



DON BOSCO COLLEGE

AFFILIATED TO THE UNIVERSITY OF CALICUT

(NAAC Accredited with 'B' Grade &
An ISO 9001:2008 Certified Institution)

Managed by the Salesians of Don Bosco



STUDENT HANDBOOK & CALENDAR 2018-19

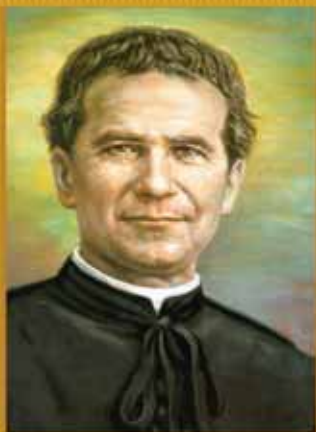


Sulthan Bathery, Wayanad, Kerala - 673.592

Tel: 04936 223017, , 9744981233

Email: mailtodonbosco@gmail.com

Web: www.donboscocollegebathery.com



HEAVENLY PATRON

St. John Bosco
Pray for us

Rector & Manager



Fr. Thomas Poovelickal SDB

Principal



Dr. Joy Ullattil SDB



Fr. Joby Kanimattathil SDB
Administrator



Dr. Eldho K.J.
Vice Principal & HoD



Fr. Sojan Pananchickal SDB
HoD & Hostel Incharge

HEADS OF THE DEPARTMENTS



Mr. Biju T. T (PRO)
(Languages)



Mrs. Annie Liza
(Management)



Mr. Mathew Varghese
(TOURISM)



Mrs. Santha I.S.
(Commerce)



Mrs. Anusha Menoki
(English)

DON BOSCO COLLEGE

SULTHAN BATHERY, WAYANAD, KERALA - 673 592

(Affiliated to the University of Calicut)

Accredited by NAAC with 'B' Grade

An ISO 9001:2008 certified Institution

Phone : 04936 - 223017, 9847918151

e-mail: mailtodonbosco@gmail.com

www.donboscobathery.com



**HAND BOOK AND
CALENDAR
2018 - 2019**

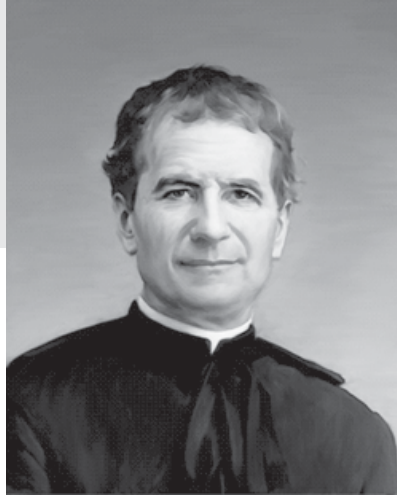
Name :

Course :

Address :

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Phone :



DON BOSCO (1815 – 1888)

Don Bosco is known to millions as a brilliant educator and a great champion of the young. He was born on 16 August 1815, at Becchi, Turin, Italy, in a poor family and eventually he was ordained a priest. He dedicated his entire life for the welfare of the young. Don Bosco's system of education can be summed up in three words (3RS): Reasonableness, Relationship and Religiousness.

Reasonableness refers to a sensible and realistic approach to realities, goals and achievements. Relationship entails a family atmosphere, a loving, friendly and trusting rapport between the teachers and students and spontaneity and openness in interactions. Religiousness signifies inculcating in the young a sense of the divine and preparing them for life, apart from equipping them for a livelihood.

“Education is a matter of the heart”

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HAND BOOK AND CALENDAR

2018 - 2019

Name : Roll No.....

Course : Year.....

Managed by

THE SALESIANS OF DON BOSCO

DON BOSCO COLLEGE, SULTHAN BATHERY

An ISO 9001:2008 certified Institution

(Affiliated to the University of Calicut)

Near Civil Station, Sulthan Bathery, Wayanad-673 592

www.donboscocollegebathery.com

PERSONAL MEMORANDUM

Name:

Course:Year:

Roll No:Hall Ticket No:

Date of Birth: Blood Group:.....

Address (Temporary):

.....

.....

.....

Phone No: Code.....No:.....

Address (Permanent) :

.....

.....

.....

Phone No: Code.....No:

Mobile :E-mail

Name of the father/guardian :.....Mother :.....

Signature of the student:

Signature of the parent:

Signature of the local guardian:



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
 An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
 National Assessment and Accreditation Council
 on the recommendation of the duly appointed
 Peer Team is pleased to declare the
 Don Bosco College
 Sullian Batherly, Dist. Wayanad, affiliated to University of Calicut, Kerala as
 Accredited
 with CGPA of 2.30 on four point scale
 at B grade
 valid up to April 30, 2020*

Date: May 01, 2015

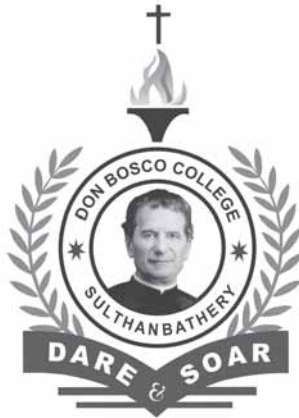


[Signature]
 Director

ECISQ/06/MAA/003



Dare and Soar



The motto of the college “Dare and Soar” is indeed an inspiring one. God wants strong leaders who will not tremble like reeds in the wind in times of adversity and crisis. “Kites fly highest not with the wind, but against the wind”. ‘*Dare*’ stands for courage, effort and enterprise, confidence and determination. ‘*Soar*’ stands for the goal, destination, purpose and the central meaning of one’s life. It also stands for the fruits of being daring-success and achievement. The olive branches symbolize peace and prosperity. The flame represents the Eternal Light that dispels darkness and the cross is the symbol of love and sacrifice. The icon of Bosco symbolizes the inspiration and the pedagogy of education.



NATIONAL ANTHEM

Jana gana mana adinayaka jaya he
Bharatha bhagya vidhatha
Punjab, Sindhu, Gujarat, Marata
Dravida Utkala Vanga
Vindya Himachala Yamuna Ganga
Utchalajaladhi taranga
Thava shuba name j age
Thava shuba asisha mage
Gahe tava jaya gatha
Jana gana mangala dayaka jayahe
Bharatha Bhagya Vidhatha
Jayahe j ayahe jayahe
J aya j aya j aya j ay a he.

PLEDGE

“India is my country, all Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it. I shall give my parents,
teachers and all elders respect and treat everyone with
courtesy.

To my country, and to my people, I pledge my devotion. In
their well-being and prosperity alone lies my happiness.



BRIEF HISTORY OF DON BOSCO COLLEGE SULTHAN BATHERY

Don Bosco College, Sulthan Bathery, is a an Arts and Science Self-financing College affiliated to the University of Calicut, accredited by NAAC with 'B' Grade . The college is managed by the Salesians of Don Bosco, which is a religious order of the Catholic Church. It is part of the world-wide network of Don Bosco institutions. Don Bosco has about 2500 institutions, including 15 universities and 58 professional colleges, in 132 countries. Salesians came to India in 1906. Don Bosco is recognized by the Government of India as the single largest provider of technical education in India, second only to the Government.

Don Bosco College aims at the integral formation of students by imparting sound education in every aspect of life. Education in Don Bosco institutions will enable the young to find meaning in life, to seek guidance and strength from above, to foster a spirituality that can sustain them through inevitable ups and downs of life, according to each one's belief and religious background.

THE NATURE OF THE INSTITUTION

Don Bosco College Sulthan Bathery is a private unaided Christian Minority institution administered by the "Salesians of Don Bosco" belonging to the Sacred Heart Province of Bangalore. This institution is established for the advancement of learning and for the propagation of Christian values and is entitled for the rights guaranteed under Article 30 (1) of the Constitution of India.



THE GOVERNING BODY

The Provincial, his Council of the Salesian Province of Bangalore and the Rector/Secretary of Don Bosco College, Sulthan Bathery shall be the governing body to exercise complete and final authority over the institution. The governing body will be assisted by the college commission of the province and the Management Council of the College, where members are nominated by the provincial from time to time. The Management Council, headed by the Rector, is entrusted with the responsibility of immediate and ordinary administration and management of the affairs of the college.

GOVERNING BODY

- Chairman : Fr. Mathew Thonikuzhiyil SDB (Provincial)
 Secretary : Fr. Thomas Poovelickal SDB (Rector and Manager)
 Members : Dr. Fr. Joy Ullattil SDB (Principal)
 : Fr. Joby Kanimattathil SDB (Administrator)
 : Bro. Philip Vakkapparambil SDB (Dir. DB Tech)
 : Fr. Sojan Pananchickal SDB (Member)
 : Dr. K.J. Eldho (Nominated Member, Vice Principal)

VISION

The college seeks to help the students to be intellectually competent, spiritually mature, morally upright, psychologically integrated, physically fit and socially acceptable persons.



MISSION

We aim at moulding the students to take lead in creating a just and human society where the dignity of the human persons is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony and national integration are upheld, where the poor and marginalized are specially taken care of. This institution is open to all students irrespective of caste or creed. Students are accepted and cherished as they are and are helped to grow in their culture, social and religious tradition. Our secret of success is that it is a community of educators who are committed to their vocation, professionally competent, morally upright, just and who possess a true vision of education.

QUALITY POLICY

To strive to be a centre of learning and excellence through the process of self evaluation and continual development and renewal in all endeavors, namely, learning, teaching, research, consultancy and other related services. To equip young people to meet the challenges of the modern times by providing an all-round formation. To mould persons with character, competence, conscience, compassion and commitment. To provide friendly and growth oriented ambience for students and to ensure excellent standards that would secure them leadership in tomorrow's challenging world.



THE LORD'S PRAYER

Our Father in Heaven/ holy be your name/ your kingdom come/
your will be done/ on earth as in heaven// Give us today our daily
bread/ forgive us our sins/ as we forgive/ those who sin against
us/ do not bring us to the test/ but deliver us /from every evil.

PRAYER OF A STUDENT

O God/ from whom / all wisdom/ and knowledge proceed/
help me to do my studies well./ Open my mind to the truth/ Wipe
out all my prejudices./ Give me an attentive mind/ keen and alert/
so that,/ I can concentrate/ and grasp my lessons./Grant me and
eager mind/ to learn something new everyday/ Oh Invisible/
Eternal/ Unchangeable Truth.

COLLEGE MANAGEMENT COUNCIL

Rev. Fr. Thomas Poovelickal SDB	Rector and Manager 04936-222107, 8921468661 poovelickal@gmail.com
Dr. Fr. Joy Ullattil SDB	Principal 04936-223017, 9744981233 ullajoy@yahoo.co.uk
Dr. K.J Eldho	Vice Principal 04936-223017,9894559282, eldhorvs@gmail.com
Bro. Philip Vakkapparambil SDB	Director Don Bosco Technical Institute 04936-222107, 9847400303
Fr. Sojan Pananchickal SDB	Member, HoD, Hostel Warden 9446573012 pananchickalsdb@gmail.com



PRINCIPAL
Dr. Fr. Joy Ullattil SDB
Ph: 09744981233

VICE PRINCIPAL
Dr. Eldho K J
Ph: 9894559282

MEMBERS OF STAFF-TEACHING
DEPARTMENT OF COMMERCE

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mrs. Sanitha I S. (H.o.D)	9747477652	sanitha1985@gmail.com	MCom.,NET., MBA,NET,B.Ed
2	Mr. Babu VS	9446162590	babuvalamkottu@gmail.com	MCom., MBA
3	Mrs. Leejia George	9447396982	leejiabijuk@gmail.com	MCom., MBA
4	Mrs. Preetha PR	9847769488	preetha.sajeesh15@gmail.com	MBA, NET, M.Com., NET
5	Mrs. Nimmi K. S.	9847720361, 8547821750	nimishiju@gmail.com	MCom.,B.Ed, SET, MBA
6	Ms. Shincy Sebastian	9496309647	shincysebas@gmail.com	MBA, M.com
7	Mrs. Diana Varghese	9539092933	hagnaana@gmail.com	M Com, B Ed, SET
8	Mr. Sameer K . P	9947355609	sameerkps@gmail.com	M Com., B Ed, SET
9	Mrs. Brilla Varghese	9497647801	brilla.lal@gmail.com	M.Com., NET
10	Mr. Gracious Mathai	7598150440	graciousmathai77@gmail.com	MCom, MPhil
11	Mr. Jumanul Haque O. V	8606682758	Jumanhaq2@gmail.com	M Com, B Ed, SET

DEPARTMENT OF MANAGEMENT

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mrs. Annie Liza (HoD)	9746895733	annieliza@gmail.com	MBA, M.Phil
2	Mrs. Geethu Susan Joy	8129566430 9526566430	susanjoh01@gmail.com	MBA, NET
3	Mrs. Bibithamol	9497889893	bibithamol@gmail.com	MBA, NET, PGDCA
4	Mr. Antony P.P	9847095938	antonypp72@gmail.com	MBA, M.Phil
5	Mr. Karthick K	9600549539	karthickkdv@gmail.com	MBA (PhD)
6	Mr. Riyas E M	9847675651	emriyas51@gmail.com	MBA



DEPARTMENT OF COMPUTER SCIENCE

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Dr. Eldho K. J (H.o.D)	9894559282	eldhorvs@gmail.com	M.Sc., M.Phil., Ph.D
2	Fr. Joby K. James	8289856889	k.jobysdb@gmail.com	MCA
3	Mr. Prince Joy	9995580728	princejpalat@gmail.com	MCA, M.Sc.C.S
4	Mrs. Praseetha N. A	9846897171	napraseetha@gmail.com	M.Sc., B.Ed
5	Mrs. Dhanya K. P.	8547890718	dhanyakpwyd@gmail.com	M.Sc., B.Ed
6	Mrs. Gibi K. S.	9946229964	gibikakkanate297@gmail.com	MCA
7	Mrs. Sriitha S.	9747969665	sriitha.nandha@gmail.com	MCA, M. Phil
8	Mr. Basil K. Eldhose	9400838049	basilbattery1107@gmail.com	MCA
9	Ms. Geetha K. G	9645153894	geethakgwayanad@gmail.com	MCA

DEPARTMENT OF TRAVEL & TOURISM

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mr. Mathew Varghese(H.o.D)	9061586873	mathewvarghese5@gmail.com	MBA (Tourism)
2	Mrs. Neethu Jose	8943495596	annneethujos@gmail.com	M.T.A, NET
3	Mr. Biju T. S	9744130148	bijuskaria2007@gmail.com	MTM

DEPARTMENT OF ENGLISH

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mrs. Anusha U. Menoki (H.o.D)	9995248934	anushamenoki@gmail.com	MA, B.Ed, SET
2	Mrs. Sangeetha P. S	9947600598	sangeethaperathel@gmail.com	MA, B.Ed
3	Ms. Priya Philip	8884176278	priyaphilpeng@gmail.com	MA, NET, MBA
4	Ms. Saritha Xaviour	7034788300	sarithaxaviour@gmail.com	MA
5	Mrs. Ashlin Paul	9747064258	ashlinpaul0123@gmail.com	MA, B.Ed
6	Mr. Rejin M. Y	9446993442	rejinmy@yahoo.com	MA
7	Dr. Sr. Philomina M. J	8089503076	srphilomsmi@gmail.com	MA, PhD
8	Mrs. Athira Jayan	7025207660	aathyrjayan@gmail.com	MA
9	Mr. Sarath Sankar	9895006550	saraths086@gmail.com	MA
10	Ms. Reshmi U.R	9496153257	reshmiurtopaz@gmail.com	MA, NET



DEPARTMENT OF LANGUAGE STUDIES

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Mr.Biju T. T (H.o.D)	9744859244	bijuwlynot@gmail.com	MA, B.Ed (Malayalam)
2	Mrs. Sheeba K. M	9605992525	sheebakm2014@gmail.com	MA, B.Ed (Hindi)
3	Mrs. Nishna T	9747124961	nishnaply89@gmail.com	MA,NET(Malayalam)

DEPARTMENT OF SOCIAL WORK

Sl.No.	Name	Phone No.	E Mail ID	Qualifications
1	Fr. Sojan Pananchickal (HoD)	9446573012	pananchickalsdb@gmail.com	MSW, NET
2	Sr. Merlin MSMI	8086184706	sr.merlingeorge@gmail.com	MSW (Med.Psy.)
3	Mrs. Sherin Baby	8943995109	sherinbaby002@gmail.com	MSW(Med.Psy.)
4	Mr. Jose Sebastian	9497303603	Jjose89@gmail.com	MSW
5	Mrs. Ninu P. V	8547223760	ninupv@gmail.com	MSW, NET
6	Mr. Joble K. Jose	9747842984	joblekjose@gmail.com	MSW

ADMINISTRATIVE STAFF

Sl.No.	Name	Phone No.	E Mail ID	Designation
1	Mrs.Susan Thankachan	9495339352	susanpurangattil@gmail.com	Jr. Superintendent
2	Mr. Jinto K. B	9349714307	kbjinto@gmail.com	Librarian
3	Mr. Kuriakose	9946931244	kuriakosenc8@gmail.com	Asst. Librarian
4	Mrs. lyda Jaison	9349648718	iydabjaison@gmail.com	Office Assistant
5	Mr. Aneesh Antony	9961346424	aneeshantonyuk@gmail.com	Lab Technician
6	Mr. Eby Mathew	9961757131	ebyppalil@gmail.com	Office Assistant
7	Mrs. Vasantha	9544771099		Support staff
8	Mrs. Sheeba	9562057225		Support staff
9	Mrs. Sabitha	7025017233		Support staff



COURSES OFFERED

B. Com. Computer Application	: 3 Years
B. A. Travel and Tourism	: 3 Years
B. Sc. Computer Science	: 3 Years
B.A English	: 3 Years
B.B.A.	: 3 Years
B.S.W	: 3 Years
B.Com Finance	: 3 Years
B.Sc Maths	: 3 years
M.Com	: 2 Years
M.S.W	: 2 Years
M.Sc. Computer Science	: 2 Years
M.A. English	: 2 years

CAREER ORIENTED CERTIFICATE PROGRAM (COP) COURSES OFFERED

COURSES	DURATION
Tax Studies	40 hours
Tour Guide & Hospitality Mgmt	40 hours
Spoken English and Soft Skills	40 hours
Tally - Computer Accounting	40 hours
Retail Marketing	40 hours
IFRS	40 hours
CCNA	40 hours
Certified Accounting Technician (CAT)	150 hours
Computer Fundamentals	40 hours



CLASS TIME

9:35 a.m. Attendance - Daily Assembly, 9.50 - 10.40 – Ist hour,
 10.40 - 11.40 – IInd hour
 11.40 - 11.50 – Interval, 11.50 – 12.40 – IIIrd hour
 12.40 – 01.40 – Lunch Break
 01.40 – 2.40 – IVth hour, 2.40 – 3.30 – Vth hour
 3.30 – 4.00 – COP

LIBRARY TIME

9.00 a.m. – 12.00 p.m. & 12.40 p.m. – 4:30 p.m.
 Closed on Second Saturdays, Sundays and Public Holidays.

OFFICE TIME

Mon – Friday: 9:00 a.m. – 12 p.m. & 12:40 p.m. – 4:30 p.m.
 Saturday: 9:00 a.m. – 12 p. m & 12.40 p.m. – 4:30 p.m.
 Closed on Second Saturdays, Sundays and Public Holidays.

MANAGING HOUSE COUNCIL

Sl.No.	Name	Designation
1	Rev. Fr. Thomas Poovelickal SDB	Manager/Secretary
2	Dr. Fr. Joy Ullattil SDB	Principal
3	Fr. Sojan Pananchickal SDB	Hostel Warden
4	Fr. Joby Kanimattathil SDB	Administrator
5	Br. Philip Vakkaparambil SDB	Dir. Don Bosco Tech



ACADEMIC COUNCIL

Dr. Fr. Joy Ullattil	Principal
Dr. K. J Eldho	Vice Principal
Ms. Priya Philip	IQAC Coordinator
Mr. Karthick K.	IQAC Coordinator
Mrs. Annie Liza	HoD of Management Studies
Fr. Sojan Pananchickal	HoD of Social Work
Mr. Mathew Varghese	HoD of Travel and Tourism
Mrs. Anusha U. Menoki	HoD of English
Mr. Biju T. T	HoD of Languages
Mrs. Sanitha I. S	HoD of Commerce
Sr. Merlin	Asst. Professor in Social Work
Mrs. Sherin Baby	Asst. Professor in Social Work (Secretary)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr. Fr. Joy Ullattil	Principal (Chairman)
Dr. K. J. Eldho	Vice Principal (Convenor)
Ms. Priya Philip	IQAC Coordinator
Mr. Karthick K.	IQAC Coordinator
Rev. Fr. Thomas Poovelickal	Manager & Rector
Fr. Joby Mathew	Management Member (Administrator)
Br. Philip	Management Nominee
Dr. Sr. Annamma Philip	Academic Expert
Fr. Sojan Pananchickal	HoD of Social Work
Mrs. Anusha U. Menoki	HoD of English (Faculty Member)
Mr. Mathew Varghese	HoD of Tourism (Faculty Member)
Mrs. Annie Liza	HoD of Management (Faculty Member)
Mrs. Sanitha I. S	HoD of Commerce (Faculty Member)
Mr. Biju T. T	HoD of Languages (Faculty Member)
Mrs. Geethu Susan Joy	IQAC Secretary
Mr. Nikhil Thomas	Alumni
Ms. Ashitha Sunny	Alumni
Dr. Ayyappadas	External Member
Mr. Isson K Jose	Nominated from Local society
Ms. Anagha Sudhir	Student Representative
Ms. Maria Johnson	Student Representative

ANTI-RAGGING COMMITTEE

Chairman	: Dr. Eldho K.J - Vice- Principal
Members	: Fr. Sojan, Ms. Sanitha, Mr. Mathew, Mrs. Annie Liza, Mr. Biju T. T., Mr. Antony PP



GENERAL REGULATIONS

1. The student's registration in the college is considered as an expression of willingness to abide by all the rules and regulations in force in the college, as also declared in the application form by the student. Every student therefore is committed to the observance of these rules and those that will be made by the management during the course of study.
2. The student who takes admission to the college is understood to be for the entire course.

The student shall not ordinarily ask for transfer or discontinue the course which he/she has started. However, if the student wants to quit the college, he/she must clear all the fees for the remaining part of the course.

3. The student's goal is primarily to achieve academic excellence and to develop his/her total self for the service of his/her fellowmen. The standard set before each student presupposes maturity, responsibility and judicious use of all the opportunities made available by the college.
4. Important notices are posted on the notice board of the college. It is the responsibility of the students to read and respond immediately. If one is absent when the notices are displayed, or information is communicated, it is the duty of the student to get the information. College will not be responsible if a student is absent and if he/she fails to respond to the notices displayed and information passed. Notice boards are for official use only; tampering with them is a serious offence.
5. It is the responsibility of the student to treat college property with care and to keep the building and the campus neat and



- clean. Any damage done by the student to the property of the college must be repaired or replaced at the student's expense.
6. The students are not allowed to bring mobile phones into the campus. If for any special reason they need to bring the mobile phones in to the campus, they may surrender it with the class teacher paying Rs. 100/- per month as safe keeping fee. Those found using or keeping mobile phones with them, will be asked to surrender the same to the Principal and may collect it back only on payment of Rs.500/-.
 7. The dress code of the students should be modest, neat and dignified. Ladies should wear churidars with shawls or sarees and young men shall wear pants and shirts. Any type of casual wears (eg. Baggy Jeans, T shirts, kurta & sherwani) are not allowed. The College Uniforms are to be worn on Mondays, Wednesdays and Fridays and on other days when informed by the Principal. Those appearing at the college without the full and complete uniform attire, will have to pay a fine of Rs. 100/-
 8. Any student may be suspended, dismissed, or expelled from the college at any time during the year for the following reasons: Ragging, copying in the examination, stealing, any form of cheating or dishonesty; any form of public immorality in the campus; possessing or bringing into campus pornographic material; bringing or being under the influence of alcohol on the campus during the college activities including picnics, study tours and excursions; possessing, use or trafficking of drugs; smoking, bringing or carrying within the campus firearms or any lethal weapon; physical assault on persons; gross and deliberate discourtesy to college personnel or students on the campus; vandalism in college or college property; tampering with and/or



- falsification of college or public document; preventing or threatening students or college staff or authorities from discharging their duties, or any offence considered serious in the same code.
9. Student Party Politics is not permitted in the campus. No student shall take part in any student party political activities outside the campus during working hours. Neither shall any student promote directly or indirectly any political activism in the college. Election is held to elect student representatives to the College Student's Union.
 10. Use of chewing gum and Hans are strictly forbidden in the campus.
 11. Study tour may be arranged by the students with the consent of the Class Teacher and the Head of the Department. Prior permission must be obtained from the Principal before finalizing the place, date and mode of transport.
 12. The tour party must be accompanied by the Class Teacher and / or a member of the staff. In some cases a parent/ the mother of a girl student may be asked to accompany the group. Such tours are not to be conducted on working days. However in the case of a three-day tour, one working day may be included. A two or three-day tour may be conducted only once during the course. However, one day picnics may be arranged in the remaining two years of the course, provided the class teacher is willing to accompany the students and there should be at least 80% of the class present for the same. Classes going for one day picnics should return to Sultan Bathery at 7.00 p.m. at the latest. All the picnics and tours must be held before Christmas Holidays.
 13. Anyone is free to follow and practice a religion of his/her choice. External worship other than Catholic is not allowed in the



college. The college Chapel is open to anyone for personal prayer. The Catholic students are expected to attend the Holy Mass whenever it is held in the campus while the non Catholic students are to attend the Value education classes.

14. Students are not permitted to raise funds from the students or from the public without the explicit permission of the Principal.
15. The students are requested to take care of the furniture and other equipments of the college. Damages caused must be compensated as per the directive of the Principal in consultation with the administrator.
16. No student will be enrolled or allowed to attend any class until the fees due from him/her has been paid.
17. Grievances if any, shall be brought to the attention of the Principal through the representatives or through the Grievance Cell.
18. One can address students in the class room, or any gathering on the campus, only with the permission of the principal.
19. Strikes, shouting slogans, skipping classes and crowding in the campus, are not permitted.
20. The medium of instruction and communication on the campus shall be in English.
21. Students are not allowed to go out of the campus without the permission of the Class In charge or the Principal except during the lunch break.
22. PTA Meetings : Parents Teachers Association Meetings one held twice in an year. Normally in the Month of October and February. All the Parents of the Students are expected to attend the meeting as per schedule.



EXAMINATION & TEST PAPERS

The primary purpose of Examinations and Test Papers is to evaluate the academic growth of the students. In each semester, the students have to write two Internal Assessments and a Semester End examination. They are announced in due time giving sufficient time for the students to prepare for the same. These exams and the tests papers are important and are conducted in all seriousness. The internal assessments cannot be repeated. If a student fails to write the internal assessment tests for whatever reason, he/she stands to forfeit the chance to obtain marks for the same. Those who absent themselves for the End Semester exams or fail to get the expected grade, may write the supplementary or can attempt to improve the grades when the respective semester exams are held in the following year.

INTERNAL AND EXTERNAL MARKS.

Internal marks are calculated taking into consideration – Two Internal tests, Seminar, Assignment and Attendance. The internal marks are out of 20. The external marks are based on the Semester Exam conducted by the University. A maximum of 80 marks are awarded for the External exam.

IDENTITY CARDS

Every student is expected to have in her/his possession an Identity Tag with her/his photograph attested by the Principal. The Identity Tag must be presented at the time of payment of fees, library work, while receiving the hall tickets, refund of the caution deposit, mark list and other certificates. The students must wear the Identity Tag of the College on all days. If the Tag is lost, a duplicate one may be issued at the student's expense of Rs.100/- with the special permission of the Principal and on submission of a written request for a duplicate Tag.



ATTENDANCE AND LEAVE

1. The working day is divided into two sessions, three hours in forenoon and two hours in the afternoon. Attendance will be marked at the beginning of each period. If a student is late or absent he/she is expected to fill up a form and pass on to the teacher/office as instructed. If a student is absent for any one period of any one session, he/she will be considered as absent for that session. Students who reach the college late will have to obtain the late form paying Rs.5/- and submit the same to the class teacher on the same day. A total of 10 days of late arrival is permitted for an year. Those who still continue to come late will have to pay Rs.10.- with loss of half-day attendance. This is to discourage students from coming late. Such students must submit the leave form to the class teacher in order to get the rest of the day's attendance.
2. Each class will have a class monitor who will assist the faculty member in his/her routine duties. The monitor shall report without delay to the Principal of any special situation that may arise in the class such as the absence of the teacher so that necessary arrangements can be made immediately.
3. Leave is granted by the Principal. Application for leave should be given to the Principal in advance except in unavoidable and unforeseen circumstances. In such cases, the students are requested to produce a leave letter signed by the parent or the guardian who has signed in the Admission Application. Forging or malpractice with regard to leave letters will be considered a serious offence. Those who do not produce leave letters are not entitled to get attendance until they produce the same.



4. It is a must that the students should be present on the re-opening days and college functions. Absence on these days will be considered as a serious fault.
5. Minimum percentage of attendance (75%) is required to attend the semester exams. Those incurring shortage of attendance may request the Principal for Condonation of shortage of attendance which will be given only for medical reasons with valid medical certificate from recognized medical practitioner. If the Principal is convinced of the validity of the reasons, he may recommend for condonation subject to the University rules. Such condonation will not be granted for more than two semesters during a course of study.
6. The names of students absenting themselves for more than 10 consecutive days without prior permission will be removed from the rolls and they will lose their attendance. They may be re-admitted at the discretion of the Principal in which case they will have to pay all the college fees due, before they are re-admitted.
7. Attendance shall be marked at the beginning of each class by the teacher in the class.
8. At the end of each term or at the beginning of the following term information regarding the days of attendance obtained by each student will be displayed on the Notice Board. The attendance marked in the attendance register will be considered as the sole evidence.
9. Internal marks are given to the student according to the norms of the university based on attendance, assignments, internal tests, and seminar presentation.



10. Hall tickets for the University exams will be issued only after clearing all dues including fees and fines that may still remain.

LIBRARY

1. The library will be open from 9.15 a.m. to 12:00 p.m. and from 12:45 p.m. to 4:15 p.m., Monday to Saturday. It will be closed on Sundays, Second Saturdays and on public holidays.
2. Strict silence is to be observed inside the Library.
3. The students who enter the Library are expected to leave their belongings at the entrance and take with them only writing materials.
4. The students can borrow 3 books at a time.
5. The books lent out should be returned within 15 days. If the library book is not returned on time, a fine of Rs. 20/- will be charged per book, per day. If the book is not returned he/she will be suspended from membership till the fine is paid.
6. No reference books can be taken out of the library.
7. The books taken by the staff are to be returned within three weeks.
8. No magazines are lent out.
9. Students wanting to enter the library stack room should show their identity cards to the librarian before they enter.
10. The students are given 3 library cards each and they must bring them personally to take books out of the library. Books will not be issued without cards.
12. If a book is damaged or lost, the student will either have to pay for it or supply the Library with a new copy according to the decision of the librarian.



13. Students are forbidden to remove any page or article from any newspaper or magazine in the reading room.
14. On collecting books from the library, the student ought to examine them and report any damage found therein to the Librarian, failing which he/she shall be held responsible for any damage found on returning them.
15. If library cards are lost duplicate cards may be issued on written request of the student on payment of Rs. 20/- each per card.
16. Library books will not be issued to students during University exams. They may refer them in the library. Library books are not to be used as text books.

ISSUE OF CERTIFICATES

1. After the completion of the course, transfer and course certificates will be issued to students. Students have to settle all their dues before applying for transfer certificate.
2. The conduct certificate is a document depicting the overall conduct of the student decided and signed by the Principal. It will be issued together with TC, after the completion of the course.
3. The qualifying certificates and marklists submitted by the students on admission will be returned to them only on completion of their respective university examination or his/her TC being issued. If however student requires his/her documents for producing it elsewhere he/she will have to apply to the principal, clearing all dues as per rules. A sum of Rs. 10/- will have to be paid as search fees and Rs. 500/- as security.
4. The student must collect from the office one's documents within a year after completing the course. The college office will not be



responsible for any damage or loss to the certificate left unclaimed by the student, after one year. From the second year onwards a search fee of Rs. 50/- will be levied for each year that has elapsed.

5. A student applying for any certificate shall furnish the following details in the application form available at the office for Rs. 10/-
6. Certificates are to be collected directly by the student. If a student is unable to collect them personally, he/she should write a letter to the Principal, authorizing his/her father/mother/guardian. Duplicate TC will not be issued unless there is a certificate from an officer ordinarily not below the rank of a first class Magistrate to the effect that the TC has been lost irrecoverably and on payment of Rs. 250/-

COLLECTION AND REFUND OF FEES

Mode of collection of tuition fees

The Tuition fees must be paid in full for each semester. It may be paid in the months of June and December respectively.

The college fee, is to be remitted in the College Account through the Catholic Syrian Bank using the bank ID given to the students. No college fee is collected at the college office. Fine if any, for delayed payment of Fees, will be collected at the college office before the Semester Exams.

Fee Defaulters

The student who fails to pay the full fees on or before the due date is given two week's time to pay the full fee along with a fine of Rs.50/-. Additional two weeks are given with fine of Rs. 100/- If the student still fails to pay the full fee even after four weeks, he/she



will incur loss of attendance till the fee is paid. However he/she may be permitted to attend the classes if the Principal finds it worthy. Hall Tickets shall be issued only if the student has paid the full fee. The names of defaulters will be published on the notice board immediately after the expiry of the last date fixed for payment. No student shall be allowed to begin the subsequent semester without having paid the arrears in full.

Payment of Fees by Students on Rolls

Once the student is enrolled in the college, the paid fee will not be refunded under any circumstances. If a student wishes to discontinue the course for which she /he is admitted for whatever reasons, the full amount of tuition as well as the special fees of the full course (3 years) is to be paid and only then TC and other documents will be issued as indicated in the prospectus and as agreed at the time of admission.

Re-Fund of Caution Deposit

The caution deposit will be refunded to the students when TC is issued. Refund is made after deducting all the dues, if any, on account of:

- (i) Loss of library book
- (ii) Damage to the properties of the college
- (iii) Contribution to Past Pupil's meet
- (iv) Other dues if any



KERALA RAGGING PROHIBITION ACT 1998 ACT 10 OF 1998

(Published in Kerala Gazette Extra No. 1007 dated 24.6.1998)

1. **Definition** – In this Act, unless the context otherwise required:-
‘Ragging’ means doing of any act, by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes:-
 - (i) Teasing, abusing or playing practical jokes on, or causing hurt to such student
 - (ii) Asking a student to do any act or perform something which such student will not in the ordinary course, willingly, do.
2. **Prohibition of ragging** – Ragging within or without any educational institution is prohibited.
3. **Penalty for ragging** – Whoever commits, participates in, abets or propagates ragging within or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to fine which may extend to ten thousand rupees.
4. **Suspension of student** – (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains in writing, of ragging to the Head of the educational institution, the Head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action.
5. **Dismissal of student** – Any student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.



SYLLABUS 2018-2019

B.Com with Computer Application

Semester I

Course	Title	Credits
ENG1A01	Transactions-Essential language skills	3
ENG1A02	Ways with words: Literature in English	3
Common	BC1A07 Communication skills in the languages other than English	4
Core	BCIB01 Business Management	4
Compl.	BCIC01 Managerial Economics	4

Semester II

Course	Title	Credits
ENG2A03	Writing for academic and professional success	4
ENG2A04	Zeitgeist: readings on Contemporary Culture	4
Common	BC2A10 Culture and civilization	4
Core	BC2B02 Financial Accounting	4
Compl.	BC2C02 Marketing Management	4

Semester III

Course	Title	Credits
Common	BC3A11 Basic Numerical skills	4
Common	BC3A12 General Informatics	4
Common	BC3B03 Business Regulations	4
Core	BC3B04 Corporate Accounting	4
Compl.	BC3C03 Human Resource Management	4



Semester IV

Course	Title	Credits
Common	BC3A13 Entrepreneurship Development	4
Common	BC4A14 Banking and Insurance	4
Core	BC4B05 Cost Accounting	4
Core	BC4B06 Corporate Regulations	4
Compl.	BC4C04 Quantitative Techniques for Business	4

Semester V

Course	Title	Credits
Core	BC5B07 Accounting for management	4
Core	BC5B08 Business Research methods	4
Core	BC5B09 Human Resource Management	2
Core	BC5B10 Business Applications of Computers	4
Core	BC5B11 Business Information System	4
Open	BC5D02 Open Course (For students from other departments)(E. Commerce)	4

Semester VI

Course	Title	Credits
Core	B C6B12 Income Tax Law and Practice	4
Core	BC6B13 Auditing	4
Core	BC6B14 Office Automation Tools	4
Open.	BC6B15 Computerised Accounting with Tally	4
Core Project	BC6DB16 (PR) Project and viva voce.	4



Core Courses in the area of Specialization:

A. Finance

1. Financial Reporting
2. Financial Management
3. Financial Markets and services.
4. Fundamentals of Investments

B. Banking and Insurance

1. Banking Services Management
2. Insurance Management
3. Foreign Exchange Management
4. Risk Management and insurance

C. Co-operation

1. Co-operative Theory and Practice
2. Legal Frame Work for Co-operatives
3. Banking, Production, Trading and services
Co-operatives
4. Co-operative Management and Administration

Open Courses: (For Students from other departments)

1. E-Commerce
2. Human Resource Management
3. Basic Accounting



M.Com

Semester I

Course	Title		Credits
MC1C1	Business Environment	100	4
MC1C2	Quantitative Techniques for Business	100	4
MC1C3	Accounting for Managerial Decisions	100	4
MC1C4	IT Application in Commerce	100	4
MC1C5	Organizational theory and Behavior	100	4

Semester II

Course	Title		Credits
MC2C6	International Business	100	4
MC2C7	Advanced Corporate Accounting	100	4
MC2C8	Business Communication	100	4
MC2C9	Management Science	100	4
MC2C10	Strategic Management and Corporate Governance	100	4

Semester III

Course	Title		Credits
MC3C11	Financial Markets and Institutions	100	4
MC3C12	Income Tax Law and Practice	100	4
MC3C13	Research Methodology	100	4
MC3E(F)01	Financial Management	100	4
MC3E(F)02	Security Analysis and Portfolio Management	100	

Semester IV

Course	Title		Credits
MC4C14	Financial Derivatives and Risk Management	100	4
MC4C15	Cost Management	100	4
MC4E(F)03	Strategic Financial Management	100	4
MC4E(F)04	Tax Planning and Management	100	4
MC4P01	Project Work and Viva Voce	100	62



1. Duration of the semester
Each semester shall consist of 16 weeks of study. This does not include the time used for conducting University examinations.
2. Internal Assessment all courses except project work shall have internal assessment.
3. Internal Assessment components and Marks as per regulations for CSS for PG
- 4.. External Examination: As per common regulations for CSS for PG

Project Work

1. During the third or fourth semester each student shall do a project for a business organization or a social or an economic problem identified by the supervising teacher under the guidance of a faculty member.
2. The project can be done individually or in groups of two students. But the project report should be different for each of the students. That is, one student may study a problem in the financial management area and another may study a problem in the marketing management area etc. of the same firm if two students in a college are doing project work for the same firm. In no case, the project reports of two students shall be identical.
3. The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared If the organization or the guide or both ask for one copy each.
4. The report shall be printed (or neatly typed) and bound (preferably spiral bound) with not less than 50 A4 size, double spaced, pages.
5. The project report should be submitted to the Head, Department of Commerce of the College where he/she is doing M.Com at least one month before the last working day of the fourth semester.
6. Structure of the report



Contents

Chapter I: Introduction (Organization profile, Research problem, objectives of the study, Research methodology etc.)

Chapter II Review of literature

Chapters III and IV: Data Analysis (2 or 3 chapters)

Chapter V : Summary, Findings and Recommendations.

Appendix (Questionnaire, specimen copies of forms, other exhibits etc.)Bibliography (books, journal articles etc. used for the project work).

7. Project work shall have the following stages

- Project proposal presentation
 - Field work and analysis of data
 - Report writing
 - Draft project report presentation and discussion
 - Final project report submission
8. Duration of project work The duration for project work is 3 weeks. This time is to be used for data collection. The work may be started in the third semester or early fourth semester as is suitable for the students.
 9. A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done and it shall be included in the project report. If the project was not done for any organization, then a Certificate from the guide stating the reasons for not doing the project for any identified organization.
 10. Evaluation of project report: As per common regulations for CSS for PG.
 11. Viva Voce at the end of the fourth semester.



B.Com with Finance

Semester I

Course	Title	Credits
Common	Transactions-essential language skills	3
Common	Ways with words literature in English	3
Common	BC1A07 Communication skills in the languages other than English	4
Core	BCIB01 Business Management	4
Compl.	BCIC01 Managerial Economics	4

Semester II

Course	Title	Credits
Common	Writing for academic and professional success	4
Common	Zeitgeist: readings on Contemporary Culture	4
Common	BC2A10 Culture and civilization	4
Core	BC2B02 Financial Accounting	4
Compl.	BC2C02 Marketing Management	4

Semester III

Course	Title	Credits
Common	BC4A13 Basic Numerical skills	4
Common	BC3A12 General Informatics	4
Common	BC3B03 Business Regulations	4
Core	BC3B04 Corporate Accounting	4
Compl.	BC3C03 E-Commerce Management	4



Semester IV

Course	Title	Credits
Common	BC3A13 Entrepreneurship Development	4
Common	BC4A14 Banking and Insurance	4
Core	BC4B05 Costing Accounting	4
Core	BC4B06 Corporate Regulations	4
Compl.	BC4C04 Quantitative Techniques for Business	4

Semester V

Course	Title	Credits
Core	BC5B07 Accounting for management	4
Core	BC5B08 Business Research methods	4
Core	BC5B09 Human Resource Management	2
Core	BC5B10 Financial Reporting	4
Core	BC5B11 Financial Management	4
Open	BC5D02 Open Course(for students from other departments) (E. Commerce)	4

Semester VI

Course	Title	Credits
Core	BC6B12 Income Tax Law and Practice	4
Core	BC6B13 Auditing	4
Core	BC6B14 Financial Markets and Services	4
Open.	BC6B15 Fundamentals of investment	4
CoreProject	BC6DB16 (PR) Project and <i>viva voce</i> .	4



BACHELOR OF BUSINESS ADMINISTRATION

BBA Semester I

Course	Course Code	Title	Contract Hours	Credits
Common	ENG1A01	Transactions-Essential language Skills	5	3
Common	ENG1A02	Ways with words-Literature in English	5	3
Common	BBIA07	Additional Language Course1	5	4
Core	BBIB01	Management Concepts and Business Ethics	5	4
Compl.	BBIC01	Managerial Economics	5	4

BBA Semester II

Course	Course Code	Title	Contract Hours	Credits
Common	ENG2A03	Writing for academic and professional Success	5	4
Common	ENG2A04	Zeitgeist-Readings on contemporary culture	5	4
Common	BBIIA08	Additional Language Course II	5	4
Core	BBIIB02	Financial Accounting	5	4
Compl.	BBIIC02	IT for Business & Management	5	4

BBA Semester III

Course	Course Code	Title	Contract Hours	Credits
Common	BBIVA11	Basic numerical skills	5	4
Common	BBIIIA12	General Informatics	5	4
Core	BBIIIB03	Business Regulatory Frame work	5	4
Core	BBVIB13	Human Resource Management	5	4
Compl.	BBIIIC03	Quantitative Techniques forBusiness	5	4



BBA Semester IV

Course	Course Code	Title	Contract Hours	Credits
Common	BBIIIA13	Banking and Insurance	5	4
Common	BBIVA14	Entrepreneurship Development	5	4
Core	BBIVB05	Marketing Management	5	4
Core	BBIVB06	Financial Management	5	4
Compl.	BBIVC04	Management Science	5	4

BBA Semester V

Course	Course Code	Title	Contract Hours	Credits
Core	BBVB07	Accounting for management	5	4
Core	BBVB08	Business Research methods	5	4
Core	BBVB09	Emerging Trends in Management	5	4
Core	BBVB10	Human Resource Planning and Development	2	2
Core	BBVB11	Performance Management	5	4
Open	BBVD01	Open Course (For others)	3	4

BBA Semester VI

Course	Course Code	Title	Contract Hours	Credits
Core	BBVIB12	Operations Management	5	4
Core	BB111B04	Organizational Behavior	5	4
Core	BBVIB14	Industrial Relations	5	4
Core	BBVIB15	Management training and development	5	4
Core	BBVIB16	project and viva voce	5	4



Core courses in the area of Specialization:

A. Finance

1. Indian Financial System
2. Investment Management
3. Income Tax
4. Working Capital Management

B. Marketing

1. Services Management
2. E-Commerce
3. Consumer behavior
4. Retail Management

C. Human Resource management

1. Human Resource Planning and Development
2. Performance Management
3. Industrial Relations
4. Management training and development

5.2 All the common courses, Core Courses, Complementary and Open courses for BBA program will be handled by Commerce teachers

6. Internal Assessment: All courses except project report / placement training report shall have internal assessment as specified in the common regulations

4 for CCSSUG 2009. Provisions of the clause 9.1 and 9.2 of the common regulation are applicable in the case of internal assessment.

8.0 External Examination



7. The University shall conduct semester examinations as specified in the common regulations for CCSSUG 2009. The duration of examination shall be three hours for each course. Provisions of clause 9.3, 9.4 and 9.5 of the common regulation for CCSSUG 2009 will be applicable for external examinations.

8. Project Report

- During the sixth semester the candidate shall do a project for a business organization.
- The candidate shall prepare and submit a project report to the Head of the Department.
- The report shall be printed and spiral bound with not less than 50 A4 size pages.
- Project work shall have the following stages
 - Project proposal presentation
 - Field work and data analysis
 - Report writing
 - Draft project report presentation
 - Final project report submission

9. Duration of project work is 3 weeks.

10. A certificate showing the duration of the project work shall be obtained from

the organization for which the project work was done and it shall be included in the project



BACHELOR OF ENGLISH

B A Eng. I Semester

Course	Title	Contract Hours	Credits
ENG1A01	Transactions-essential language skills	4	3
ENG1A02	Ways with words: literature in English	5	3
A07	Communication Skill in the additional language	4	4
ENG1B01	Reading Poetry	6	4
C01	Complementary -1 (Social and Cultural History of Britain)	3	2
C022	Complementary - 2 (Modern Indian History)	3	2

B A Eng. II Semester

Course	Title	Contract Hours	Credits
ENG2A03	Writing for academic and professional success	4	4
ENG2A04	Zeitgeist: readings on Contemporary Culture	5	4
A08	Translation and Communication in the additional language	4	4
ENG2B01	Reading Prose	6	4
C03	Complementary -1 (Social and Cultural History of Britain)	3	2
C042	Complementary - 2 (Modern Indian History)	3	2

B A Eng. III Semester

Course	Title	Contract Hours	Credits
ENG3A05	Signatures : Expressing the self	5	4
A09	Literature in the additional language	5	4
ENG3B01	Reading Drama	4	4
ENG3B02	Reading Fiction	5	4
C05	Complementary -1 (Social and Cultural History of Britain)	3	2
G06	Complementary - 2 (Modern Indian History)	3	2



B A Eng. IV Semester

Course	Title	Contract Hours	Credits
ENG4A06	Reading Fiction and Non Fiction	5	4
A10	Culture and Civilization	5	4
ENG4B01	Modern English Literature	5	4
ENG4B02	Methodology of Humanities	4	4
007	Complementary - 1 (Social and Cultural History of Britain)	3	2
008	Complementary - 2 (Modern Indian History)	3	2

B A Eng. V Semester

Course	Title	Contract Hours	Credits
ENG5B01	Indian Writing in English	5	4
ENG5B02	Language and Linguistics	5	4
ENG5B03	Methodology of Literature	5	4
ENG5B04	Informatics	5	4
EN5B5(Pr)	Project* (to be contd in Sem 6)	2	0
	Open Course	3	2

B A Eng. VI Semester

Course	Title	Contract Hours	Credits
ENG6B01	Literary Criticism and Theory	5	4
ENG6B02	Literature in English American and Post Colonial	5	4
ENG6B03	Women's Writing	5	4
ENG6B04	Writing for the Media	5	4
ENG6B05E (1/2/3)	Elective-1- World Classics in Translation	3	2
ENG6B06(Pr)	Project *	2	4



M A ENGLISH LITERATURE

M A Eng. I Semester

Course	Title	Contract Hours	Credits
EN1C01	British Literature from the Age of Chaucer to 18 th century	6	4
EN1C02	British Literature: The 19 th Century	6	4
EN1E01	Shakespeare	6	4
EN1E02	British and Continental Drama	6	4

M A Eng. II Semester

Course	Title	Contract Hours	Credits
EN2C03	20 th Century Literature upto World War 11	6	4
EN2C04	Criticism and Theory	6	4
EN2E07	American Literature	6	4
EN2E10	European Fiction and Translation	6	4

M A Eng. III Semester

Course	Title	Contract Hours	Credits
EN3C05	20 th Century British Literature :Post 1940	6	4
EN3C06	English Languages :History and Structure	6	4
EN3E15	Postcolonial Fiction and Drama	6	4
EN3E19	Women's Writing	6	4

M A Eng. IV Semester

Course	Title	Contract Hours	Credits
EN4C07	Indian English Literature	6	4
EN4C08	Dissertation		4
EN4E20	Post Colonial Poetry	6	4
EN4E21	Indian English Fiction	6	4
EN4E28	American Ethnic Writing	6	4



B. A. Travel and Tourism Management

Semester I

Course	Course No.	Code	Title	Credits
Common	1	A01	Transactions-Essential language Skills	4
Common	2	A02	Ways with words-Literature in English	3
Common	3	A07	Communication Skill in the Language other than English	4
Core	4	TTMIB01	Fundamentals of Tourism	5
Compl	5	TTMIC01	Business Statistics	4
			Total	20

Semester II

Course	Course No.	Code	Title	Credits
Common	6	A03	Writing for academic and professional Success	4
Common	7	A04	Zeitgeist-Readings on contemporary culture	3
Common	8	A08	Translation and communication in Languages other than English	4
Core	9	TTM2B02	Tourism principles practices and Ethics	5
Compl.	10	TTM2C03	Financial Accounting	4
			Total	20

Semester III

Course	Course No.	Code	Title	Credits
Common	11	A05	Native Media	4
Common	12	A09	Literature in Malayalam/Hindi/ Other Indian/World languages other than English	4
Core	13	TTM3B03	Aviation Management	4
Core	14	TTM3B04	Tourism in Kerala	4
Compl.	15	TTM3C05	Business Regulatory framework	4
			Total	20



Semester IV

Course	Course No.	Code	Title	Credits
Common	16	A06	History and Philosophy of Science	4
Common	17	A10	Culture and Civilization (with a compulsory component on Kerala Culture)	4
Core	18	TTM4B05	Travel Geography	4
Core	19	TTM4B06	Introduction to Hospitality	4
Compl.	20	TTM4C07	IT for Business	4
Total				20

Semester V

Course	Course No.	Code	Title	Credits
Core	21	TTM5B07	Travel Management	4
Core	22	TTM5B08	Hotel Operation	4
Core	23	TTM5B09	Business Research Methods	4
Core	24	TTM5B10	Air Fares & Ticketing	4
Core	25	TTM5B11	Human Resource Management	4
Open	26	TTM5D01	Event Management(For other streams)	2
Total				22

Semester VI

Course	Course No.	Code	Title	Credits
Core	27	TTM6B12	Travel Agency and Tour Operation Management	4
Core	28	TTM5B13	Principles of Marketing	4
Core	29	TTM6B14	Innovative Practices in Tourism	4
Core	30	TTM6B15	Entrepreneurship Development	4
Core	31	TTM6B16	Project	2
Total				18



Projects:

Each student of B.Com, B.Sc. Computer Science, B.A.Travel and Tourism is expected to do Project related to their core subject. Following are the details of the same.

Duration of project work

The duration for project work is maximum 3 weeks. A certificate showing the duration of the project work shall be obtained from the organization for which the project work is done and it shall be included in the project report.

Structure of the report

Title page, Certificate from the organization (for having done the project work), Certificate from guide, Acknowledgements, Contents, Chapter I: Introduction (Organization profile, Research problem, objectives of the study, Research Methodology etc.), Chapter II: Review of literature, Chapter III and IV: Data Analysis (2 or 3 chapters), Chapter V: Summary, Findings and Recommendations. Appendix (Questionnaire, specimen copies of forms, other exhibits etc.), Bibliography (Books, journal articles etc. used for the project work).

Evaluation of project report

The project report shall be subject to double evaluation: The candidate should get a minimum of D grade for project to pass. If the candidate fails to get a minimum D grade in project report, he or she shall resubmit the project report after modifying it on the basis of the recommendations of the examiners.

Viva Voce

At the end of sixth semester candidate shall attend a comprehensive *viva voce* examination and an aggregate D grade in the core project course. If the candidate fails to get D grade in project/ Viva he/she has to reappear for that part only.

Requirement for passing the course

For passing the BA Travel & Tourism programme, the student shall be required to achieve a minimum of 120 credits of which 38 credits shall be from common courses, 62 credits from core and elective courses, 16 credits from complementary courses and 4 credits from open courses. In all other matters regarding the conduct of BA Travel & Tourism programme in the affiliated colleges under Calicut university under choice based credit semester system which are not specified in this regulation CUCCSSUG 2009 will be applicable.



B Sc COMPUTER SCIENCE

Semester I

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
01	A01	Transactions-Essential language Skills	4	20	80	100	5	0	5
		Ways with words-Literature in English	3	20	80	100	4	0	4
03	XXXXA07	Communication Skills in Languages other than English	4	20	80	100	5	0	5
04	BCS1B01	Computer Fundamentals & HTML	3	20	80	100	1	2	3
05	XXXXC01	Complementary Mathematics I	3	20	80	100	4	0	4
06	XXXXC01	Optional Complementary I	3	20	80	100	4	0	4
		Total	20		600	23	2	25	

Semester II

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
07	A03	Writing for academic and professional Success	4	20	80	100	5	0	5
08	A04	Zeitgeist-Readings on contemporary culture	3	20	80	100	4	0	4
09	XXXXA08	Literature in Languages other than English	4	20	80	100	5	0	5
10	BCS2B02	Problem Solving using C	3	20	80	100	1	2	3
11	BCS2B03	Programming Laboratory I: Lab Exam of 1 st & 2 nd Sem.HTML & Programming in C	2	20	80	100	0	0	0
12	XXXXC02	Complementary Mathematics	3	20	80	100	4	0	4
13	XXXXC02	Optional Complementary II	3	20	80	100	4	0	4
		Total	22		700	23	2	25	

Semester III

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
14	XXXXA11	Numerical Skill	4	20	80	100	4	0	4
15	XXXXA12	General Informatics	4	20	80	100	4	0	4
16	BCS3B04	Data Structures using C	4	20	80	100	3	4	7
17	XXXXC02	Complementary Mathematics III	3	20	80	100	5	0	5
18	XXXXC02	Optional Complementary III	3	20	80	100	5	0	5
		Total	18		500	21	4	25	



Semester IV

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
19	XXXXA13	Entrepreneurship	4	20	80	100	4	0	4
20	XXXXA14	Basics of Audio & Video Media	4	20	80	100	4	0	4
21	BCS4B05	Database Management System and RDBMS	4	20	80	100	3	4	7
22	BCS4B06	Programming Laboratory II: Lab Exam of 3 rd & 4 th Sem. Data Structures & RDBMS	2	20	80	100	0	0	0
23	XXXXC03	Complementary Mathematics IV	3	20	80	100	5	0	5
24	XXXXC02	Optional Complementary IV	3	20	80	100	5	0	5
		Total	20			600	21	4	25

Semester V

No.	Course Code	Course Name	Credit
26	BSC5B08	Computer Organization and Architecture.	4
27	BSC5B09	Java Programming	4
28	BSC5B10	Web Programming Using PHP	4
29	BSC5B11	Principles of Software Engineering	4
30	XXX5DXX	Open Course	2
31		Mini Project Work	-

Semester VI

No.	Course Code	Course Name	Credit
32	BSC6B12	Android Programming	4
33	BSC6B13	Fundamentals of Operating systems	4
34	BSC6B14	Computer Networks	4
35	BSC6B15	Lab-III Java & Php Programming	2
37	BSC6B16	Lab-IV Android & Linux Shell Programming	2
38	BSC6B17	Elective Course (System Software)	3
39	BSC6B18	Project Work	2



M Sc COMPUTER SCIENCE

Semester I

No.	Course Code	Course Name	Credit
1.1	CSS1C01	Discrete Mathematical Structures	4
1.2	CSS1C02	Advanced Data Structures	4
1.3	CSS1C03	Theory of Computation	4
1.4	CSS1C04	The Art of Programming Methodology	4
1.5	CSS1C05	Computer Organization and Architecture	4
1.6	CSS1P06	Practical 1	4

Semester II

No.	Course Code	Course Name	Credit
2.1	CSS2C01	Design and Analysis of Algorithms	4
2.2	CSS2C02	Operating System Concepts	4
2.3	CSS2C03	Computer Networks	4
2.4	CSS2C04	Computational Intelligence	4
2.5	CSS2E05	Numerical and statistical method (Elective)	4
2.6	CSS2P06	Practical II	4
2.7	CSS2P07	Term Paper	1

List of Elective Courses (Semester II)

2.5a	CSS2E05a	Computer Graphics
2.5b	CSS2E05b	Introduction to Soft Computing
2.5c	CSS2E05c	Web Technology
2.5d	CSS2E05d	Bioinformatics
2.5e	CSS2E05e	Computer Optimization Techniques
2.5f	CSS2E05f	Numerical and Statistical Methods



Semester III

No.	Course Code	Course Name	Credit
3.1	CSS3C01	Advanced Database Management System	4
3.2	CSS3C02	Principles of Compilers	4
3.3	CSS3C03	Object Oriented Programming Concepts	4
3.4	CSS3E04	Elective II	4
3.5	CSS3E05	Elective III	4
3.6	CSS3P06	Practical III	4

List of Electives for CSS3E04

- 3.4a CSS3E04a Pattern Recognition
- 3.4b CSS3E04b Wireless and Mobile Networks
- 3.4c CSS3E04c Cryptography and Network Security
- 3.4d CSS3E04d Advanced Web Technology
- 3.4e CSS3E04e Virtualisation and Cloud Computing
- 3.4f CSS3E04f Data Warehousing and Data Mining

List of Electives for CSS3E05

- 3.5a CSS3E05a Data Compression
- 3.5b CSS3E05b Pervasive Computing
- 3.5c CSS3E05c System Security
- 3.5d CSS3E05d Molecular Simulation and Modeling
- 3.5e CSS3E05e Fundamentals of Big Data
- 3.5f CSS3E05f Web Engineering

Semester III

No.	Course Code	Course Name	Credit
4.1	CSS4E01	Elective IV	4
4.2	CSS4C01	Principles of Software Engineering	2
4.3	CSS4C02	Project Work (Duration of the Project = 16Weeks)	8

List of Electives for CSS4E01

- 4.1a CSS4E01a Digital Image Processing
- 4.1b CSS4E01b Advanced Topics in Database Design
- 4.1c CSS4E01c Software Development for Portable Devices
- 4.1d CSS4E01d Storage Area Networks
- 4.1e CSS4E01e Semantic Web
- 4.1f CSS4E01f Advanced Java Programming



B Sc MATHEMATICS

Semester I

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
01	XXXXA01	Transactions-Essential language Skills	4	20	80	100	5	0	5
02	XXXXA02	Ways with words-Literature in English	3	20	80	100	4	0	4
03	XXXXA07	Communication Skills in Languages other than English	4	20	80	100	5	0	5
04	MAT1B01	Foundation of Mathematics	4	20	80	100	1	2	3
05	XXXXC01	Complementary Statistics	4	20	80	100	4	0	4
06	CSC1C01	Computer Fundamentals	4	20	80	100	4	0	4
		Total	20			600	23	2	25

Semester II

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
07	XXXXA03	Writing for academic and professional Success	4	20	80	100	5	0	5
08	XXXXA04	Zeitgeist-Readings on contemporary culture	3	20	80	100	4	0	4
09	XXXXA08	Literature in Languages other than English	4	20	80	100	5	0	5
10	MAT2B02	Calculus	4	20	80	100	1	2	3
12	XXXXC02	Complementary Statistics 2	4	20	80	100	4	0	4
13	CSC2C02	Fundamentals of System Software, Networks & DBMS	3	20	80	100	4	0	4
		Total	22			700	23	2	25



Semester III

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
14	XXXXA11	Native Media	4	20	80	100	4	0	4
15	XXXXA12		4	20	80	100	4	0	4
16	MAT3B03	Calculus and analytical geometry	5	20	80	100	3	4	7
17	XXXXC02	Complementary Statistics	4	20	80	100	5	0	5
18	CSC3C03	Problem solving using C programming	4	20	80	100	5	0	5
		Total	18		500	21	4	25	

Semester IV

No.	Course Code	Course Name	C	Marks			Hrs/wk		
				I	E	T	L	P	T
19	XXXXA13	Reading Fiction and Non- Fiction	4	20	80	100	4	0	4
20	XXXXA14		4	20	80	100	4	0	4
21	MAT4B04	Theory of Equations, matrices and vector calculus	4	20	80	100	3	4	7
22	CSC4C04	Data Structures Using C Programming	2	20	80	100	0	0	0
23	XXXXC03	Complementary Statistics IV	3	20	80	100	5	0	5
24	CSC4C05	Programming Lab: C & Data Structures	3	20	80	100	5	0	5
		Total	20		600	21	4	25	



Bachelor of Social Work (BSW)

BSW I Semester

Course	Title	Contact hours	Credits
ENG1A01	Transactions-essential language skills	4	3
ENG1A02	Ways with words: literature in English	5	3
A07	Communication Skill in the additional language	4	4
BSW1 B01	Introduction to Social Work	6	5
PSY1C05	Psychological Process 1	3	2
SO1C01	Principles of Sociology	3	2

BSW II Semester

Course	Title	Contact hours	Credits
ENG2A03	Writing for academic and professional success	4	4
ENG2A04	Zeitgeist: readings on Contemporary Culture	5	4
A08	Translation and Communication in the additional language	4	4
BSW 2B 02	Fields of Social Work	6	5
PSY2C05	Psychological Process-2	3	2
SO2C02	Indian Society	3	2

BSW III Semester

Course	Title	Contact hours	Credits
ENG3A05	Native Media in English	5	4
A09	Literature in the additional language	5	4
BSW 3 B 03	Social Case work	4	4
BSW3B04	Social Group Work	5	4
PSY3C06	Life Span Development	3	2
S04C05	Economic Sociology	3	2



BSW IV Semester

Course	Title	Contact hours	Credits
ENG4A06	Reading Fiction and Non- Fiction	5	4
A10	Second Language	5	4
BSW 4 B05	Community Organisation and Social Action	4	4
BSW 4 B 06	Field work – Community (P)	5	4
PSY3CO5	Abnormal Psychology	3	2
SO4CO6	Social Anthropolgy	3	2

BSW V Semester

Course	Title	Contact hours	Credits
I BSW 5 B 07	Social Work Administration	5	4
BSW 5 B 08	Rural and Urban Community Development	5	4
BSW 5 B 09	Social Work Research and Statistics	6	4
BSW 5 B 10	Gandhian Philosophy and Social Work	6	4
BSW5 D 01	Open Course	3	2

BSW VI Semester

Course	Title	Contact hours	Credits
BSW 6 B 11	Project Planning and Management for Social Work	5	4
BSW 6 B 12	Legal Information for Social Workers	5	4
BSW 6 B 13	Community Health and Healthcare Services	5	4
BSW 6 B 14	Block Fieldwork (20days/one month)	5	4
BSW 6 E 01	Gender and Development	3	2
BSW 6 E 02	Social Movements and Social Development		
BSW6 E 03	Social Work with elderly Project	2	4



MASTER OF SOCIAL WORK (MSW)

MSW I Semester

Course	Title	Contact hours	Credits
SWIC 01	History, Fields and Philosophy of Social work	4	4
SWIC 02	Ideologies of Social Work	4	4
3. SWIC 03	Sociology and Economics for Social Work	4	4
SWIC 04	Human Growth and Development	4	4
SWIC 05	Personal and Professional Skills for Social Workers	4	4
SWIF 06	Concurrent Fieldwork	10	4

MSW II Semester

Course	Title	Contact hours	Credits
SWII C07	Social Casework and Social Group work	4	4
SWII C 08	Theory and Practice of Counseling	4	4
SWII C 09	Community organization and Social Action	4	4
SWII C 10	Psychology for Social Work	4	4
SWII C 11	Social Legislation and Human Rights	4	4

MSW III Semester

Course	Title	Contact hours	Credits
SWIII C13	Quantitative and Qualitative Methods for Social Work Research	4	4
SWIII C 14	Participatory Project Planning and Training	4	4
SWIII C 15	Community Health	4	4
SW III E1	Health Care Social Work	4	4
SW III E1 17	Social Work in Mental Health Settings	4	4
SW III E2	Rural Community Development	4	4
SW III E2	Urban Community Development	4	4
SW III E3	Social Work Practice With Families	4	4
SW III E3 17	Population dynamics and Reproductive and Child Health	4	4
SW III F	Concurrent Fieldwork	10	4



MSW IV Semester

Course	Title	Contact hours	Credits
SW IV C19	Administration of Human Service Organizations	4	4
SW IV C20	Social Work with Vulnerable groups	4	4
SW IV E1 21	Therapeutic Approaches in Medical and Psychiatric Settings	4	4
SW IV E1 22	Family Social Work	4	4
SW IV E2 21	Environmental Studies and Disaster Management	4	4
SW IV E2 22	Social Work with Gender Issues	4	4
SW IV E3 22	Social Work Practice with Children and Youth	4	4
SW IV F 23	Concurrent Fieldwork	10	3
SW IV Pr 24	Dissertation	4	4
SW IV V 25	Viva-voce (Theory)		4
SW IV F 26	Block Field work		2

Master of Social Work

Field Work

Field work is designed to provide a variety of opportunities to develop and enhance professional practice skills. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention. Major components of fieldwork are observation visits, community living experience/camp, concurrent field work, studytour, summer placement and block placement.

Field work should involve the selective utilization of all social work methods. The students should also be assigned small research studies, organization of programmes for the clientele of the agency and training programmes.

Each student is to be assigned to faculty supervisor who supervises the field work activities of the student. Individual conferences with the students are recommended. The Department should prepare an evaluation proforma to assess the level of competence of the student. This should be given to the agency supervisor for assessment.



The students should prepare and submit the report of their activities during fieldwork. They should also present a summary of activities in the fieldwork seminar held every semester. A viva voce exam should be held at the end of each semester in which a social work practitioner will be the examiner. This viva voce exam can be conducted by the Departments themselves.

Fieldwork Schedule

Semester	Field practicum component	Duration/No (Minimum Requirements are given)	Credits
I	a. Observation Visits b. Community living/ Campc. Concurrent Fieldwork	a. 12 organisations b. 7 to 10 Day s c. 10 hours per week .	4
II	Concurrent Fieldwork	10 hours per week	3
III	a. Concurrent Field work b. Study Tour	a. 10 hours per week b. Four to seven days to social welfare organizations and development projects	4
IV	a. Concurrent Field work b. Block Placement	a. 10 hours per week b. One Month at the end of the fourth semester	3 2

Dissertation work

The student has to prepare and submit a dissertation under the guidance of a faculty. The student is engaged meaningfully in the process of problem formulation; reviewing some literature related to the study; preparing the research proposal, choosing an appropriate research strategy and developing instruments for data collection, collecting data, data processing, analysing and interpreting the data and preparing the research report. The length of the research report may be between 80 to 100 pages and should not exceed 120 pages.

The total credits for the dissertation work is 4. It is divided into two components; 30 for external evaluation and 10 for internal evaluation. General Grading pattern is applicable to dissertation also. If a candidate fails in the dissertation, the examiner will give comments and suggestions for resubmission. Corrected dissertation should be submitted to the University within one month of the receipt of comments from the University. The resubmitted dissertation may be sent to an examiner for re valuation.



LIST OF VARIOUS COMMITTEES

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Mr. Karthick K.	IQAC Coordinator
Mrs. Annie Liza	HoD of Management Studies
Fr. Sojan Pananchickal	HoD of Social Work
Mr. Mathew Varghese	HoD of Travel and Tourism
Mrs. Anusha U Menoki	HoD of English
Mr. Biju TT	HoD of Languages
Mrs. Sanitha I S	HoD of Commerce
Sr. Merlin	Asst. Professor in Social Work
Dr. Philomina M. J.	Asst. Professor in English
Mrs. Sherin Baby	Asst. Professor in Social Work (Secretary)

CO-CURRICULAR ACTIVITIES

NSS (National Service Scheme)

Mr. Prince Joy	Program Officer
Mrs. Bibithamol	Asst. Professor in Management Studies

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Fr. Joby Mathew	Administrator
Ms. Priya Philip	IQAC Coordinator
Mrs. Geethu Susan Joy	In charge of Documentation

ISO

Mrs. Geethu Susan Joy	Asst. Prof. In Management
Mrs. Susan Thankachan	Office Jr. Superintendent
Mrs. lyda	Office Assistant



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Mr. Karthick K.	IQAC Member
Mrs. Geethu Susan Joy	IQAC Secretary
Fr. Thomas Poovelikkal	Manager
Fr. Joby Kanimattathil	Management Member
Br. Philip	Management Nominee
Dr. Sr. Annamma Philip	Academic Expert
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Mrs. Anusha U. Menoki	HoD of English (Faculty Member)
Mr. Mathew Varghese	HoD of Tourism (Faculty Member)
Mrs. Annie Liza	HoD of Management (Faculty Member)
Mr. Sanitha I S	HoD of Commerce (Faculty Member)
Mr. Biju T. T	HoD of Languages (Faculty Member)
Mr. Nikhil Thomas	Alumni
Ms. Ashitha Sunny	Alumni
Dr. Ayyappadas	External Member
Mr. Isson K Jose	Nominated form Local society
Ms. Anagha Sudhir	Student Representative
Ms. Maria Johnson	Student Representative

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Sr Merlin	Asst. Professor in Social Work
Mr. Babu V S	Asst. Professor in Commerce
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Mrs Brilla Varghese	Asst. Professor in Commerce
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Mrs. Annie Liza	HoD of Management Studies
Mrs. Susan Thankachan	Office Jr. Superintendent
Mr. Eby Mathew	Office Assisstant

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Mrs. Diana	Asst. Professor in Commerce



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Br. Philip	Director DB Tech
Mr. Basil K. Eldhose	Asst. Professor in Computer Science
Mrs. Dhanya K. P	Asst. Professor in Computer Science
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Mr. Gracious Mathai	Asst. Professor in Commerce
P T A Executive Members	



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Mrs. Athira Jayan	Asst. Professor in English
Mrs. Ninu P.	Asst. Professor in Social Work

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Mr. Aneesh Antony	Lab Assistant

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Mr. Biju T. T	HoD of Languages
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Mrs. Antony P. P	Asst. Professor in Management

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Mrs. Dhanya K. P	Asst. Professor in Computer Science
Ms. Geetha	Asst. Professor in Computer Science



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Mrs. Leejia George	Placement Coordinators
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Ms. Reshmi	Asst. Professor in English
Mr Joble K Jose	Asst. Professor in Social Work
Mr. Riyas	Asst. Professor in Management Studies

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Mrs. Ashlin Paul	Asst. Professor in English
Mr. Jose Sebastian	Asst. Professor in Social Work
Mrs. Sangeetha P.S	Asst. Professor in English
Mrs. Brilla	Asst. Professor in Commerce
Mr. Biju T. T	Asst. Professor in Languages
Mrs. Athira Jayan	Asst. Professor in English

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Ms. Sherin Baby	Asst. Professor in Social Work
Ms. Mathew Varghese	HoD of Travel and Tourism
Sr. Merlin	Asst. Professor in Social Work

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Fr. Joby Mathew	Administrator
Dr. Fr. Joy Ullattil	Principal
Dr. K. J. Eldho	Vice Principal
Mr. Antony P. P.	Staff Representative



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Dr. K. J. Eldho	Vice Principal
Subject Experts	
Concerned HoDs	

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Mrs. Diana	Asst. Professor in Commerce
Mrs. Sherin Baby	Asst. Professor in Social Work
Mrs. Susan Thankachan	Jr. Superintendent

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Mrs. Brilla Varghese	Asst. Professor in Commerce
Mrs. Annie Liza	HoD of Management Studies
Mrs. Sanitha I. S	Asst. Professor in Commerce
Mrs. Sritha	Asst. Professor in Computer
Mrs. Athira Jayan	Asst. Professor in English

FINANCE COMMITTEE

Fr. Joby Kanimattathil	Administrator
Mrs. Sussan Thankachan	Office Jr. Superintendent
Mrs. Iyda	Office Assistant



SPECIAL ASSIGNMENTS TO FACULTY MEMBERS Academic Year 2018-19

S.No.	Assignment	Faculty Incharge
1	Public Relation Officer (PRO)	Mr. Biju T. T
2	N S S	Mr.Prince Joy, Mrs. Bibitha, Mr. Gracious
3	Sports & Sports day	Mr.Biju T .S, Mrs. Sheeba, Praseetha, Riyas
4	Arts	Mrs.Nimmi K. S, Mrs. Ashlin, Mrs. Nishna
5	IQAC Convenor	Dr. K. J .Eldho
6	IQAC Co-ordinator	Ms. Priya Philip, Mr. Karthick
7	IQAC Documentation	Mrs. Geethu Susan Joy
8	Onam Celebration	Mr. Biju TT , Mrs. Sherin
9	Christmas Day Celebration	Mr.Babu V S, Mrs. Brilla
10	College Day	Mr. Rejin, Mr. Mathew, Ms. Saritha
11	Feast of Don Bosco	Mrs. Sangeetha, Mrs. Annie Liza, Mrs. Athira
12	COP	Mrs. Bibitha , Sr. Merlin
13	Liturgy	Sr. Merlin, Ms. Saritha
14	Jesus Youth	Sr. Philo, Fr. Sojan
15	Staff Secretary	Mrs. Nimmi K. S.
16	F Zone	Mr. Sameer, Mrs.Sangeetha, Mrs. Diana, Mr. Jumanul Haque
17	Mentoring	Mrs. Sanitha , Mr. Antony
18	Staff Meeting Report	Ms Reshmi
19	Placement Officer	Mr. Karthick & Mrs. Leejia
20	Exam Controllers	Ms. Saritha Xaviour , Mr. Babu V. S, Mr. Biju T T, Mrs. Annie Liza
21	Magazine Convenors	Mrs. Sritha, Mr. Sarath, Mrs. Anusha



S.No.	Assignment	Faculty Incharge
22	Daily Assembly	Mr. Mathew, Mr Sameer & All Class In charges
23	National Seminar	Sr. Philo, Ms. Priya Philip, Mrs. Preetha
24	Store Incharge	Mr. Prince , Mrs. Leejia George, Mrs. Gibi K S
25	Late Commers Monitoring	Mr. Rejin, Mr. Karthick, Ms. Geetha
26	Disciplinary Action	Mr. Antony & All HoDs
27	Women Cell	Mrs. Neethu Jose , Mrs. Ninu
28	Alumni Association	Mrs. Diana, Mrs. Preetha, Ms. Geetha
29	Website	Mr. Prince Joy , Mr. Aneesh
30	Election Officers	Mr. Babu V S , Mrs. Sheeba
31	Academic Council Secretary	Mrs. Sherin Baby
32	Admissions	Mrs. Dhanya K P, Mrs. Diana, Mrs. Sanitha
33	Club Co-ordinator	Fr. Sojan, Mrs. Praseetha
34	Music Club	Mr Basil Eldho
35	Dance	Mr. Sameer
36	Drama	Mr. Rejin, Mr Riyas, Mr Sarath
37	Nature Club	Mr Jose Sebastian
38	Computer Club	Mrs. Indhu, Mrs. Sritha
39	ED Club	Mrs. Shincy Sebastian, Mrs. Brilla
40	Reading Club	Ms Priya Philip
41	Assembly Floor Incharges	Mr Antony (B Block), Geethu Susan (MB II Floor), Athira Jayan (First Floor)



ACADEMIC CALENDAR 2018 -19

JUNE 2018

1	Fri	NAAC Orientation Programme for Staff Members
2	Sat	
3	Sun	
4	Mon	College Re-opening after vacation
5	Tues	World Environmental Day- I MSW
6	Wed	Nature Poetry Workshop(English)
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	One Day Seminar- Social Work / IV Sem PG II Internal
12	Tues	IV Sem PG II Internal
13	Wed	IV Sem PG II Internal
14	Thu	
15	Fri	Id-ul- Fitre
16	Sat	
17	Sun	
18	Mon	Bridge course
19	Tues	Bridge course/Seminar for UG(CS)
20	Wed	Bridge Course
21	Thu	Bridge Course
22	Fri	Bridge Course/ Industrial Visit (III BBA)
23	Sat	
24	Sun	
25	Mon	Bridge Course
26	Tues	Bridge Course
27	Wed	Bridge course , II Sem PG II Internal
28	Thu	Bridge Course/Social outreach(II BBA) II Sem PG II Internal
29	Fri	Bridge Course/ SPLASH(TTM) II Sem PG II Internal
30	Sat	Bridge Course



JULY 2018

1	Sun	
2	Mon	Fresher's Day
3	Tues	Feast of St. Thomas - Holiday
4	Wed	National Seminar (Computer Science PG Dept.)
5	Thu	
6	Fri	First Friday Holy Mass - Value Education
7	Sat	
8	Sun	
9	Mon	
10	Tues	
11	Wed	Fresher's Day (Commerce)
12	Thu	Interview Skills Session(III BA ENG)
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	Training Program- One Month TTM
17	Tues	
18	Wed	Association Inauguration(Management Studies)
19	Thu	Association Inauguration(English)
20	Fri	Life Enhancement Programme & Annual Retreat
21	Sat	Annual Retreat
22	Sun	Annual Retreat
23	Mon	
24	Tues	Essay Writing Workshop (English)
25	Wed	Association Inauguration(Commerce)
26	Thu	Social Outreach-I BSc CS
27	Fri	Internal Audit of IQAC
28	Sat	
29	Sun	
30	Mon	Welcome for Freshers(CS)
31	Tues	

**AUGUST 2018**

1	Wed	Seminar (Management Studies)/Orientation Programme for First Years(Commerce)
2	Thu	
3	Fri	First Friday Holy Mass - Value Education
4	Sat	IQAC FDP for faculty Members
5	Sun	
6	Mon	Fresher's Day – Social Work
7	Tues	Orientation Class –BSW/Quiz(Commerce)
8	Wed	Hardware workshop Seminar - CS Dept.
9	Thu	
10	Fri	Outreach Program – Social Work/ Seminar& Association Inauguration(CS)
11	Sat	Second Saturday
12	Sun	
13	Mon	One Week Sales Training (III BBA)
14	Tues	Association Inauguration (TTM)
15	Wed	INDEPENDENCE DAY
16	Thu	Chart Exhibition(English), India Quiz (English), V& III Sem UG I Internal
17	Fri	Workshop for I BSW/Ezhuth Pariseelana Kalari(Language) V& III Sem UG I Internal
18	Sat	Workshop for I BSW
19	Sun	Workshop for I BSW
20	Mon	Meet the Personality(TTM) V & III Sem UG I Internal
21	Tues	
22	Wed	Bakrid
23	Thu	
24	Fri	Onam Celebration
25	Sat	Onam NSS Special Camp
26	Sun	Onam NSS Special Camp
27	Mon	Onam NSS Special Camp
28	Tues	Onam NSS Special Camp
29	Wed	Onam NSS Special Camp
30	Thu	Onam NSS Special Camp
31	Fri	Onam NSS Special Camp



SEPTEMBER 2018

1	Sat	Onam NSS Special Camp
2	Sun	Sree Krishna Jayanti
3	Mon	College Re-opens after Onam Holidays
4	Tues	Seminar - Computer Department
5	Wed	Teacher's Day Celebrations
6	Thu	Orientation Class for MSW/ Social outreach(I BBA)
7	Fri	First Friday Holy Mass - Value Education
8	Sat	
9	Sun	
10	Mon	Literary Week(English)
11	Tues	Techno Vismaya (Computer Science)
12	Wed	
13	Thu	Regional Seminar (English)
14	Fri	Study on New Generation Cinema(Language)
15	Sat	
16	Sun	
17	Mon	Seminar on E-banking(Commerce) I& III Sem PG, I Sem UG I Internal
18	Tues	I& III Sem PG, I Sem UG I Internal
19	Wed	I& III Sem PG, I Sem UG I Internal
20	Thu	Muharram
21	Fri	Sree Narayana Guru Samadhi
22	Sat	
23	Sun	
24	Mon	Association Inauguration Social Work
25	Tues	
26	Wed	
27	Thu	World Tourism Day Celebration(TTM), Study Tour(II BBA)
28	Fri	Translation Day Celebration(English)
29	Sat	
30	Sun	



OCTOBER 2018

1	Mon	
2	Tues	Gandhi Jayanthi
3	Wed	
4	Thu	Zetta Fest - Dept. of Computer Science
5	Fri	First Friday Holy Mass - Value Education
6	Sat	
7	Sun	
8	Mon	
9	Tues	
10	Wed	Emblazon (Commerce&Management Studies)
11	Thu	Social Outreach(English)
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	III & V Sem UG , II Internal
16	Tues	III & V Sem UG , II Internal Manuscript magazine Release(English)
17	Wed	III & V Sem UG , II Internal
18	Thu	Mahanavami
19	Fri	Vijayadashami
20	Sat	
21	Sun	Rural Camp - Social Work Dept.
22	Mon	Rural Camp - Social Work Dept.
23	Tues	Rural Camp - Social Work Dept.
24	Wed	Social Outreach(I MSc)/Quiz(Management Studies) Rural Camp
25	Thu	Rural Camp- Social Work Dept.
26	Fri	Rural Camp- Social Work Dept.
27	Sat	Rural Camp- Social Work Dept.
28	Sun	Rural Camp- Social Work Dept.
29	Mon	Rural Camp- Social Work Dept.
30	Tues	Rural Camp- Social Work Dept.
31	Wed	



NOVEMBER 2018

1	Thu	
2	Fri	First Friday Holy Mass - Value Education/ Manager's Day(Management Studies)
3	Sat	
4	Sun	
5	Mon	
6	Tues	Deepavali
7	Wed	
8	Thu	Networking Workshop(CS)/ Debate(Commerce)
9	Fri	Organization Visit (TTM)
10	Sat	
11	Sun	
12	Mon	
13	Tues	
14	Wed	Children's Day (Tribal Colony SW) I Sem II Internal UG
15	Thu	Marketing Mela (Management Studies)I Sem II Internal UG
16	Fri	Social Outreach,Study Tour(Commerce) I Sem II Internal UG
17	Sat	
18	Sun	
19	Mon	International Men's Day(English)
20	Tues	Nabidinam
21	Wed	
22	Thu	
23	Fri	NAAC Sponsored Seminar by IQAC (English Dept.)
24	Sat	
25	Sun	
26	Mon	
27	Tues	
28	Wed	
29	Thu	Internal Audit - IQAC
30	Fri	Art Gallery(Language)



DECEMBER 2018

1	Sat	
2	Sun	
3	Mon	
4	Tues	Day for the Disabled(Social Work)/ Access Workshop(CS) I & III Sem PG II Internal
5	Wed	I & III Sem PG II Internal
6	Thu	I & III Sem PG II Internal
7	Fri	First Friday Holy Mass - Value Education/Industrial Visit(Commerce)
8	Sat	
9	Sun	
10	Mon	
11	Tues	Human Rights Day (Social Work)
12	Wed	Expert Talk(Commerce)
13	Thu	Story Telling Competition(English)
14	Fri	Social Outreach(TTM)
15	Sat	
16	Sun	
17	Mon	
18	Tues	
19	Wed	Meet the Personality(Management Studies)
20	Thu	
21	Fri	College Christmas Celebration
22	Sat	Christmas Holiday
23	Sun	Christmas Holiday
24	Mon	Christmas Holiday
25	Tues	CHRISTMAS
26	Wed	Christmas Holiday
27	Thu	Sunday
28	Fri	Christmas Holiday
29	Sat	Christmas Holiday
30	Sun	Christmas Holiday
31	Mon	Christmas Holiday



JANUARY 2019

1	Tues	New Year
2	Wed	College Opens after Christmas Holidays
3	Thu	
4	Fri	First Friday Holy Mass - Value Education
5	Sat	
6	Sun	
7	Mon	
8	Tues	VI sem I Internal UG
9	Wed	VI sem I Internal UG
10	Thu	VI sem I Internal UG
11	Fri	COP- SW
12	Sat	One day Orientation for faculty Members by IQAC
13	Sun	
14	Mon	Magazine Review (Management Studies)
15	Tues	
16	Wed	Virtuoso 2k19
17	Thu	Regional Seminar(TTM)
18	Fri	Kaviyarangu (Language)
19	Sat	
20	Sun	
21	Mon	IV & II Sem UG I Internal
22	Tues	IV & II Sem UG I Internal Employability Skill Training(Management Studies)
23	Wed	IV & II Sem UG I Internal
24	Thu	BLITZ 2k19 - National IT Fest Computer Dept.
25	Fri	
26	Sat	REPUBLIC DAY
27	Sun	
28	Mon	
29	Tues	National Level Workshop(Commerce)
30	Wed	National Level Workshop(Commerce)
31	Thu	Feast of Don Bosco



FEBRUARY 2019

1	Fri	First Friday Holy Mass - Value Education
2	Sat	
3	Sun	
4	Mon	Cancer Prevention Day(Social Work)
5	Tues	
6	Wed	Employability Skill Development program(Commerce)
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tues	Workshop on Media-English
13	Wed	Mathematics Seminar (CS)
14	Thu	
15	Fri	Seminar on Career Development(TTM)
16	Sat	
17	Sun	
18	Mon	Seminar on New Technolgies - CS Dept.
19	Tues	
20	Wed	VI sem UG II Internal
21	Thu	VI sem UG II Internal, II & IV sem PG I Internal
22	Fri	VI sem UG II Internal
23	Sat	
24	Sun	
25	Mon	
26	Tues	
27	Wed	
28	Thu	



MARCH 2019

1	Fri	First Friday Holy Mass - Value Education
2	Sat	
3	Sun	
4	Mon	
5	Tues	
6	Wed	Budget Evaluation(Commerce)
7	Thu	
8	Fri	International Women's Day(English), Documentary Review(English)
9	Sat	Final Audit of IQAC
10	Sun	
11	Mon	
12	Tues	Farewell(Commerce)
13	Wed	Farewell(TTM)
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tues	
20	Wed	IV & II Sem UG II Internal
21	Thu	Social Worker's day IV & II Sem UG II Internal
22	Fri	IV & II Sem UG II Internal
23	Sat	
24	Sun	
25	Mon	
26	Tues	
27	Wed	
28	Thu	Farewell (CS)
29	Fri	Evaluation of the Accademic Year
30	Sat	
31	Sun	



IMPORTANT TELEPHONE NUMBERS UNIVERSITY OF CALICUT

Calicut University P. O, Malappuram Dist. Pin - 673 635
www.universityofcalicut.info

1. The Vice Chancellor2400241, 2401144, * 102
2. The Pro. Vice Chancellor.....240114 * 103
3. The Registrar.....2400252, 2401144 * 104
4. The Controller of Examinations.....2400291
Residence.....2400246
5. University Guest House.....2401144 * 310
6. G & A Sections.....24001144*119
7. University Enquiry Counter.....24001144*227
8. Calicut University Information Centre, S. Bathery.....04936 226258

NEAREST COLLEGES

1. W. M. O. College, Muttil.....203382
2. Pazhassi Raja College, Pulpally.....240366
3. Govt. College, Kalpetta.....202625
4. Govt. College, Mananthavady.....240351
5. Mary Matha College, Mananthavady.....241087
6. St. Mary's College, Bathery.....220246
7. Alphonsa College, Bathery.....225877

OFFICES

7. Govt. Hospital, S. Bathery.....221444
8. Police Station, S. Bathery.....220400
9. Sub-Treasury, S. Bathery.....220203
10. B.D.O., S. Bathery.....220202
11. Panchayath Office, S. Bathery.....220240
12. K.S.E.B, S. Bathery.....220210
13. K.S.R.T.C., S. Bathery.....220217
14. Govt. Guest House, S. Bathery.....220225



Notes :

A series of horizontal dotted lines provided for writing notes.



TIME TABLE

ODD SEMESTER

DAY	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

EVEN SEMESTER

DAY	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						



DON BOSCO COLLEGE

AFFILIATED TO THE UNIVERSITY OF CALICUT

(NAAC Accredited with 'B' Grade &
An ISO 9001:2008 Certified Institution)



COURSES OFFERED

- | | | |
|---------------------------|--------------------|--------------------------|
| 1. B.Com (CA) | 2. B.Com (Finance) | 1. M.Sc Computer Science |
| 3. B.Sc. Computer Science | | 2. M.A. English |
| 4. BTMM | | 3. M. Com |
| 5. BA. English | | 4. M.S.W |
| 6. B.S.W. | | |
| 7. B.B.A. | | |

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