)
to 1.99	D	Deficient (Fail)

Qualification 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)**

Component	Weightage
Assignment	1
Seminar	2
Best Two Test Papers	2
	(1
	ea
	ch
)
Total	5

Practical (Internal)

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

Practical (External)

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

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	

II SEMESTER

CM010201	Advanced Corporate Accounting	Core	5	4
CM010202	Human Resource Management	Core	5	3

CM0102 03	International Business and Finance	Core	5	4
CM0102 04	Quantitative Techniques	Core	5	4
CM0102 05	Strategic Management	Core	5	4
TOTAL FOR THE SEMESTER			25	19

III SEMESTER

CM0103 01	Strategic Financial Management	Core	6	5
CM0103 02	Income Tax – Law and Practice	Core	7	5
CM0103 03	Security Analysis and Portfolio Management	Core	6	4

CM8003 01	Indirect Tax Laws (Group I)	Core- Elective	6	4
CM8103 01	Logistics and Supply Chain Management			
CM8203 01	(Group 2) Total Quality Management (Group 3)			
TOTAL FOR THE SEMESTER			25	18

IV SEMESTER

CM0104 01	Advanced Cost and Management Accounting	Core	6	5
CM0104 02	Income Tax- Assessment and Procedure	Core	7	5
CM8004 01	Derivatives and Risk Management (Group 1) Retail and Rural Marketing (Group 2)	Core- Elective	6	4
CM8104				

01				
CM8204 01	E-Commerce and E-Business Management (Group3)			
CM80040 2/ CM8104 02	Personal Investment and Behavioural Finance (Group 1) International Marketing (Group 2)	Core - Elective	6	4
CM8204 02	Legal Framework for I.T. Based Business and Intellectual Property Rights (Group 3)			
CM0104 03	Project Report	Core - Project	Nil	4
CM0104 04	Comprehensive Viva Voce	Core - Viv	Nil	2

		a		
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

SW0101 05	Social Work Practice with Communitie s	Core	3	3
SW0101 06	Field Practicum	Core	12	6
	Semester I Total			21
II SEMESTER				
SW0102 01	Introduction to Abnormal and Social Psychology	Core	3	3
SW0102 02	Counselling and Psychothera py	Core	3	3
SW0102 03	Professional Skills for Social Workers	Core	3	3

SW0102 04	Social Work practice with Groups	Core	3	3
SW0102 05	Social Work Research and Statistics	Core	3	3
SW0102 06	Field Practicum 2	Core	12	6
	Semester II Total			21
III SEMESTER				
SW0103 01	Planning and Implementa- tion of Developmen t Projects	Core	3	3

SW01030 2	Administration of Human Service Organizations	Core	3	3
SW01030 3	Field Practicum 3	Core	12	6
Specialization Courses				
Group 1: Community Development (CD)				
SW80030 1	Rural & Urban Community Development	Elective	3	3
SW80030 2	Environment and Disaster Management	Elective	3	3
SW80030 3	Community Health for Development Practice	Elective	3	3
Group 2: Family and Child Welfare (FCW)				
SW81030 1	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	Gerontological Social Work	Core	3	3

SW010403	Field Practicum 4	Core	12
SW010404	Dissertation	Core	3
SW010405	Internship (After the completion of fourth semester examination)	Core	10
Specialization Courses			
Group 1: Community Development (CD)			
SW800401	Human Resource Management for Development Practice	Elective	3
SW800402	Economic Development: Theory and Practice	Elective	3
Group 2: Family and Child Welfare (FCW)			
SW810401	Therapeutic Interventions in the field of Family and Child Welfare	Elective	3
SW810402	Social Work in Education	Elective	3
Group 3: Medical and Psychiatric Social Work (MPS)			

SW820401	Social Work Interventions in the field of mental health	Elective	3
SW820402	School Mental Health and Social Work Practice	Elective	3
	Comprehensive Viva Voce		
	MSW Total		

M T T M
I SEMESTER

Course Code	Title of the Course	Type of the Course	Hours per week
TR020101	Introduction to Tourism Administration & Management	Core	5
TR020102	Tourism Product of India	Core	5
TR020103	Entrepreneurship for Tourism Business	Core	5
TR020104	Hospitality Operation and Management	Core	5
TR020105	Communcative English for Tourism & Hospitality	Core	5
II SEMESTER			
TR020201	World Tourism Geography	Core	5
TR020202	Destination Planing and Development	Core	5

TR020203	Travel Agency and Tour Operations	Core	5
TR020204	Organizational Behavior and Management Process	Core	5
TR020205	Information Technology and E-Tourism	Core	5
III SEMESTER			
TR020301	Sustainable Tourism and Ecotourism	Core	5
TR020302	MICE and Event Management	Core	5
TR020303	Tourism Marketing and Public Relation	Core	5
TR020304	Management Concepts & Basics of Accounting	Core	5
TR020305	Reseach Applications in Tourism	Core	5

IV SEMESTER			
TR020401	Human Resource Management for Tourism	Core	5
Elective-Group A : Aviation			
TR840401	Aviation Management	Elective	5
TR840402	Cargo Management	Elective	5
TR840403	Airline Ticketing	Elective	5
OR			
Elective - Group B : Special Interest Tourism			
TR850401	Heritage Tourism	Elective	5
TR850402	Health Tourism	Elective	5
TR850403	Leisure & Recreation Management	Elective	5
TR020402	Project work	Project	2
TR020403	Evaluation of Study Tour and entership Report along with Comperhensive Viva Voce	Viva	3

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B.COM MODEL II

COMMON COURSES

Sl No	Course Name	Credit	Hours p
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		2

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

Complementary Courses

Core Courses

Sl No	Course Name	Credit	Hours p
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		8
Details of Optional Courses			
FINANCE AND TAXATION			
Sl No	Course Name	Credit	Hours p
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

OPENCOURSES OFFERED			
SINo	CourseName	Credit	Ho
1	CO5OP01-Fundamentals of Banking and Insurance	3	
2	CO5OP02-Capital Market and Investment Management	3	
3	CO5OP03-Fundamentals of Accounting	3	
	TOTAL		

**Semester-wise details
Semester-1(Honors)**

Course code	Title of the Course	Type of the Course DSC ,MDC,SEC etc.	Credit	Hours /Week	Hours
					D / L
1	Basic Finance for Daily Life	DSC A	4	5	3
2	Business Organisation and Entrepreneurship	MDC	3	4	2
3	Personal Finance and planning				

Semester-2(Honors)

SL NO	Title of the Course	Type of the Course DSC ,MDC,SEC etc.	Credit	Hours/ Week	Hour Distribut	
					L	T
1	Indian Securities Market : Structure and Operations	DSC A	4	5	3	0
2	Fundamentals of Accounting	MDC	3	4	2	0
3	Event Management					

L — Lecture, T — Tutorial, P — Practical/Practicum , O — Other				
Semester 3				
Sl No	Course Code	Course Name	Credit	Hours per Week
1		Language- English-I	3	
2	CO3CRT07	Corporate Accounts I	4	
3	CO3CRT08	Quantitative Techniques for Business- 1	4	
4	CO3CRT09	Financial Markets and Operations	3	
5	CO3CRT10	Marketing Management	3	
6		Optional - 1		
	CO3OCT01	Finance and Taxation-Goods and Services Tax	4	
	CO3OCT02	Computer Application- Information Technology for Business (Theory) Computer Application	3	
	CO3OCP01	Information Technology for Business (Practical)	1	
	CO3OCT04	Travel and Tourism Fundamentals of Tourism	4	

	CO3OCT05	Marketing Customer Relationship Management	4	
	CO3OCT06	Logistics Management 1Introduction to Logistics Management	4	
		TOTAL	21	25
Semester- 4				
Sl No	Course Code	Course Name	Credit	Hours per week
1	CO1CRT01	Language- English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business- II	4	
4	CO4CRT13	Entrepreneurship Development and Project Management	4	
5		Optional - 2 -	4	
	CO4OCT01	Finance and Taxation- Financial Services	4	
	CO4OCT02	Computer Application- Information Technology for Office (Theory)	3	

	CO4OCP01	Computer Application Information Technology for Office (Practical)	1	
	CO4OCT04	Travel and Tourism Travel and Tourism Infrastructure	4	
	CO4OCT05	Marketing Services Marketing	4	
	CO4OCT06	Logistics Management Principles of Logistics Information	4	
TOTAL			19	
Semester- 5				
Sl No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	
2	CO5CRT15	Environment and Human Rights	4	
3	CO5CMT07	Complementary Course Finance and Taxation- E- Commerce	4	
	CO5CMT08	Computer Application- Programming in 'C' (Theory)	3	

	CO5CMP01	Computer Application Programming in 'C' (Practical)	1	
	CO5CMT07	Travel and Tourism E Commerce	4	
	CO5CMT07	Marketing E Commerce	4	
	CO5CMT07	Logistics Management- E Commerce	4	
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	
	CO5OCT02	Computer Application- ComputerisedAccounting(Theory)	3	

	CO5OCP01	Computer Application Computerised Accounting (Practical)	1
	CO5OCT04	Travel and Tourism Hospitality Management	4
	CO5OCT05	Marketing Marketing Research	4
	CO5OCT06	Logistics Management Air Cargo Logistics Management	4
5		Open Course	3
		TOTAL	19
Semester- 6			
Sl No	Course Code	Course Name	Credit
1	CO6CRT17	Cost Accounting - 2	4
2	CO6CRT18	Advertisement and Sales Management	3
3		Complementary Course Finance and Taxation	

	CO6CMT09	Income Tax- Assessment and Planning	4
	CO6CMT10	Computer Application- Database Management System	3
	CO6CMP01	Computer Application Database Management System (Practical)	1
	CO6CMT11	Travel and Tourism Tourism Environment and Ecology	4
	CO6CMT12	Marketing Consumer Behaviour	4
	CO6CMT12	Logistics Management- Consumer Behaviour	4
4	CO6CRT20	Management Accounting	4
5	CO6OCT	Optional - 4	4
	CO6OCT01	Finance and Taxation- Income Tax- II	4

	CO6OCT02	Computer Application- Software for Business and Research (Theory)	3
	CO6OCP01	Computer Application Software for Business and Research (Practical)	1
	CO6OCT04	Travel and Tourism Tourism and Cultural Heritage of India	4
	CO6OCT05	Marketing International Marketing	4
	CO6OCT06	Logistics Management Shipping and Ocean Freight Logistics Management	4
6	CO6PR01	Project and Viva	1
		TOTAL	20

MAHATMA GANDHI UNIVERSITY
SYLLUBUS BA PROGRAMME IN
ENGLISH (Honors)

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

Semester-wisedetails Semester-1								
SL NO	Title of the Course	Type of the Course DSC ,MDC,SEC, etc.	Credit	Hours/ Week	Hour Distribution /week			
					L	T	P	O
1	Literary Genres: Poetry, Fiction and Folk Tales	DSC A	4	5	3	0	2	
2	Folk Tales and Songs from India	MDC	3	4	2	0	2	
3	Narratives of Humour	MDC	3	4	2	0	2	
4	Content Writing	MDC	3	4	2	0	2	
5	English for Arts and Humanities Part I	AEC	3	3	3	0	0	

6	English for Science Part I	AEC	3	3	3	0	0	
7	English for Commerce Part I	AEC	3	3	3	0	0	
L — Lecture, T — Tutorial, P — Practical/Practicum , O — Others								

Semester-2								
SL NO	Title of the Course	Type of the Course DSC ,MDC,SEC, etc.	Credit	Hours/ Week	Hour Distribution /week			
					L	T	P	O
1	Literary Genres: Prose, Drama, Film	DSC A	4	5	3	0	2	
2	Narratives of Love and Friendship	MDC	3	4	2	0	2	
3	Sports Literature and Cinema	MDC	3	4	2	0	2	
4	Fundamentals of Advertising and Public Relations	MDC	3	4	2	0	2	
5	English for Arts and Humanities Part II	AEC	3	3	3	0	0	

6	English for Science Part II	AEC	3	3	3	0	0	
7	English for Commerce Part II	AEC	3	3	3	0	0	
L — Lecture, T — Tutorial, P — Practical/Practicum , O — Others								

**MAHATMA GANDHI UNIVERSITY
SYLLUBUS FOR MODEL 2 COURSES-2017 ADMISSIONS
ONWARDS BA PROGRAMME IN ENGLISH**

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

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

SEMESTER IV

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

SEMESTER V

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

EN5CRENOI	Environmental Studies & Human Rights	5
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SEMESTER VI

Course Code	Title of Course	No.of Hours / week
EN6CB0 1,02,03,0 4	Choice Based Course	4
EN6CR10	Postcolonial Literatures	5
EN6CR11	Women Writing.	5
EN6CR12	American Literature	5
EN6CR13	Modern World Literature	5
EN6PR01/ ENOJT01	Project/On the Job Training	1

BCA

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

SEMESTER II

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

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

SEMESTER III

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

SEMESTER IV

Course Code	Title of Course	No.of Hours / week
ST1CMT04	Operational Research Complementary	4

CA4CRT10	Design and Analysis of Algorithms Core	4
CA4CRT11	System Analysis & Software Engineering Core	4
CA4CRT12	Linux Administration Core	4
CA4CRT13	Web Programming using PHP Core	4
CA4CRP04	Software Lab IV Core	6

SEMESTER V

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

SEMESTER VI

Course Code	Title of Course	No.of Hours / week
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CA6CRT17	Cloud Computing Core	4
CA6CRT18	Mobile Application development- Android Core	4
000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000000000 000000CA6ELT 01	Elective :Data Mining	4
CA6CRP07	Software Lab VI & Seminar Core	6
CA6CRP08	Software Development Lab II (Main Project) Core	7
CA6VVT01	Viva Voce Core 1	0

BSc COMPUTER SCIENCE

Semester: 1

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit
MG1DSCCSC100	Art of Computing and Problem Solving	DSC A	4
MG1MDCCSC100	Cyber Laws and Online Safety	MDC	3
MG1MDCCSC101	Internet and Web Technologies		

Semester II

Course Code	Title of the Course	Type of the Course DSC, MDC, SEC etc.	Credit
MG2DSCCSC100	Python Programming	DSC A	4
MG2MDCCSC100	Data Visualization using Python	MDC	3
MG2MDCCSC101	Mastering Spreadsheets		

SEMESTER III

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

SEMESTER IV

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

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

SEMESTER V

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

SEMESTER VI

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

BBA**SEMESTER 1**

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

SEMESTER II

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

SEMESTER III

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

SEMESTER IV

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

SEMESTER V

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

SEMESTER VI

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

BSW

Semester-wisedetails Semester- 1

SL NO	Title of the Course	Type of the Course DSC .MDC,SEC etc.	Credit	Hours / Week	Hour Distribution /week			
					L	T	P	O
1	Professional Social Work	DSC A	4	5	3	0	2	0
2	Social Science Perspectives for Social Analysis	MDC	3	4	2	0	2	0
3	Pro-social Behaviour and Active Citizenship							
L — Lecture, T — Tutorial, P — Practical/Practicum , O — Others								

Semester-2

				Hours	Hour Distribution

SL NO	Title of the Course	Type Of the Course DSC ,MDC,SEC etc.	Credit	/ Week	/week			
					L	T	P	O
1	Philosophical Foundations of Social Work	DSC A	4	5	3	0	2	0
2	Human Behaviour and Life Span Development	MDC	3	4	2	0	2	0
3	Positive Mental Health and Well-being							
L — Lecture, T — Tutorial, P — Practical/Practicum , O — Others								

SEMESTER III		
Course Code	Title of Course	No.of Hours / week
SW3CRT09	Working with Groups	4
SW3CRT10	Working with Communities	4
SW3CMT11	Legal information for social work practice	4
SW3CMT12	Rural Development	4
SW3CRT13	Field Education and Practicum Lab-3 (FEPL-3)	9
SEMESTER IV		
Course Code	Title of Course	No.of Hours / week
SW4CRT14	Administration of Non-profit organisations	4

SW4CRT15	Research and Statistics for Social Work Practice	4	4
SW4CMT16	Management concepts and skills for social work practice	4	4
SW4CMT17	Community Health & amp;		
	Health Care Services	4	4
SW4CRT18	Field Education and Practicum Lab-4(FEPL-4)	9	4
SEMESTER V			
Course Code	Title of Course	No.of Hours / week	Credit
SW5OCT19	Development Communication	4	3
SW0CRT20	Project Planning and Management	4	4
SW5CMT21	Environmental studies	4	4
SW5CMT22	Gandhian Philosophy	4	4

SW5CRT23	Field Education and Practicum Lab-5(FEPL-5)	9	4
SEMESTER VI			
Course Code	Title of Course	No.of Hours / week	Credit
SW6CRT24	Social Work Practice with Children	4	4
SW6CMT25	Theory and Practice of Counselling	4	4
SW6GE T26 SW6GE T27 SW6GET28	Disability Studies OR Social Work Practice with Elderly OR Labour Welfare	4	4
SW6CRT29	Field Education and Practicum Lab-6 (FEPL-6)	9	4
SW6CRT30	Research Project	4	5

COLLEGE CALENDER

JUNE 2025

Date	Day	Departments / Clubs	Particulars
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday		
9	Monday	Department of Management	Communication skill Development Activities
10	Tuesday	Department of Commerce	Orientation for Add on Courses
11	Wednesday		
12	Thursday	Department of Social Work	World Day Against Child Labour
13	Friday	Department of Computer Science	Academic orientation on software project
14	Saturday		
15	Sunday		
16	Monday	Department of Psychology	Webinar on Emotional wellbeing
17	Tuesday		
18	Wednesday	Department of Commerce	Orientation Programme- CA,CMA,CS,ACCA
19	Thursday	Department of English	Reading Week Celebration:1.Reading Competition

			2. Inter departmental Quiz Competition
20	Friday		

21	Saturday	Health Club	Yoga Day
22	Sunday		
23	Monday		
24	Tuesday	Department of Computer Science Reading and Literary Club	Introduction of certificate/add-on courses Reading Day Celebration-Book Donation
25	Wednesday	Library Advisory Committee	Reading Week Celebrations
26	Thursday	Department of English & Department of Social Work	Anti-drugs Awareness Programme
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
July - 2025			
1	Tuesday	Department of Travel & Tourism Induction Programme Dance Club Music Club	Commencement of classes, Induction Program, Introduction to OBE UG Induction Programme Induction Programme Performance Musical Session on Induction

			Day
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday	Library Advisory Committee	Basheer Dinam Celebration
6	Sunday		
7	Monday	Department of Management Ethics Committee	Faculty Induction Draft,update and disseminate Code of Ethics for students and faculty members
8	Tuesday		
9	Wednesday	Department of Social Work	Life skill training workshop for 3 year BSW
10	Thursday	Induction Programme	PG Induction Programme
11	Friday	Dance Club Career Guidance and Placement Cell	Audition to Dance club Orientation on Career Planning
12	Saturday	Alumni Association	Alumni Executive Meeting
13	Sunday		
14	Monday		

15	Tuesday	Department of Commerce Department of Computer Science Ethics Committee	Extension Programme social media giving day Ethics Orientation Programme
16	Wednesday		
17	Thursday	Department of Computer Science	-world emoji day
18	Friday		
19	Saturday		
20	Sunday		
21	Monday	Department of English Department of Management	Guess the Book Cover Contest Icebreaker sessions for fresher's
22	Tuesday	Ethics Committee	Workshop and talk on Academic Integrity
23	Wednesday	ED Club Tourism Club	Inauguration & Entrepreneur Talk Club Reconstitution
24	Thursday		
25	Friday	Department of Management	Goal Setting workshop for fresher's Industry Visit
26	Saturday		

27	Sunday		
28	Monday	IIC &IEDC	IIC &IEDC Orientation + Talent Hunt
29	Tuesday	Women Empowerment Cell	Women Entrepreneurship Programme with Ed Club
30	Wednesday	Department of Psychology Industry Institute Connect (NGO,MOU and Collaboration)	Psychology Club Launch MoU signing with Industry Partners
31	Thursday	Department of Travel & Tourism IIC &IEDC	Module Test Start-up Stories: Inspirational Talk Series and Innovation Model Exhibition- "Student Innovators' Expo 25"
August 2025			
1	Friday	Department of Computer Science	World wide web day observation
2	Saturday		
3	Sunday	Department of Commerce	Commerce day Celebration/Commerce fest

4	Monday	Department of Management	Freshers Day
5	Tuesday	IEC	1 st Internal Exam III & V Sem UG
6	Wednesday		
7	Thursday	Library Advisory Committee	NDL Orientation
8	Friday	Dance Club	Zumba Wokshop
9	Saturday		
10	Sunday		
11	Monday	Department of Psychology	Crisis Intervention Programme
12	Tuesday	Department of Social Work Department of Management Department of Travel & Tourism Anti Ragging Cell	Theatre Workshop for 2 nd PG Team Building Games Field Visit Anti Ragging Awareness Programme
13	Wednesday		
14	Thursday	Department of Computer Science	Extension programmes
15	Friday	Photography Club	Photography Competition
16	Saturday		
17	Sunday		
18	Monday	Department of English	Free Language Sessions for Local School Students
19	Tuesday	Anti Ragging Cell	Posture Making Competition
20	Wednesday	IIC & IEDC	Workshop - How to register a Start-up
21	Thursday	ICC	Awareness Programme against Sexual Harassment

22	Friday	ED Club Tourism Club	Workshop on KERALA-SPECIFIC AGRIBUSINESS OPPORTUNITIES (Extension activity – associating with Kottappady Grama Panchayat) Local Destination Visit
23	Saturday		
24	Sunday		
25	Monday	Department of Management	Industry Visit
26	Tuesday		
27	Wednesday	Career Guidance and Placement Cell	Resume Building & LinkedIn Profile Workshop
28	Thursday	Industry Institute Connect (NGO,MOU and Collaboration)	Expert Talk Series-" Industry Insights"
29	Friday	Department of Travel & Tourism Career Guidance and Placement Cell ED Club	Submission of Internship Report Soft Skills and GD-PI Training (Batch 1) Payasamela
30	Saturday		
31	Sunday		

Sep. - 2025			
1	Monday	Health Club	National Nutrition week
2	Tuesday	Dance Club & Staff Club Music Club	Onam Programme Musical Performance- Onam
3	Wednesday	Department of Management	Management fest/Leadership camp
4	Thursday		
5	Friday	Department of Commerce	Teachers Day Celebration
6	Saturday		
7	Sunday		
8	Monday	Anti Ragging Cell	Posture Making Competition
9	Tuesday		
10	Wednesday	Department of Social Work Department of Psychology	World Suicide Prevention Day-Talk Social Media Campaign on Suicide Prevention
11	Thursday	Srishti	Inter Departmental Competition
12	Friday	Photography Club	Guest Lecture on The Art of Photography/ Travel Photography and Aesthetics
13	Saturday	Department of Computer Science	Programmers day, national coding week
14	Sunday		
15	Monday	IEC	1 st Internal Exam I sem UG

16	Tuesday		
17	Wednesday	Alumni Association Career Guidance and Placement Cell	Charity Activity HR/Industry Expert Talk: “Trends in the Job Market”
18	Thursday		Inter School Fest
19	Friday		Inter Collegiate Fest

20	Saturday		
21	Sunday	Department of Computer Science	National IT professionals' day
22	Monday	Department of Computer Science	National it professionals' day Observation
23	Tuesday	Industry Institute Connect (NGO,MOU and Collaboration) Career Guidance and Placement Cell	Soft Skills Workshop Internship Awareness Session
24	Wednesday	ED Club	Industrial Visit
25	Thursday	IIC & IEDC	Mushroom Cultivation or Agri based Entrepreneurship Training
26	Friday	Department of Commerce Department of Travel & Tourism & Tourism Club	Internships -UG&PG World Tourism day Celebrations, Quiz on Travel and Tourism Invited Lecture on Frontier areas
27	Saturday	Department of Travel & Tourism&Tourism Club	Destination Cleaning
28	Sunday		
29	Monday		
30	Tuesday	Department of Commerce Department of Travel & Tourism	PTA Module Test
Oct- 2025			

1	Wednesday	Department of Social Work Equal Opportunity Cell	Older persons day Old age Home Visit International Day of Older Persons
2	Thursday		
3	Friday	Department of Computer Science	National teachers' day
4	Saturday		
5	Sunday		
6	Monday	Department of Travel & Tourism	National Study Tour Begins
7	Tuesday		
8	Wednesday	Department of Management	Remedial class/University Exams
9	Thursday		
10	Friday	Department of Social Work Department of Psychology Health Club Dance Club	World mental health day-Awareness Campaign Mental health day celebration flash-Mob on Mental Health Day
11	Saturday		
12	Sunday		
13	Monday		

14	Tuesday	IEC	2 nd Internal Exam III & V Sem UG
15	Wednesday	Film Club IIC & IEDC	World students' day observation International Film Festival Innovation day Celebration in memory of Dr. A P J Abdul Kalam-Mini Hackathon: "Tech for Society"/ Business Idea Pitch: Kalampreneur Challenge"/ "Innovate for Impact:
16	Thursday	Film Club	International Short Film Festival
17	Friday	Film Club	Film Review Competition
18	Saturday		
19	Sunday		
20	Monday	Industry Institute Connect (NGO, MOU and Collaboration)	Internship Orientation + Training
21	Tuesday	IEC	2 nd Internal Exam I Sem UG
22	Wednesday		
23	Thursday	Arts	Literary Competitions
24	Friday	Staff Club	Staff Day Celebration
25	Saturday	Dance Club	Navarathri Event
26	Sunday		
27	Monday		
28	Tuesday	IIC & IEDC	Skill Training Session – “Basics of Digital Marketing / Canva for Entrepreneurs”
29	Wednesday	Staff Club	Staff Tour
30	Thursday	Department of Travel & Tourism & Tourism Club	Assignment Submission Skill Workshop- Travel Blogging

		Career Guidance and Placement Cell	Career Fair Preparation & Mock Interviews
31	Friday	ED Club IIC &IEDC	Kerala Piravi – Ethnic Market Fest-Traditional stalls on different products , Reels, and Debate competition Class on jewellery/cake /organic mehndi making
Nov. – 2025			
1	Saturday	Department of English Debate Club	Kerala Piravi Rally &Quiz Competition Inter departmental Debate Competition
2	Sunday		
3	Monday	Department of Commerce & Department of Travel & Tourism	Starts remedial Coaching
4	Tuesday	Department of Management	Debates/Reel making /Group discussion/Role play
5	Wednesday	Film Club	Documentary Film Festival
6	Thursday	Photography Club	Workshop on Photography
7	Friday		
8	Saturday	Department of Management	Project development classes on Research Methodology
9	Sunday		

10	Monday		
11	Tuesday		National education day- Quiz competition
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wednesday	Department of Psychology	Panel discussion on Managing stress in different profession
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday		
24	Monday		
25	Tuesday	Department of Social Work	Elimination of violence against Women Inter-department Mime competition
26	Wednesday	Industry Institute Connect (NGO,MOU and Collaboration)	FDP
27	Thursday		
28	Friday		
29	Saturday	Department of Travel & Tourism	Submission of National Tour Report
30	Sunday		

Dec. – 2025			
1	Monday	Department of Social Work Department of Travel & Tourism	Aids week Research workshop MSW 2 nd year Research workshop 3 rd BSW year Placement Training
2	Tuesday	Department of Computer Science	Computer literacy day program
3	Wednesday	Department of Management Department of Travel & Tourism Equal Opportunity Cell	Excel workshop/Presentation skills/Networking skills Remedial Classes International Day of Persons with Disabilities
4	Thursday		
5	Friday	Department of Psychology Bhoomithrasena (Nature Club and Eco Cell)	Art therapy Workshop World Soil Day
6	Saturday		
7	Sunday		
8	Monday		
9	Tuesday	Film Club	Dubbing Studio Visit
10	Wednesday		
11	Thursday	Department of Commerce	Research Methodology class for PG&UG
12	Friday	Alumni Association Industry Institute Connect (NGO,MOU and Collaboration)	Executive Meeting Innovation Expo &Start-up Showcasing

13	Saturday		
14	Sunday		
15	Monday	ED Club	Legacy of a Legend Week-Quiz, treasure hunt, talk on an entrepreneur like Ratan Tata
16	Tuesday	IEC	1 st Internal Exam IV & VI Sem UG
17	Wednesday	Department of Travel & Tourism IIC & IEDC	Course Feedback Campus CEO – Student Startup Expo & Stall Fest
18	Thursday	Department of Commerce Career Guidance and Placement Cell	Industrial Visit UG Second years Competitive Exam Guidance: Bank/PSC/Govt Exams
19	Friday	Music Club Dance Club & Staff Club	Christmas Programme- Carol Christmas Programme
20	Saturday		
21	Sunday		
22	Monday	Department of Computer Science	National mathematics day
23	Tuesday		
24	Wednesday		

25	Thursday		
26	Friday		
27	Saturday		
28	Sunday		
29	Monday		
30	Tuesday		
31	Wednesday		
Jan. -2026			
1	Thursday	Department of English Department of Travel & Tourism	Word of the week Campaign, Drama Enactment Commencement of Even semester Classes
2	Friday	Department of Social Work	SPSS Workshop
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday	IEC	1st Internal Exam II Sem UG
7	Wednesday	Film Club	Film Quiz Competition
8	Thursday		
9	Friday		
10	Saturday	Department of Commerce Alumni Association Dance Club	Extension Programme Annual General body Meeting Dance -Game Event

11	Sunday		
12	Monday	Arts	On Stage Items
13	Tuesday		
14	Wednesday	Department of Computer Science	Extension activity/ exhibition
15	Thursday	Department of Travel & Tourism	Invited Lectures on Frontier areas
16	Friday	Department of Commerce	Study Tour for UG
17	Saturday		
18	Sunday		
19	Monday	Photography Club	Drone Workshop
20	Tuesday	ED Club	Entrepreneur Fest

21	Wednesday	Department of Psychology	Mindfulness Maze
22	Thursday	Career Guidance and Placement Cell	Soft Skills and GD-PI Training (Batch 2)
23	Friday	Industry Institute Connect (NGO,MOU and Collaboration)	From Campus to Career - Bridging the gap
24	Saturday	Dance Club Career Guidance and Placement Cell	Dance Workshop Campus Recruitment Drive - Phase 1
25	Sunday		
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday	Department of Travel & Tourism	Module Test
31	Saturday		
Feb-2025			
1	Sunday		
2	Monday	Department of English	International Film Festival
3	Tuesday	Department of English	Film Review Competition
4	Wednesday	Department of English Department of Social Work	International Short film World cancer day –Public Talk
5	Thursday	Department of English	Documentary Film Festival

6	Friday	Department of English	Film Quiz Competition
7	Saturday	Department of Computer Science	Study tour & industrial visit
8	Sunday		
9	Monday	Department of Psychology	Academic Conference on Indian Psychology
10	Tuesday	Department of Management Photography Club Department of Travel & Tourism	Industry Expert Talks/Business Plan Competition Photography Exhibition Assignment Submission
11	Wednesday	Film Club	Online workshop on Film Making and Editing
12	Thursday	Career Guidance and Placement Cell	Campus Recruitment Drive - Phase2

13	Friday	Srishti	Inter Departmental Competition
14	Saturday		
15	Sunday		
16	Monday		
17	Tuesday	IEC	2 nd Internal Exam IV &VI Sem UG
18	Wednesday		
19	Thursday		
20	Friday	Music Club	Performance on College day
21	Saturday		
22	Sunday		
23	Monday	Industry Institute Connect (NGO,MOU and Collaboration)	Industry - Institution Round Table and Feedback Review
24	Tuesday	Department of Commerce	Study Tour PG
25	Wednesday	Department of Commerce	Budget Analysis
26	Thursday	Career Guidance and Placement Cell	Alumni Interaction: Life after Graduation
27	Friday	Department of Travel & Tourism	Internal Viva Voce of the Project

28	Saturday	Department of Commerce Department of Computer Science	PTA National science day
March -2026			
1	Sunday		
2	Monday	Department of Travel & Tourism	Remedial Classes
3	Tuesday		
4	Wednesday	IIC &IEDC	Seminar on IPR
5	Thursday	Department of Commerce	Internships PG

6	Friday	Department of Management	Placement Training /Career Guidance Activities
7	Saturday		
8	Sunday	Department of Social Work Equal Opportunity Cell Women Empowerment Cell	International Womens Day International Women's Day Self Defence Workshop on Women's Day
9	Monday	Department of Social Work	Inter Collegiate Debate Fest
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday		
16	Monday	Department of Commerce	Remedial Coaching
17	Tuesday	IEC	2nd Internal Exam II Sem UG
18	Wednesday	Department of Social Work	Social Work week
19	Thursday		
20	Friday		
21	Saturday		

22	Sunday	Bhoomithrasena (Nature Club and Eco Cell)	World Water Day
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday	Career Guidance and Placement Cell	Job Fair
31	Tuesday		
April – 2026			
1	Wednesday		
2	Thursday	Department of Management	Remedial Classes/University Exams

3	Friday		
4	Saturday		
5	Sunday		
6	Monday	Department of Travel & Tourism	University Exams
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday	Department of Commerce	Project Presentation/Viva UG
11	Saturday		
12	Sunday		
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		
22	Wednesday		

23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday	Magazine , News Letter, Journal	Publishing of Magazine and Newsletter

YEAR	NAMEOFSTUDENT	PROGRAMME	RAN POS
2019	ANJANA SURESH	BACHELOR OF SOCIAL WORK	
2019	ASHNA BASHEER	BACHELOR OF SOCIAL WORK	
2019	ANITTA MATHEW	BACHELOR OF SOCIAL WORK	
2020	LIBIYA BABY	B.COM (TRAVEL & TOURISM)	
2020	MATHEW ABRAHAM	B.COM (TRAVEL & TOURISM)	
2020	SONA MARIA MATHEW	BACHELOR OF SOCIAL WORK	
2020	ANJALY V K	BACHELOR OF SOCIAL WORK	
2020	HARITHA E R	BACHELOR OF SOCIAL WORK	

2021	GOURY SURESH	B.COM (FINANCE & TAXATION)	
2021	ANGEL MARY ALEX	BACHELOR OF SOCIAL WORK	
2021	SHERYL MARIAM JOHNSON	BACHELOR OF SOCIAL WORK	
2021	ANNAMOL WILSON	BACHELOR OF SOCIAL WORK	

List of Rank Holders

2021	GILSHA JOSE	BACHELOR OF SOCIAL WORK	
2022	SREELAKSHMI S LAL	BACHELOR OF SOCIAL WORK	

2022	HANNA KURIAKOSE	BACHELOR OF SOCIAL WORK	
2022	DEVIKA REMESH	BA ENGLISH	
2022	ANEES M ELDHOSE	BA ENGLISH	
2023	LIDA KURIAKOSE	BACHELOR OF SOCIAL WORK	
2024	BHAGYA LAKSHMI SREEKUMAR	BACHELOR OF SOCIAL WORK	
2025	A THULYA BABU	BACHELOR OF SOCIAL WORK	
2025	P.SREELAKSHMI	BACHELOR OF SOCIAL WORK	

2025	GOUTHAMI GANGADHARAN	BSc COMPUTER SCIENCE	
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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 :

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Signature of the

Warden(for

hostel students)

Signature of

teacher in

charge

Date:

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 :

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Signature of the

Warden(for

hostel students)

Signature of

teacher in

charge

Date:

IMPORTANT PHONE NUMBERS

<u>Name</u>	<u>Contact Number</u>
Mr.SABU K. PAUL	MANAGER 984783
Dr. JOSEPH T. MOOLAYIL	PRINCIPAL 944740
Mar Elias College Office No.	860684
MG University, Vice-Chancellor	481-2731001 (of 4812731003 (Reside
Registrar MG University	481-597605 (Office) 481-273100 (Residence)

Controller of Examinations (MG University)	0481-2733452,0481-273
Enquiry (MG University)	91-481-2731020,3300,3575
Kottappady Police Station	0484-284
Kothamangalam KSRTC Bus Stand	0485-286
Perumbavoor KSRTC Bus Stand	0484-252