



Ever to Excel

**SAHRDAYA**  
**College of Advanced Studies**  
**For Arts and Science**

Kodakara, P.B.No. 18, Thrissur Dist., Kerala – 680 684

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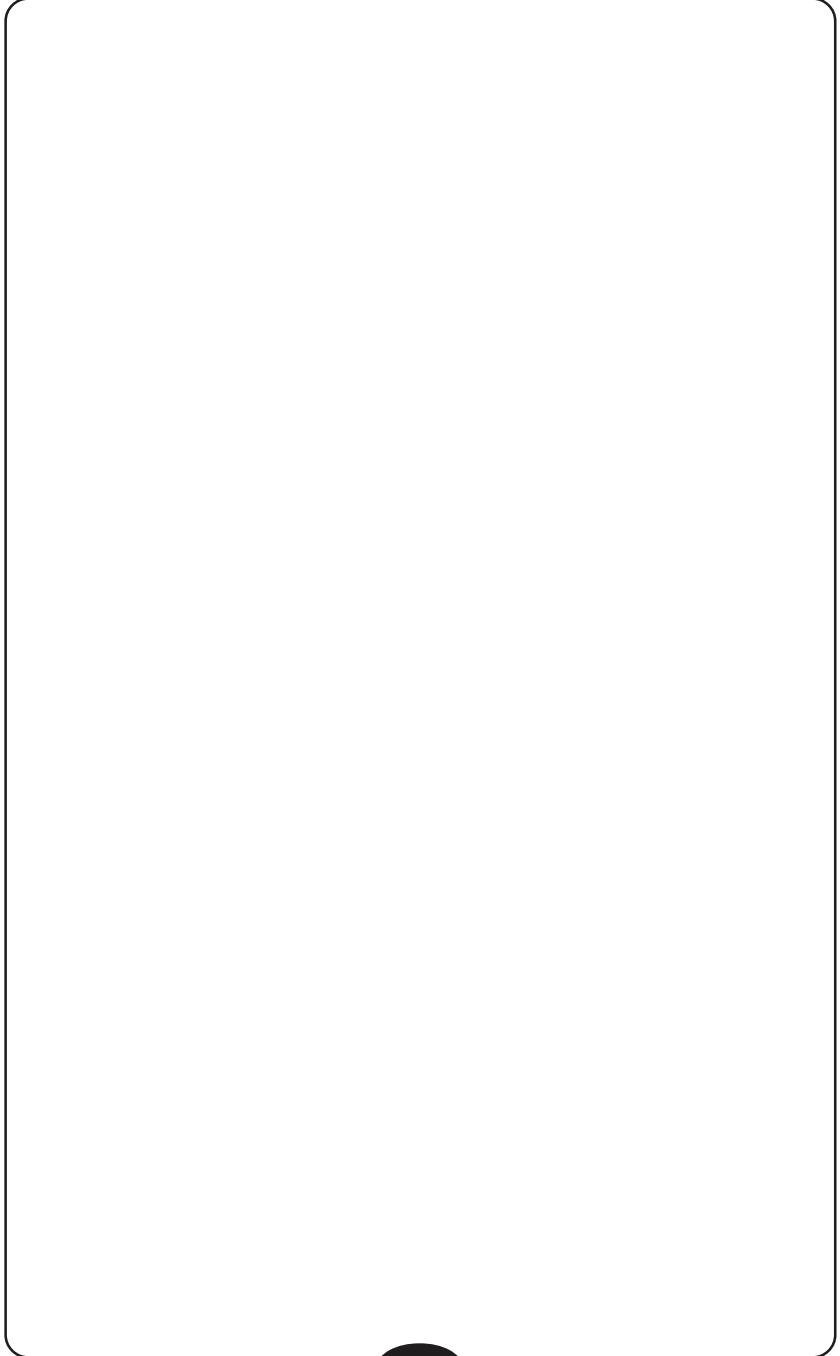
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Website : [www.sahrdayacas.ac.in](http://www.sahrdayacas.ac.in)

Established : 2012

Affiliated to University of Calicut



(Office Copy)

### STUDENT PERSONAL DETAILS

Programme.....

Year 20..... to 20.....

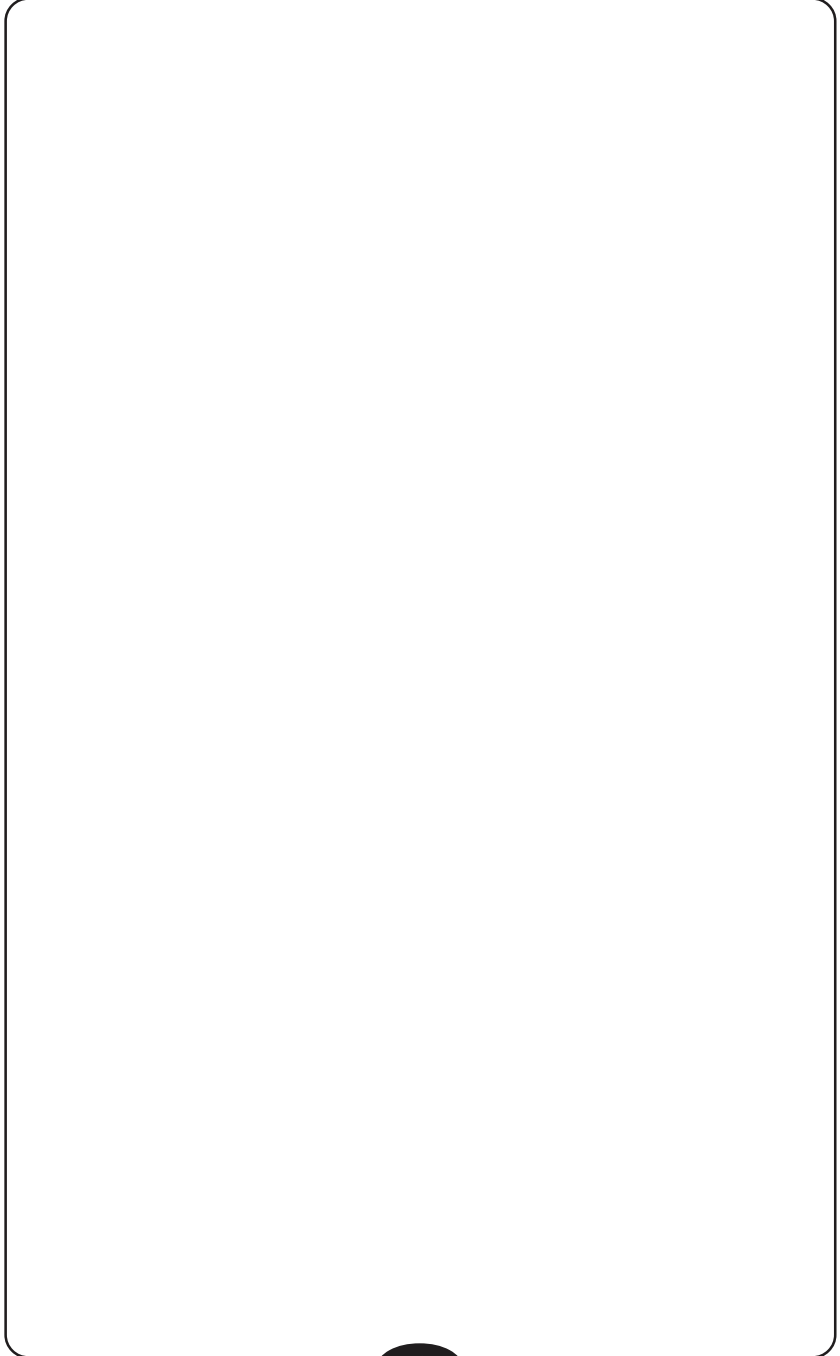
.....Semester



Affix Passport Size Photograph

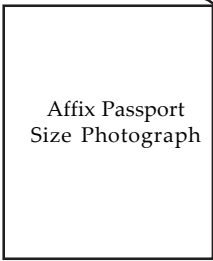
- 1. Name of the Student : .....
- 2. Date of Birth : .....
- 3. Identification Marks : 1.....  
2.....
- 4. Blood Group : ..... Gender : .....
- 5. Permanent Address : .....  
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- 6. Residential Address : .....  
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- 7. Father's / Guardian's Name : .....
- Occupation : .....
- Phone No. with code : ..... Mob. ....
- 8. Mother's Name : .....
- Occupation : .....
- 9. Phone No. with code : ..... Mob. ....
- 10. Mobile Number : .....
- 11. E-mail id : .....
- 12. Qualification X :   .....
- (Marks % with Grade  
Name of School) XII :   .....

Signature of the Student



(Student Copy)

### STUDENT PERSONAL DETAILS



Affix Passport  
Size Photograph

Programme.....

Year 20..... to 20.....

.....Semester

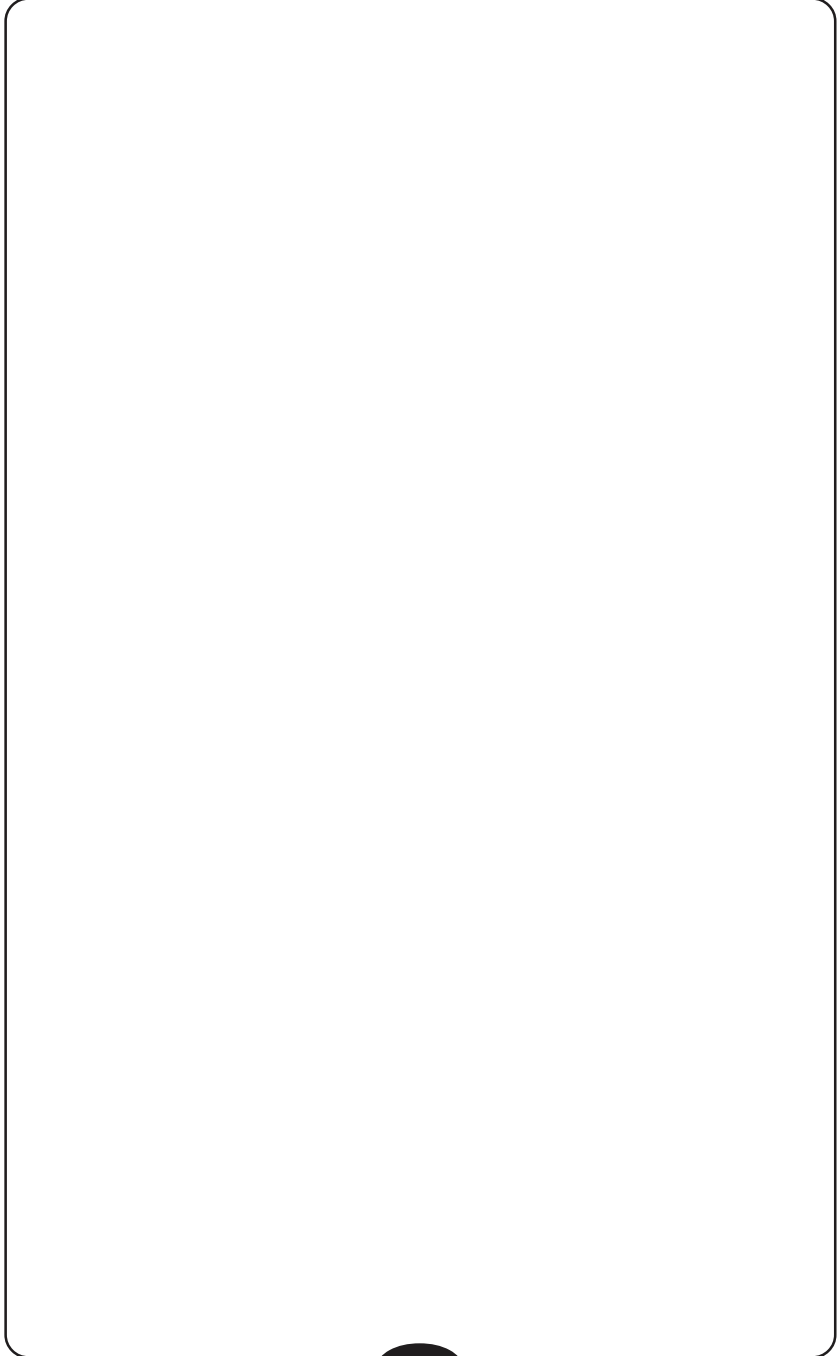
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Phone No. with code : ..... Mob. ....
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Occupation : .....
- 9. Phone No. with code : ..... Mob. ....
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- (Marks % with Grade  
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Signature of the Student



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**SAHRDAYA GROUP OF INSTITUTIONS**  
**At the helm of affairs**

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**Bishop Mar Pauly Kannookadan**  
Chairman, IDET

---



**Mar James Pazhayattil**  
Founder Chairman, IDET

---



**Msgr. DR. Lasar Kuttikadan**  
Manager  
Sahrdaya Group of Institutions



**SAHRDAYA COLLEGE OF ADVANCED STUDIES  
KODAKARA  
At the helm of affairs**



**Fr. Titus Kattuparambil**  
Executive Director



**DR. Suma Paulose**  
Director



**DR. K.J. Antony**  
Principal



**Fr. Jaison Vadakkumchery**  
Finance Manager



**Fr. Raphael Puthenveetil**  
Spiritual Director

## **The Establishment : Irinjalakuda Diocesan Educational Trust (IDET)**

Irinjalakuda Diocese was established in the year 1978, and His Excellency Mar James Pazhayattil took over the reins as the first Bishop of this Diocese. Irinjalakuda Diocese is doing an excellent service meeting the needs of Education, Health and Social responsibilities. Considering the needs of value based education, the Diocese decided to establish an Engineering college to mark the Episcopal Silver Jubilee Year of His Excellency Bishop Mar James Pazhayattil and Silver Jubilee of the formation of the Diocese of Irinjalakuda .The Irinjalakuda Diocesan Educational Trust (IDET) was formed and registered on 23-07-2001 with Reg. No: 138/IV 2001 at Irinjalakuda registration office and His Excellency Mar James Pazhayattil as its Chairman.

### **Our Vision**

To impart wisdom to excel the qualities of heart and head of the young ones and thereby become self sufficient in the spiritual, intellectual, social and human levels to be happy and holy human beings.

### **Our Mission**

To mould a new generation in integrity of virtues and in maturity of values and to form them in true wisdom according to their God-given talents for the good of the human beings by means of the noblest activity of study and by way of the most gracious quality of friendship.

### **Our Motto**

Ever to Excel

## Our Logo



## The Institution

Sahrdaya College of Advanced Studies, Kodakara is run by Irinjalakuda Diocesan Educational Trust (IDET) managed by the Syro-Malabar Catholic Diocese of Irinjalakuda. His Excellency Mar Pauly Kannookadan, Bishop of Irinjalakuda Diocese is the Chairman of IDET and the Patron of the college. Mar Pauly Kannookadan, an acclaimed visionary and humanist, with his exemplary acumen for empowering the youth constantly motivates Sahrdayans with the sole aim of spiritual, moral and intellectual fortification. His regular visits to the college provide a platform for the young minds to interact with and be enlightened by his insights on education and life.

The college with the motto Ever to Excel has been on the path of progress since its humble beginnings in 2012. The college offers UG and PG Programmes under a variety of disciplines and specialised Professional Programmes. The ecofriendly campus refreshes the minds of the students and fosters their goals. The infrastructure provided is non-pareil and caters to the wide range of curricular and co-curricular requirements. Academic excellence reflected in 100% pass in all Programmes is matched with second place in Calicut University D-Zone and fourth place in Interzone competitions 2015-'16. The college indoor stadium envisions grooming the students into the competitive world of sports and games. Regular morning assembly before the commencement of classes enhances the

It is an opportunity for the students to polish their public speaking skills and begin the day with a note of fraternity.

motivated to set their foot in the society with confidence and thrive in the diversified India's culture. On completion of their course in the campus, we ensure that they get an awareness of God's plenty. Through the years, we constantly and consistently prune our student to emerge befitting citizens of our nation. The management and the staff are resolute to imprint the motto, *Ever to Excel* in the children of Sahrdaya.

### **A word on Sahrdaya**

**The Beginning :-** *Sahrdaya College of Advanced Studies* was formally inaugurated on Saturday 31 December, 2011 by Honourable Chief Minister of Kerala Shri. Oommen Chandy and presided over by Mar Pauly Kannoorkadan, the Bishop of the Diocese of Irinjalakuda and Chairman of Sahrdaya Group of Institutions; in the presence of Bishop Mar James Pazhayattil, the Founder Chairman; Shri K. M. Mani, Minister for Finance, Govt. of Kerala; Shri. Thomas Unniyadan, MLA of the Constituency of Irinjalakuda; K.P. Dhanapalan, MP of the Constituency of Chalakudy; Shri B.D. Devassy, MLA of the Constituency of Chalakudy and Msgr. Sebastian Maliekkal, the Vicar General of the Diocese.

**Geographic Location:-** Sahradaya College of Advanced Studies is situated on a serene and lush green locale spread over 10 acres; 500 metres away from Kodakara – Krishnankotta State Highway, 2 kms from NH-47 and Kodakara town and 3 kms from Irinjalakuda Railway Station. The architectural excellence envisioned and being executed is designed for the students and the staff to feel at home and congenial for their academic pursuit.

## **Programmes Offered**

### **U.G.**

#### **Commerce**

- B.Com Finance
- B. Com Computer Application
- B.Com Banking
- B.Com Co-operation
- B.Com Professional
- B.Com Taxation

#### **Integrated Professional Programmes**

- B.Com with Chartered Accountancy
- B.Com with Company Secretaryship
- B.Com with Cost Management Accounting

#### **Management Studies**

- BBA
- BBA with Company Secretaryship

#### **Science**

- B.Sc Physics
- B.Sc Chemistry
- B.Sc Mathematics
- B.Sc Psychology
- B.Sc Geology

#### **Information Technology**

- B.Sc Computer Science
- BCA

#### **Language and Literature**

- BA English language and Literature
- BA Malayalam language and Literature

### **P.G.**

- M.Com Finance
- M.Sc Psychology
- M.Sc Clinical Psychology
- M.Sc Computer Science
- MA English

**Institution Administration**

**Rev. Fr. TITUS KATTUPARAMBIL, M.A., M.Ed, S.T.L.**

Executive Director

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E-mail : titusachan@gmail.com

**DR. SUMA PAULOSE, M.A., M.Phil, Ph.D.** Director

Mobile : 9746423600

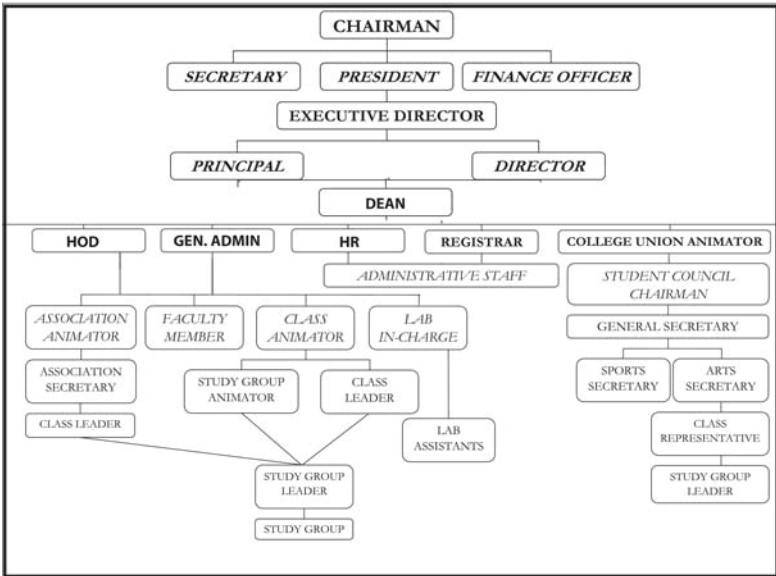
E-mail : .....

**DR. K.J. ANTONY, .....** Principal

Mobile : 9447653926

E-mail : .....

**Organisation Chart**





**College Chronicle**

**Achievement: Bagged First Runner - Up in the Calicut University D-Zone Youth Fest 2015-16**

28	April	2016	1st Sem BA/B.Sc/BBA
22	April	2016	1st Sem B.Com/BBA Examination
08	April	2016	1st Sem PG University Examination
05	April	2016	Model Examination for 1st Sem Students
01	April	2016	Recruitment for Teaching and Non-Teaching Staff
22	March	2016	11 Internal Examination for 11 & 1V Semester students
18	March	2016	V1 th Semester University Examination Starting
05	March	2016	D Zone Competition

**College Chronicle**

13	February	2016	Motivation class for D Zone Participants
10	February	2016	Film Fest conducted by English Department
10	February	2016	Traffic Awareness session conducted by Traffic Commission of Thrissur
21	January	2016	3rd Semester University examination
16	January	2016	Career Guidance Class by Career Guru Sri. B.S Warriar
07	January	2016	Sports & Games Inaugurated by Mr. E.C Royson (State Award winner for Best Physical Education teacher)
28	December	2015	First Internal Examination for 2nd, 4th & 6th Semester Students
28	December	2015	College reopening after Christmas Holiday's
03	December	2015	Christmas Celebration
20	December	2015	Christmas Holidays
12	November	2015	Sahrdaya Youth Fest
02	November	2015	2nd Internal Examination for 1st, 3rd & 5th Semester Students
08	October	2015	National Seminar & Annual Conference of KMA - Inaugurated by Mar James Pazhayattil
07	October	2015	Oath Day
06	October	2015	Sahrdaya Management Fest
29	September	2015	Paper Presentation Competition (Maths Dept)
28	September	2015	Commerce Association Inaugurated by Dr. K.B. Muraleedharan
25	September	2015	Picnic of Second Year Students

2	May	2015	2015-16 University admission registration started
4	May	2015	Interzone Competition Started
8	May	2015	University exam for 111rd and V1 Sem
1	June	2015	Reopening of the academic year 2015-16
4	June	2015	Celebration of world Environment Day
10	June	2015	Inauguration of Hyde park sessions
26	June	2015	Feast of our Heavenly Patron - Sacred Heart of Jesus, holy Qurbana - Bishop Mar Pauly Kannookadan, Laureola Publication Releasing
30	June	2015	Blood Donation Camp in collaboration with IMA Thrissur
8	July	2015	Mansoon Krithikalude Avatharam by Rafeeq Ahamed
10	July	2015	Inauguration of Value Education by Swami Sandeepananda Giri
14	July	2015	Malayalam Association Inauguration by Sri. Balachandhran Chullikad
03	August	2015	Biz World Competition
11	August	2015	Economic Times Business Quiz
13	August	2015	International Seminar on Global business Trends
17	August	2015	Maths Association Inauguration
19	August	2015	Entrepreneurial Development Club Inauguration
20	August	2015	IT Association Inauguration
21	August	2015	Onam Celebration
04	September	2015	Teachers Day Celebration
07	September	2015	Interview Skills Training for Final Years
10	September	2015	Blessings of New PG Block by Bishop Mar Pauly Kannookadan
14	September	2015	Internal Exam Started
18	September	2015	ELDORADO 2015 - Arts Fest Inaugurated by Dr. Srivalsan J Menon (Music Director)

### College Chronicle

3	February	2015	Conducted a Industrial visit at UST GLOBAL, Kakkanad.
14	February	2015	Sahrdaya College of Advanced Studies hosted "Prathiba Sangamam 2015
14	February	2015	Sahrdaya SET2015 was held on 14th Feb 2015 from 1.00p.m to 3 p.m
19	February	2015	Association Inauguration of English language and Literature dept.
20	February	2015	D-zone Off stage competitions were on 14th and 15th of February 2015 and on stage items were on 20th ,21st and 22nd of February 2015 at Dr.John Mathai Center Thrissur.103 colleges participated in the event. SCAS participated in a total of 58 Items.
20	February	2015	We got 1st Prize in College Band, Kolkali, Hindi Drama, Margamkali
20	February	2015	We got 2nd Prize in Thiruvathirakali, Poorakali, Parichamuttukali, Duffumuttu,English skit, English drama, Eastern music, Western music, Ganamela, Nadodisangeetham, Saxophone (solo), Panchavadyam.
20	February	2015	We got 3rd Prize in Mappilapattu, Patriotic song, Tamil versification, Western Music Solo.
13	March	2015	Conducted "SAHRDAYA SARGOTSAV 2015"
01	August	2014	III & V Semester Internal Exams conducted
08	August	2014	Sahrdaya Maths Club Inaugurated
14	August	2014	Independence Day celebrated.
15	August	2014	Ms.Juby Maria Joy, student of B.Sc-Psychology(Vth semester) has been selected to receive the "Sadguna Award 2014.

15	August	2014	68th Independence Day celebrated
21	August	2014	The Department of English Language and Literature organized a Film festival
22	August	2014	The IT Association was inaugurated by Mr.Farish .C.V.,
28	August	2014	The department of Psychology had an inaugural ceremony of Eclectic Therapeutic Centre and Psychology Lab.
03	September	2014	SCAS ARTS FEST 2014 Conducted
05	September	2014	Conducted Onam Celebration
16	September	2014	College Re-opens after Onam vacation.
22	September	2014	Grand Finale of new Business Plan competition.
26	September	2014	Women Cell was inaugurated by Adv. Noorjahan.
14	October	2014	The Management Association was inaugurated.
16	October	2014	Faculty Development Programme
31	October	2014	Kerala Piravi 2014 was celebrated
16	Novemeber	2014	Students where participated in Patanjali yoga Olympiad –International yoga championship (District level)
22	Novemeber	2014	Vth sem University Exam started.
24	Novemeber	2014	Training For Students – Grooming For Success.
25	Novemeber	2014	Our College actively participated in CSS work from 25th November to 1st of December.

01	December	2014	Six days CRASH PROGRAMME has arranged for final B.Com
03	December	2014	Social outreach Programme for IInd year students at Smile Village, Vettikuzhi Pope Paul Bhavan- Athani, Sweet Home-Puthenchira, Cyrene Kodunga.
03	December	2014	Department of Mathematics conducted a Mathematics Quiz
03	December	2014	Industrial visit for IInd BBA Students to KITEX, Kizhakkambalam.
04	December	2014	Students where participated in University Athletic meet was held at CHRIST COLLEGE Irinjalakuda,
20	December	2014	Christmas celebration
02	January	2014	Staff tour on 2nd January 2015 to the Backwaters of Aleppey.
09	January	2014	Sahrdaya International Business Quiz was conducted on 9th Jan 2015 in association with Dept.of Commerce & Management
16	January	2014	Psychology Association for the year 2014-15 inaugurated.
20	January	2014	Sahrdaya College of Advanced Studies participated in “Run Kerala Run “marathon.
30	January	2014	In connection with SITE HUB activity an expert talk on cyber world was conducted by cyber cell police officials Mr.Sujith and Mr.Manoj

31	July	2014	Training on code-walker to the staff
30	July	2014	New business plan competetion started by management dept.
28	July	2014	Industrial visit for 5th semester BCA students
23	July	2014	Inauguration of SMI
22	July	2014	CSS work by commerce department
21	July	2014	Student counselling started near by schools by Psychology departments
16	July	2014	Litterary talent hunt for freshers.
14	July	2014	Inauguration of IT association
7	July	2014	Counselling training
20	June	2014	Psycho innovation session started
20	June	2014	Open course started for final years
10	June	2014	Readers day celebration
16, 17	June	2014	FDP for teachers
10	June	2014	SEEP programme started
6	June	2014	Intractive democlass for teachers
2	June	2014	Hyde park section inauguration
5	June	2014	World Enviornment day celebration
2	June	2014	College Re-opening
23	May	2014	Participation in interzone mime competetion
22	May	2014	Participation in interzone Margamkal i competetion and won third prize
21	May	2014	3 day training camp of Jesus Training College
7	March	2014	Seminar on 'Cybemetacs'
4	February	2014	D-zone prathiba sangamam was inauguration

19	December	2013	Sahrdaya Family Fest
2	November	2013	seminar on road safty, Bike stunding
1	November	2013	Kerala piravi, Dept. of malayalam inauguration
30	October	2013	New programms Bsc Cs, BA English and Bcom CA got approval
25	October	2013	Seminar on Cyber war, Cyber crime and information security
21	October	2013	Blood donation camp conducted
16	October	2013	Inauguration of smart class room
15	October	2013	FDP
11	October	2013	Semeinar on blood donation
4	October	2013	Commerce and management associate inaugurated
1	October	2013	Sevanavaram by students
13	Septetember	2013	inauguration of students council and finance
6	Septetember	2013	DOVE inaugurated
5	Septetember	2013	Teachers day
4	Septetember	2013	Health club of inauguration
26	August	2013	Selection of sports representatieves
16	August	2013	Litterery association inauguration
16	August	2013	Value education programme "SALT"
15	August	2013	Indipendence Day celebration
1	August	2013	Psychology Assosciation was inaugurated
28	July	2013	PTA Meeting for parents
5	July	2013	Talents day for freshers
27	June	2013	'Insertion' Course for students
24	June	2013	Bridge course for students
4	June	2013	FDP for faculties
22	May	2013	College day Celebration



18	May	2013	Arts Day Celebrations
02	May	2013	Model Exam for the Students
22	March	2013	Annual Day Celebrations
01	March	2013	Inauguration of AICUF
21	December	2012	Inauguration of ' <i>Sahodaya Charity Fund</i> '
21	December	2012	Release of ' <i>Laureola</i> ', Tri-monthly newsletter
21	December	2012	Launch of Sahrdaya Media Correspondents
21	December	2012	Inauguration of Nature Club
18	December	2012	Inauguration of Entrepreneurial Club
17	December	2012	Inauguration of Quiz Club
14	December	2012	Inauguration of Tourism Club
13	December	2012	Inauguration of Health Club
12	December	2012	Inauguration of Literary Club
12	December	2012	Inauguration of Cultural Club
05	December	2012	Inauguration of Sports Club
03	August	2012	Launch of Add-on courses
03	August	2012	Inauguration of Computer Lab
03	August	2012	Inauguration of College Library
03	August	2012	Inauguration of the Academic Year
21	July	2012	Approval from the University
25-28	June	2012	Orientation Class for the First batch of students
15	June	2012	Admissions - Academic Year 2012-13
14	June	2012	Approval from the Government
15	December	2011	Application sent to University for approval
	November	2011	Blessing of the building by Bishop Mar Pauly Kannookadan
	November	2011	Renovation of the building
	November	2011	Registration of the College by name ' <i>Sahrdaya College of Advanced Studies</i> '
	November	2011	Possession of the College Building

## Faculty Members

### Department of Commerce & Management



**Prof. DR. K.B. Pavithran : M.Com, PGDBA, PhD**

- ❖ Dean of Commerce & Management Department
- ❖ 35 years of experience in teaching in Colleges & Universities in Kerala & Abroad
- ❖ Former Professor and Director, School of management Studies CUSAT
- ❖ Former Dean, Faculty of Commerce M.G. University, Kottayam
- ❖ Research Guide in University of Calicut, University of Kerala & CU SAT

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<b>Mr. Kanakachandran</b>	Asst. Professor 9895083162 kanakachandran@gmail.com
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<b>Ms. Sreevidya K</b>	Asst. Professor, 9633706640 sreevidyanair08@gmail.com

## Bachelor of Commerce - Sylebuss (B.Com.)

### Semester I

Course	Course Code	Title	Contact hours	Credits
Common	BC1A01		4	4
Common	BC1A02			
			5	3
Common	BC1A07			
			5	4
Core	BC1B01	Management Concepts & Business Ethics	6	4
Compl.	BC1C01	Managerial Economics	5	4
TOTAL			25	19

### Semester II

Course	Course Code	Title	Contact hours	Credits
Common	BC2A03		4	4
Common	BC2A04		5	3
Common	BC2A08		5	4
Core	BC2B02	Financial Accounting	6	4
Compl.	BC2C02	Marketing Management	5	4
TOTAL			25	19

### Semester III

Course	Course Code	Title	Contact hours	Credits
Common	BC3A11	Basic Numerical Skills	5	4
Common	BC3A12	General Informatics	5	4
Core	BC3B03	Business Regulations	4	4
Core	BC3B04	Corporate Accounting	6	4
Compl.	BC3C03	E-Commerce Management	5	4
TOTAL			25	20

**Semester IV**

Course	Course Code	Title	Contact hours	Credits
Common	BC4A13	Entrepreneurial Development	5	4
Common	BC4A14	Banking and Insurance	5	4
Core	BC4B05	Cost Accounting	6	4
Core	BC4B06	Corporate Regulations	4	4
Compl.	BC4C04	Quantitative Techniques for Business	5	4
TOTAL			25	20

**Semester V**

Course	Course Code	Title	Contact hours	Credits
Core	BC5B07	Accounting for management	4	4
Core	BC5B08	Business Research methods	4	4
Core	BC5B09	Human Resource Management	4	4
Core	BC5B10	Course in Specialization	5	4
Core	BC5B11	Course in Specialization	5	4
Open	BC5D01	Open Course (For students from other departments)	3	2
TOTAL			25	22

**Semester VI**

Course	Course Code	Title	Contact hours	Credits
Core	BC6B12	Income Tax Law & Practice	6	4
Core	BC6B13	Auditing	5	4
Core	BC6B14	Course in Specialization	5	5
Core	BC6B15	Course in Specialization	5	5
CoreProject	BC6B16(PR)	3 weeks Project & Viva Voce	4	2
TOTAL			25	20

## **Faculties of Management Department**

**Fr. Binoy Nareparambil : MBA in Finance & Marketing**  
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**BACHELOR OF BUSINESS ADMINISTRATION - SYLLABUS (B.B.A.)****Semester I**

Course	Course Code	Title	Contact hours	Credits
Common	BB1A01		4	4
Common	BB1A02		5	3
Common	BB1A07		5	4
Core	BB1B01	Management Concepts & Business Ethics	6	5
Compl.	BB1C01	Managerial Economics	5	4
		TOTAL	25	20

**Semester II**

Course	Course Code	Title	Contact hours	Credits
Common	BBIIA03		4	4
Common	BBIIA04		5	4
Common	BBIIA08		5	4
Core	BBIIB02	Financial Accounting	6	5
Compl.	BBIIC02	IT for Business & management	5	4
		TOTAL	25	20

**Semester III**

Course	Course Code	Title	Contact hours	Credits
Common	BBIII3A1	Skills	5	4
Common	BBIII3A12	General Informatics	5	4
Core	BBIII3B03	Business Regulatory Framework	5	4
Core	BBIII3B04	Organizational Behaviour	5	4
Compl.	BBIII3C03	Quantitative Techniques for Business	5	4
		TOTAL	25	20



**Semester IV**

Course	Course Code	Title	Contact hours	Credits
Common	BB1VA13	Banking & Insurance	5	4
Common	BB1VA14	Enterpreneurship Development	5	4
Core	BB1B05	Marketing Management	5	4
Core	BB1B06	Management Science	5	4
Compl.	BB1VC04	Managerial Economics	5	4
TOTAL			25	20

**Semester V**

Course	Course Code	Title	Contact hours	Credits
Core	BBVB07	Accounting for Management	5	4
Core	BBVB08	Business Research methods	4	4
Core	BBVB09	Emerging Trends in Management	3	4
Core	BBVB10	Specialization I	5	4
Core	BBVB011	Specialization II	5	4
Compl.	BBVD01	Open Course	3	2
TOTAL			25	22

**Semester VI**

Course	Course Code	Title	Contact hours	Credits
Core	BBVIB12	Operations Management	5	4
Core	BBVIB13	Resource Management	5	4
Core	BBVIB14	Specialization I	5	4
Core	BBVIB15	Specialization IV	5	4
Core Project	BBVIB16	Three weeks project and viva	5	4
TOTAL			25	20

## Department of Language & Literature



**Prof. V.G. Thampi : MA, M.Phil**

- ❖ Dean of Language & Literature Department
- ❖ 35 years of experience in Sri. Kerala Varma College Thrissur
- ❖ 2<sup>nd</sup> Rank in Calicut University for MA Malayalam
- ❖ Directed First Campus Film in 1999 (Tharishu Nilam)
- ❖ Directed 15 Short films
- ❖ Some of his film has selected in International Film festival

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## Faculties of English Language & Literature

### **Prof. Verghese Kalliyath :MA in English Language & Literature**

- ❖ HOD of English Language & Literature Department
- ❖ Experience: 28 Years of teaching experience in India
- ❖ 2 years of teaching experience in abroad with the ministry of Education at Govt. Of Oman

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**BACHELOR OF ARTS ENGLISH LANGUAGE & LITERATURE**

**Semester I**

Course Code	Title	Contact hours	Credits
ENG1A01	The Four Skills for Communication	4	3
ENG1A01	Modern Prose & Drama	5	3
A07 Hindi Malayalam Mal	Communication skills in Hindi/ Malayala Sahityam 1	4	4
ENG1B01	Reading Poetry	6	4
HIS1C02	Modern World History from AD 1500	3	2
IOU1C01	Introduction to Communication & Journalism	3	2
	<b>TOTAL</b>	<b>25</b>	<b>18</b>

**Semester II**

Course Code	Title	Contact hours	Credits
ENG2A03	Inspiring Expressions	4	4
ENG2A04	Reading on Society	5	4
ENG2A08	Translation & Communication in Malayalam Sahityam 2	4	4
ENG2B01	Reading Prose	6	4
ENG2C02	Modern World History	3	2
JCU2C01	News Reporting & Editing	3	2
	<b>TOTAL</b>		

**Semester III**

Course Code	Title	Contact hours	Credits
ENG3A01	Native Media in English	4	4
ENG3B01	Reading Drama	5	4
ENG3B02	Reading Fiction	4	4
A09/Ma3 A03	Literature in Hindi / Malayala Sahityam 3	5	4
HIS3CO2	Modern World History From AD 1500	3	2
JCUC01	History of Mass Media	3	2
	<b>TOTAL</b>		

**Semester IV**

Course Code	Title	Contact hours	Credits
ENG4A06	Reading Function & Non-Fiction	5	4
ENG4B01	Modern English Literature	5	4
ENG4B02	Methodology of Humanities	4	4
A10 Mal 4 Mal 4 A04	Culture & Civilization/ Malayala Sahityam 4	5	4
HIS4C02	Modern World History from AD. 1500	3	2
JCC101	Corporate communication & Advertising	3	2
	TOTAL	25	20

**Semester V**

Course Code	Title	Contact hours	Credits
ENG5B01	Indian Writing in English	5	4
ENG5B02	Languages & Linguistics	5	4
ENG5B03	Methodology of Literature	5	4
ENG5B04	Informatics	5	4
ENG5B05	Project		
-	Open Course	3	2
	TOTAL	23	18

**Semester VI**

Course Code	Title	Contact hours	Credits
ENG6B01	Literary Criticism & Theory	5	4
ENG6B02	Literature in English	5	4
ENG6B03	Women's Writing	5	4
ENG6B04	Writing for the Media	5	4
ENG6B05	Project	2	2
ENG6B5E1	World Classics in Translation	3	2
	TOTAL	25	20

## Faculties of Malayalam Language & Literature

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**FACULTIES OF MALAYALAM LANGUAGE & LITERATURE**

**Semester I**

Course Code	Title	Contact hours	Credits
MALIA01	Common Course (English)	4	4
	Common Course (English)	5	3
	Common Course 7` മലയാള സാഹിത്യം - 1	4	4
MALIB01	Core Course 1 മലയാളകവിത നവോത്ഥാനഘട്ടം	6	5
MALIC01	Ist Complementary (സംസ്കൃതം/ ജേർണലിസം)	3	2
	IInd Complementary (കേരളപഠനം - പൂർവ്വകാലകേരളം)	3	2
TOTAL		25	20

**Semester II**

Course Code	Title	Contact hours	Credits
MAL2A02	Common Course (English)	4	4
	Common Course (English)	5	3
	Common Course 2` മലയാള സാഹിത്യം 2	4	4
MAL2B02	Core Course II മലയാള ചെറുകഥാസാഹിത്യം	6	5
MAL2C02	Ist Complementary (സംസ്കൃതം/ ജേർണലിസം)	3	2
	IInd Complementary (കേരളപഠനം - മധ്യകാലകേരളം)	3	2
TOTAL		25	20

**Semester III**

Course Code	Title	Contact hours	Credits
MAL3A03	Common Course (English)	5	4
	Common Course 9 മലയാള സാഹിത്യം 3	5	4
MAL3B03	Core Course III മലയാളകവിത കവിത ഉത്തരഘട്ടം	5	4
MAL3B04	Core Course IV നാടകം / തിരക്കഥ	4	4
MAL3C03	Ist Complementary (സംസ്കൃതം/ ജേർണലിസം)	3	2
	IInd Complementary (കേരളപഠനം - അധിനിവേശകാലകേരളം)	3	2
TOTAL		25	20



**Semester IV**

Course Code	Title	Contact hours	Credits
MAL4A04	Common Course (English) Common Course 10	5	4
MAL4B05	മലയാള സാഹിത്യം 4 Core Course V	5	4
MAL4B06	ഭാഷാശാസ്ത്രവും ഭാഷാചരിത്രവും Core Course VI നോവൽ സാഹിത്യം	5 4	4 4
MAL4C04	Ist Complementary (സംസ്കൃതം/ ജേർണലിസം) IInd Complementary (കേരളപഠനം - ആധുനികകേരളം)	3 3	2 2
	<b>TOTAL</b>	<b>25</b>	<b>20</b>

**Semester V**

Course Code	Title	Contact hours	Credits
MAL5B07	Core Course VII aebm-f-hym-lcWw	6	4
MAL5B08	Core Course VIII പാശ്ചാത്യ സാഹിത്യ സിദ്ധാന്തങ്ങൾ	5	4
MAL5B09	Core Course IX മലയാള സാഹിത്യ വിമർശനം	5	4
MAL5B010	Core Course X നാടോടിവിജ്ഞാനീയം	5	4
MAL5B010	Open Course I		
MAL5D01	ചലചിത്രപഠനം	2	2
MAL5D02	സാഹിത്യവും സർഗാത്മകരചനയും സ്ത്രീപഠനങ്ങൾ		2
MAL5D03	Course work / Project Work	2	
	<b>TOTAL</b>	<b>25</b>	<b>20</b>

**Semester VI**

Course Code	Title	Contact hours	Credits
MAL6B11	Core Course XI മലയാളകവിത പുർവ്വഘട്ടം	5	4
MAL6B12	Core Course XII ഗദ്യസാഹിത്യം	5	4
MAL6B13	Core Course XIII പൗരസ്ത്യ സിദ്ധാന്തങ്ങൾ	5	4
MAL6B14	Core Course XIV നവസംസ്കാരപഠനങ്ങൾ	5	4
MAL6B15(1)	Elective മാധ്യമപഠനം		
MAL6B15(2)	വിവർത്തനം	3	4
MAL6B15(3)	സൈബർ മലയാളം		
MAL6B15(Pr)	Course work / Project Work	2	2
	<b>TOTAL</b>	<b>25</b>	<b>20</b>

## Department of Science & IT



### **Prof. K.A. Siraj : M.Sc, M.Phil**

- ❖ Dean of Science & IT Department
- ❖ 31 Years of experience in teaching at Farook College, Calicut.
- ❖ Former Lecturer, in Department of Physics, MES Keveeyam College, Valanchery
- ❖ Member of Syndicate, University of Calicut (2011-13)
- ❖ Member of Senate to the Calicut University (2007-11)
- ❖ Convenor, Standing Committee of the Syndicate on Exam & of the Syndicate on Staff of Affiliated College
- ❖ Convenor, CBCSS Steering Committee & Single Window Admission Committee of University of Calicut
- ❖ Nodal Officer and Academician in the committee constituted by UGC
- ❖ Member, Standing Committee of Senate on Audit, Accounts & Assurance
- ❖ Subject Expert & University Nominee in the Statutory Selection Committee of Lectures under Calicut University
- ❖ Convenor, Coaching Programme for various Competitive Exams (IIT, IISC, JNCESR, etc.)
- ❖ Former member of Board of Studies in Physics (PG) at Calicut University

## Faculties of Physics

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## BACHELOR OF SCIENCE - SYLLABUS (B.Sc. Physics)

### Semester I

Course Code	Title	Contact hours	Credits
A01	For Skills in Communication	4	3
A02	Modern Prose and Drama	5	3
A07	Malayalam Sahithyam I	4	4
A07	Communication Skills in Hindi	4	4
PH1B01	Methodology of Science and Physics	2	2
	Practical I	2	-
MAT1C01	Mathamatics	4	3
CHE1C01	General Chemistry	2	2
	Practical 1	2	-
TOTAL		29	21

**Semester II**

Course Code	Title	Contact	Credits
A03	Inspiring Expressions	4	4
A04	Reading on Society	5	3
A08	Malayalam Sahithyam II	4	4
A08	Translation and Communication in Hindi	4	4
MAT2C02	Mathamatics	4	3
CHE2C02	Physical Chemistry	2	2
	Practical II	2	-
PH2B02	Properties of Matter, Waves & Acoustics	2	2
	Practical I	2	-
TOTAL		29	22

**Semester III**

Course Code	Title	Contact hours	Credits
A05	Native Media in English	5	4
A09	Literature in Hindi	5	4
A09	Malayalam Sahithyam III	5	4
MAT3C03	Mathamatics	5	3
CHE3C03	Organic Chemistry	3	2
	Practical III	2	-
PH3B03	Machanics	3	3
	Practical I	2	-
TOTAL		30	20

**Semester IV**

Course Code	Title	Contact hours	Credits
A06	Reading fiction and non fiction	5	4
A10	Culture and Civilisation	5	4
A10	Malayalam Sahithyam IV	5	4
PH4B04	Electronics	3	3
	Practical I	2	5
MAT4C04	Mathamatics	5	3
CHE4C04	Physical and applied Chemistry	3	2
	Practical IV	2	4
TOTAL		30	29

**Semester V**

Course Code	Title	Contact hours	Credits
PH5P06	Electronic II	3	3
PH5P07	Quantum Mechanics	3	3
PH5P08	Physical Optics and Modern	3	3
PH5B09	Electronics	4	4
	Open Course	2	2
	Practical II	4	-
	Practical III	4	-
	Project	2	-
TOTAL		25	15

**Semester VI**

Course Code	Title	Contact hours	Credits
PH6B10	Thermal and Statistical Physics	4	4
PH6B11	Solid State Physics, Spectroscopy & Laser Physics	4	4
PH6B12	Nuclear Physics, Particle Physics & Astrophysics	4	4
PH6B13	Core Course (Elective)	3	3
PH6B14	Practical II	4	5
PH6B15	Practical III	4	5
PH6B16	Project & tour Report	2	3
TOTAL		25	28

## Faculties of Chemistry

**Prof. Babu Antony : B.Ed, M.Sc, M.phil**

- ❖ HOD of Chemistry Department
- ❖ Experience: 34 Years of teaching Experience

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### BACHELOR OF SCIENCE - SYLLABUS (B.Sc. Chemistry)

#### Semester I

Code	Title	Contact hours	Credits
A01	For Skills in Communication	4	4
A02	Modern Prose and Drama	5	3
A07	Malayalam Sahithyam I	4	4
A07	Communication Skills in Hindi	4	4
MAT1C01	Mathamatics	4	3
PHIC01	Properties of Matter of thermodynamics	2	2
	Practical 1	2	-
CHEIB01	Theoretical and Inorganic Chemistry I	2	2
	Inorganic Chemistry Practical 1	2	-
TOTAL		29	22

**Semester II**

Course Code	Title	Contact hours	Credits
A03	Inspiring Expressions	4	4
A04	Reading on Society	5	3
A08	Malayalam Sahithyam II	4	4
A08	Translation and Communication in Hindi	4	4
MAT2C02	Mathamatics	4	3
PH2C02	Mechanics, relativity, waves & Oscellations	2	2
	Practical II	2	-
CHE2B02	Theoretical and Inorganic Chemistry II	2	2
	Inorganic Chemistry Practical I	2	--
TOTAL		29	22

**Semester III**

Course Code	Title	Contact hours	Credits
A05	Native Media in English	5	4
A09	Literature in Hindi	5	4
A09	Malayalam Sahithyam III	5	4
MAT3C03	Mathamatics	5	3
PH3C03	Optics, Laser, Electronics & Communication	3	2
	Practical III	2	-
CHE3B03	Physical Chemistry I	3	3
	Inorganic Chemistry Practical	2	-
TOTAL		30	20

**Semester IV**

Course Code	Title	Contact hours	Credits
A06	Reading fiction and non fiction	5	4
A10	Culture and Civilisation	5	4
A10	Malayalam Sahithyam IV	5	4
MAT4C04	Mathamatics	5	3
PH4C04	Electricity, Magnetism & Nuclear Physics	3	2
	Practical IV	2	4
CHE4B04	Organic Chemistry I	3	3
	Inorganic Chemistry Practical I	2	4
TOTAL		30	28

**Semester V**

<b>Course Code</b>	<b>Title</b>	<b>Contact hours</b>	<b>Credits</b>
CHE5B06	Inorganic Chemistry III	3	3
CHE5B07	Organic Chemistry II	4	3
CHE5B08	Physical Chemistry II	4	3
	Physical Chemistry Practical	5	-
	Physical Chemistry Practical	5	-
	Project Work	2	-
	Open Course	2	2
	TOTAL	25	11

**Semester VI**

<b>Course Code</b>	<b>Title</b>	<b>Contact hours</b>	<b>Credits</b>
CHE6B09	Inorganic Chemistry IV	3	3
CHE6B10	Organic Chemistry III	3	3
CHE6B11	Physical Chemistry III	3	3
CHE6B12	Advanced and Applied Chemistry	3	3
CHE6B13	Core Course (Elective)	3	3
CHE6B14(P)	Physical Chemistry Practical	-	4
CHE6B15 (P)	Organic Chemistry Practical	-	4
CHE6B16(P)	Inorganic Chemistry Practical II	5	4
CHE6B17 (P)	Inorganic Chemistry Practical III	5	4
CHE6B18(Pr)	Project Work	-	2
	TOTAL	25	33



## Faculties of CS & IT

**Prof. DR. Rani M.J. : M.Sc, M.Phil, PhD,**

- ❖ HOD of Mathematics & IT Department
- ❖ Experience: 32 years teaching experience in St Joseph College Irinjalakuda.
- ❖ Published 10 International Papers Internationally

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**BACHELOR OF COMPUTER APPLICATIONS SYLLABUS (B.C.A.)****Semester I**

Course Code	Title	Contact hours	Lab	Total	Credits
BCA1A01	Common English	4	-	4	4
BCA1A02	Common English Course II (Modern Prose & Drama)	4	-	4	3
BCA1A03	Additional Language Course I	5	-	5	4
BCA1B01	Problem Solving Using C	2	2	4	3
BCA1C01	Mathematical Foundation of Computer Application	4	-	4	3
CA1C02	Discrete Mathematics	4	-	4	3

**Semester II**

Course Code	Title	Contact hours	Lab	Total	Credits
BCA1A03	Common English Course III (Inspiring Expressions)	4	-	4	4
BCA1A04	Common English Course IV (Reading on Society)	4	-	4	3
BCA1A09	Additional Language Course II	5	-	5	4
BCA2B02	Object oriented Programming in C++	2	2	4	3
BCA2C03	Computer oriented Statistical methods	4	-	4	3
BCA2C04	Numerical methods in C	2	2	4	3

**Semester III**

Course Code	Title	Contact hours	Lab	Total	Credits
BCA3A11	Basic Numerical Skills General Course I	4	-	4	4
BCA3A12	General Course I General Informatics	4	-	4	4
BCA3B03	Database Design & RDBMS	3	2	5	3
BCA3B04	Data Structure Using C++	2	2	4	3
BCA3C05	Financial & Management Accounting	4	-	4	3
BCA3C06	Operations Research	4	4	4	3

**Semester IV**

Course Code	Title	Contact hours	Lab	Total	Credits
BCA4A13	General Course III	4	-	4	4
BCA4A14	General Course IV	4	-	4	4
BCA4B05	Visual Programming in C#.net	5	-	5	3
BCA4B06	Programming Laboratory II (RDBMS + C#.Net)	0	2	2	2
BCA4B07	Programming Laboratory II (RDBMS + C#.Net)	0	2	2	2
BCA4B07	E- Commerce	4	-	4	3
BCA4B08	Management Information Systems	4	-	4	3

**Semester V**

Course Code	Title	Contact hours	Lab	Total	Credits
CA5B07	Data Communication & Mobile Computing	4	-	4	3
CA5B08	Micro processor	3	-	3	3
CA5B09	Computer Networks	4	-	4	3
CA5B10	Software Engineering	3	-	3	3
CA5B11	Visual Programming using C#.Net	3	2	5	3
CA5D01	Open Course	4	-	4	3
CA5B12	Mini Project	0	2	2	1

**Semester VI**

Course Code	Title	Contact hours	Lab	Total	Credits
CA6B13	Web Programming using PHP	4	-	4	3
CA6B14	Computer Graphics & Multimedia	4	-	4	3
CA6B15	Programming Laboratory II (Programming in Java & PHP)	-	5	5	3
CA6B16	Programming Laboratory II (RDBMS & VB.Net)	-	5	5	3
CA6B17(EI)	Elective	4	-	4	3
CA6B17	Project	-	3	3	2

**BACHELOR OF SCIENCE (B.SC. COMPUTER SCIENCE)****Semester I**

Course Code	Title	Contact hours	Lab	Total	Credits
BCS1A01	Common English Course I For Skills of Communication	4		4	4
BCS1A02	Common English Course II Modern Prose & Drama	4		4	3
BCS1A03	Additional languages Course I	5		5	4
BCS1B01	Problem Solving using C	2	2	4	3
XXXC01	Complementary - Mathematics I	4	-	4	3
XXXC01	Optional Complementary – I	4	-	4	3
	<b>TOTAL</b>				<b>20</b>

**Semester II**

Course Code	Title	Contact hours	Lab	Total	Credits
BCS1A03	Common English Course III Inspiring Expressions	5	-	5	4
BCS2A04	Common English Course IV	4	-	4	3
BCS2A08	Literature in Languages other than English	4	-	4	4
BCS2B02	OOP concepts & Data Structures using C++	2	-	2	3
BCS2B03	Programming Laboratory I Programming C+ Data Structures Using C+++	-	2	2	2
XXXC02	Complementary Mathematics	4	-	4	3
XXXC02	Optional Complementary II	4	-	4	3
	<b>TOTAL</b>				<b>22</b>

**Semester III**

Course Code	Title	Contact hours	Lab	Total	Credits
XXX A11	Numerical skills	4	-	4	4
XXXA12	General infomatics	4	-	4	4
BCS3B04	Fundamentals of Digital Electronics	2	1	3	3
BCS3B05	Visual Programming Using VB.Net	1	3	4	3
BCS2B03	Programming Laboratory I Programming C+ Data Structures Using C+++	-	2	2	2
XXX C02	Complementary Mathematics III	5	-	5	3
XXX C02	Optional Complementary III	5	-	5	3
	TOTAL				20

**Semester IV**

Course Code	Title	Contact hours	Lab	Total	Credits
XXXA13	Entrepreneurship	4	-	4	4
XXXA14	Basics of Audio + Video Media	4	-	4	4
BCS4B06	Fundamentals of DBMS + RDBMS	3	2	5	3
BCS4B07	Programming Lab I VB.Net + RDBMS	0	2	2	2
XXX C03	Complementary Mathematics IV	5	-	5	3
XXX C03	Optional Complementary IV	5	-	5	3
	TOTAL				19

**Semester V**

Course Code	Title	Contact hours	Lab	Total	Credits
CS5B09	Java Programming	4	4	8	4
CS5B10	Web Programming Using PHP	4	4	8	4
CS5B11	Principles of Software Engineer	4	-	4	4
CS5D01	Open Course	3	-	3	4
CS6B17	Project	-	2	2	4
	TOTAL				20

**Semester VI**

Course Code	Title	Contact hours	Lab	Total	Credits
CS6B12	Copmputer organization + Architecture	4	-	4	4
CS6B13	Microprocessor + Application 8086	4	-	4	4
CS6B14	Computer Networks	4	-	4	4
CS6D15	Lab III (Java +PHP)	-	4	4	2
CS6B16	Lab IV (Microprocessor + Network Programming)	-	4	4	2
CS6E01	Elective	4	-	4	4
CS6E17	Project	-	1	1	4
TOTAL					24

## Faculties of Mathematics

**Prof. DR. Rani M.J. : M.Sc, M.Phil, PhD,**

- ❖ HOD of Mathematics & IT Department
- ❖ Experience: 32 years teaching experience in St Joseph College Irinjalakuda.
- ❖ Published 10 International Papers Internationally

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Ms. Athira C.D.	Assistant Professor, 9747866019, athiradwarak@gmail.com
Ms. Jini Jose	Assistant Professor, 811855431, jinijose18@gmail.com
Ms. Jincy George	Assistant Professor, 9400720531, jincyalosh@gmail.com
Ms.Sini K.P	Assistant Professor, 9446887695, sinikp23@gmail.com



**B.SC MATHAMATICS SYLLABUS****Semester I**

Course Code	Title	Contact	Credits
A01	For Skills in Communication	4	4
A02	Modern Prose and Drama	5	3
A07	Malayalam Sahithyam I	4	4
A07	Communication Skills in Hindi	4	4
MAT1B01	Foundations of Mathamatics	4	4
ST1C01	Basic Statistics and Probability	4	3
CSCS1C01	Computer Fundamentals	4	3
TOTAL		29	25

**Semester II**

Course Code	Title	Contact	Credits
A03	Inspiring Expressions	4	4
A04	Reading on Society	5	3
A08	Malayalam Sahithyam II	4	4
A08	Transalation Communication in Hindi	4	4
MAT2B02	Calculus	4	4
ST2C02	Probability distributions	4	3
CSC2C02	Programming in C	4	3
TOTAL		29	25

**Semester III**

Course Code	Title	Contact	Credits
A05	Native media in English	5	4
A09	Literature in Hindi	5	4
A09	Malayalam Sahithyam III	5	4
MAT3B03	Calculus & Analytic Geometry	5	4
ST3C03	Statistical inference	5	4
CSC3C03	Fundamentals of System Software Networks & DBMS	5	3
TOTAL		30	23

**Semester IV**

Course Code	Title	Contact	Credits
A06	Reading fiction & Non fiction	5	4
A10	Culture & Civilization	5	4
A10	Malayalam Sahithyam IV	5	4
MAT4B04	Theory of Equation, Matrices & Vector Calculus	5	4
ST4C04	Appied Statistics	5	4
CSC4C04	Visual Programming	3	3
CSC4C05	Programming Lab: C and Visual Programming	2 Lab	2

**Semester V**

Course Code	Title	Contact	Credits
MAT5B05	Vector Calculus	5	4
MAT5B06	Abstract Algebra	5	5
MAT5B07	Basic Mathematical Analysis	5	5
MAT5B08	Differential Equations	5	4
	Open Course	3	2
	TOTAL	23	20

**Semester VI**

Course Code	Title	Contact	Credits
MAT6B09	Real Analysis	5	5
MAT6B10	Complex Analysis	5	5
MAT6B11	Numerical Methods	5	4
MAT6B12	Number Theory & Linear Algebra	5	4
MAT6B13	Elective Course	3	2
MAT6P14	Project / Viva	2	2
	TOTAL	25	22

## Faculties of Psychology

### Ms. Aasa Thomas

- ❖ HOD of Mathematics Department
- ❖ Qualification: Msc Psychology
- ❖ Experience: 5 Years of Clinical Experience

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### Ms. Joicy Johnson

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**B.SC PSYCHOLOGY SYLLABUS****Semester I**

<b>Course Code</b>	<b>Title</b>	<b>Contact</b>	<b>Credits</b>
ENG1A01	For Skills in Communication		3
ENG1A02	Modern Prose and Drama		3
A07	Malayalam Sahithyam I		4
PSY1B01	Basic Themes in Psychology 1		3
PSY1C01	Human Psychology 1		3
PSY1C02	Psychological Statistics 1		3
<b>TOTAL</b>			<b>19</b>

**Semester II**

<b>Course Code</b>	<b>Title</b>	<b>Contact</b>	<b>Credits</b>
ENG2A03	Inspiring Expressions		3
ENG2A04	Reading on society		3
A08	Malayalam Sahithyam I1		4
PSY2B01	Basic Themes in Psychology 11		3
PSY2C01	Human Psychology 11		3
PSY2C01	Psychological Statistics 11		3
<b>TOTAL</b>			<b>19</b>

**Semester III**

<b>Course Code</b>	<b>Title</b>	<b>Contact</b>	<b>Credits</b>
ENG3A05	Native media in English		4
A09	Malayalam Sahithyam I11		5
PSY3B01	Basic Themes in Psychology 111		3
PSY3C01	Human Psychology 111		3
PSY3C01	Psychological Statistics 111		3
<b>TOTAL</b>			<b>18</b>

**Semester IV**

Course Code	Title	Contact	Credits
ENG4A06	Fiction and non fiction		4
A10	Malayalam Sahityam IV		5
PSY4B01	Adult Development		3
PSY4B01	Experimental Psychology 1		4
PSY4C01	Human Psychology 1V		3
PSY4C01	Psychological Statistics 1V		3
TOTAL			22

**Semester V**

Course Code	Title	Contact	Credits
PSY5B01	Abnormal Psychology 1		3
PSY5B01	Social Psychology		3
PSY5B01	Psychological Measurement and Testing		3
PSY5B01	Learning and Behaviour		3
PSY5B05-04	Health Psychology		3
OPEN	Life skills/Positive psychology		2
TOTAL			17

**Semester VI**

Course Code	Title	Contact	Credits
PSY6B01	Abnormal Psychology 1		3
PSY6B02	Applied Social Psychology		3
PSY6B03	Counselling and Psychotherapy		3
PSY6B04	Cognitive Psychology		3
PSY6B05	Personality Psychology		3
PSY6B06	Experimental Psychology 11		4
PSY6B07	Experimental Psychology 111		4
PSY6B08	Project		2
TOTAL			25

## Department of Geology

**Prof. Davis K.J.** M.Sc Marine Geology

- ❖ HOD of Geology Department
- ❖ 18 Years of Industrial Experience

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## Department of Professional Education



**Prof. Thomas V.J.** M.Com, M.Phil, LLB

- ❖ Dean of DPE
- ❖ 33 years of experience in teaching in SB College, Changanassery, Govt. Evening college, Thrissur and Sri C. Achuthamenon Govt. College, Kuttanellur
- ❖ Former Vice Principal and HOD of the Dept. of Commerce & Management Studies, Sri. C. Achuthamenon Govt. College, Kuttanellur, Thrissur
- ❖ Member, Board of Studies (PG) Commerce, Calicut University since 2006 onwards
- ❖ Resource person, M.Com Distance Education, St. Thomas College, Thrissur.
- ❖ Visiting Faculty, MBA Agri. Business Management, Kerala Agricultural University, Vellanikkara, Thrissur.

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## Department of Administration

### Accademics

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### Accounts

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<b>Ms. Bincy Jose</b>	Jr. Accountant 9447666609

### General Administration

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<b>Mr. Joby Mathew</b>	Sr. System Admin 7558973595, jobyscas@gmail.com
<b>Mr. Destil Davis</b>	System Admin 9048768841, destildavis88@gmail.com
<b>Mr. Anna Sini Joy</b>	Medical Officer 9656811499
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## Department of HR

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**Ms. Pretty Kiran**

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**Ms. Hanna**

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**Ms. Stephy Antony**

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**Ms. Preeya Girijan**

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## Library

**Ms. Sajitha David**

Librarian  
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## Evaluation and Grading

1. Mark system is followed instead of direct grading for each question.
2. For each course in the semester letter grade, grade point and % of marks are introduced in 7 – point indirect grading system.
3. **Course Evaluation :** The evaluation scheme for each course shall contain two parts:
  - a. Internal Assessment
  - b. External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

Competition with percentage of marks of Internal Evaluation of theory courses are:

Attendance	Assignment/ Seminar	Test Papers (50%)		Total
25%	25%	First Internal	Second Internal	
5 Marks	5 Marks	5 Marks	5 Marks	

For Particular Courses

Attendance	Record	Lab Involvement
25%	50%	25%

### 1. Indirect grading system:

Indirect grading system is based on a 7 –point scale is used to evaluate the performance of students.

Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E or F) to that course by the method of indirect grading.

A Minimum of 40% with E grade is required for a pass

The indirect grading system will be as follows:-

#### Seven point indirect grading system

% of Marks	Grade	Interpretation	Grade point average	Range of grade point	Class
90 and above	A+	Outstanding	6	5.5-6	First class with Distinction
80 to below 90	A	Excellent	5	4.5 – 5.49	First Class
70 to below 80	B	Very Good	4	3.5 – 4.49	Second Class
60 to below 70	C	Good	3	2.5 – 3.49	Pass
50 to below 60	D	Satisfactory	2	1.5 – 2.49	Fail
40 to below 50	E	Pass/Adequate	1	0.5 – 1.49	
Below 40	F	Failure	0	0 – 0.49	

**Grade Card**

The University under its seal shall issue to the students a grade card on completion of each semester. The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including the CGPA of common courses, core courses, complementary courses and open courses. This is done in a seven point scale.

**Award of Degree**

The successful completion of all the courses prescribed for the degree programme with C grade shall be the minimum requirement for the award of the degree.

## ADMISSION

### Regulations

1. Application for admission is to be made in the prescribed form available from the College office on payment of Rs.200/- for UG & 500/- for PG. In all future correspondence, quote your Application number. Registration of an application does not guarantee admission.
2. Application forms should be legibly filled in and completed in all respects. Make sure that no column is left blank.
3. Write your name and address (with PIN) only in capital letters.
4. Filled in applications should reach the College on or before the last date fixed for the receipt of applications. Postal delays will not be attended to.
5. Selection of the candidates for admission will be as per the Government norms, University rules and other criteria (50% on Merit and 50% by Management).
6. Intimation cards will be sent and their details will be on the notice board and the College website. The applicants are required to be in touch with the College office for the information regarding interview and admission. The Intimation Card does not guarantee admission. The college will not be responsible for the late or non-receipt of Intimation Card.
7. All selections are subject to the approval of the Management Council. Candidates who fail to report will have to face the follow up.
8. At the time of interview the applicant should be accompanied by his / her parent and produce the relevant documents required.
9. If eligible for either concession or admission, Caste or Income Certificate, whichever relevant, is to be produced.
10. The selected candidates will be admitted on paying the prescribed fees and producing the original certificates. Candidates are advised to have with them sufficient number of attested copies of the certificates. The originals will be returned to the students only after the completion of the course or on issuing the Transfer Certificate.

11. Fee once paid will not be refunded after the expiry of the closure of admission stipulated by the University. If cancellation is made on demand by the student within the period stipulated by the University, a reasonable fee will be charged.

### **Documents to be produced at the time of interview**

- \* Intimation Card
- \* Original Plus Two mark list and Xth mark list
- \* Transfer Certificate from the Institution last attended
- \* Conduct Certificate from the Institution last attended
- \* Community & Income Certificates in case of SC/ST/OBC/OEC candidates
- \* Equivalency / Recognition Certificate
- \* Attested photocopies of Plus Two mark list and Xth mark list
- \* Passport size photograph – 4 Nos.

### **Admission to the subsequent academic years**

- Admissions begin in June.
- Classes for all the courses will begin during the first week of July.
- The students are requested to obey the rules and regulation of the college.
- Admission is made for one academic year only.
- Students who are irregular or who do not perform well in the examinations, and those whose conduct and behaviour are not up to the mark will not be admitted to the subsequent academic year(s) of study.
- For any and for all payments, a receipt shall be obtained from the office. It is the duty of the student to collect them and keep it safe till the completion of the course.

## Attendance and Leave

1. Students are required to keep five copies of the Leave Application with them at the time of start of each Semester.
2. Students shall not be absent from class without prior intimation.
3. The prescribed Leave Application form shall be duly filled in (with the parent / guardian's recommendation) and the leave shall be granted by the Principal.
4. Under circumstances when the reason for leave is known, the application has to be submitted in advance. A maximum of one day leave will be sanctioned on special occasion like marriage of close relatives, feasts in temple / church etc. The students will be granted leave to attend a maximum of two such functions in a semester.
5. Under unforeseen and unavoidable circumstances, the parents should inform at the College Front Office in person or over phone of the reason for absence. The application of leave has to be submitted duly filled in (with the parent / guardian's recommendation) immediately on returning from leave. This has to be submitted before the student attends the first session of the day.
6. Request for leave extending for three days or more on medical grounds should be supported by a Medical Certificate.
7. During working hours, the students are not allowed to leave the campus. If a student is not well, he / she with the consent of the Principal can use the sick room.

8. If a student wants to leave the campus during working hours, he / she has to produce a written request recommended by the parent / guardian and get the gate pass duly signed by the Principal.
9. A working day is divided as Forenoon and Afternoon Session. Attendance is taken during the start of each period.
10. Student's absence from the class for one period will be considered as absence in that session.
11. Disciplinary action shall be taken against those who repeatedly absent themselves on unsatisfactory / insufficient grounds.
12. Absence on re-opening days and from Internal Examinations will be seriously dealt with.
13. In case of availing leave during Internal Examinations and Retreat, the Principal shall be the sole authority to grant them.
14. The Annual Certificate of Attendance and Progress to be furnished to the University as a prerequisite to appear for the University Examination will not be provided unless (i) he/she has attended not less than 75% of the working days during the academic year and (ii) the Principal finds the progress and conduct of the student to be satisfactory.
15. A student will be removed from the rolls of the College without prior notice, if he absents himself consecutively for a period of 21 days.
16. Students falling short of the required minimum of 75% of attendance in a year shall be recommended for condonation only if the grounds of absence are found to be satisfactory by the Principal.
17. Condonation will be granted for only one academic year during the course of study.

## Issue of Certificates

1. Students are required to settle all their dues before the discharge certificates are issued.
2. A notice of 24 hours is needed for the issue of a certificate. Applications received at the office after 2:30 pm will be considered only on the next working day.
3. The Conduct Certificate is a document to be earned by a student. It will not be issued as a matter of course.
4. The original documents submitted by the students at the time of admission will be returned only on completion of their course or on issuance of TC whichever is earlier.
5. If a student is in need of the documents for producing them elsewhere, he will have to give a written request to the Principal stating the purpose and has to pay the administrative charges.
6. The Transfer and Course Certificate will be issued to students after the completion of the course.
7. Administrative charges will be collected from the students if the request for TC and Course Certificate are given after one year from the completion of the course.
8. Duplicate Transfer Certificate will be issued only if the student furnishes a declaration certified by a Magistrate stating that the original TC is irrecoverably lost. The prescribed fee will be collected.
9. Transmission charges have to be prepaid at the office for certificates to be sent by post.
10. Certificates have to be claimed within one year after the completion of the course.
11. The College shall not be held responsible for the damage or loss of certificates left unclaimed by the students for an indefinite period.



## GENERAL REGULATIONS

### Mandatory

- \* Medium of instruction and communication is English.
- \* Ragging is banned in the College premises. The students found involved in ragging will be expelled from the campus with immediate effect and the matter will be reported to the police. Any incident of ragging will be dealt with seriously.
- \* Students are not allowed to use mobile phones inside the campus and the hostel.
- \* The College prohibits political activities inside the campus and forbids students from conducting and attending political meetings inside the College Campus.

### Campus Language

The campus language of Sahrdaya is English. All the conversations, including private talks inside the campus / hostel must be in English only.

### Code of Conduct

1. The students are expected to maintain strict discipline in the college premises befitting an academic environment.
2. It is the responsibility of the students to know and abide by the rules and regulations of the College.
3. Attitude of respect and love should reflect in the behavior of the students towards elders, teachers, non-teaching staff, peers and all others inside the campus.
4. Students are expected to keep their opposite gender at a respectable distance.
5. The complaints from the students will be looked into if they are presented in a proper manner. Students should make use of the guidance counseling and the representatives' meeting with Associate Executive Director, Principal, HODs, animators and faculty members.

6. Students should pay the fees as per the fee payment schedule.
7. Students should clear all the dues of each semester so as to be eligible to submit the application to appear for the University Examination.
8. It is the responsibility of the students to treat College property with utmost care. They should help keep the building and campus neat and clean. At the end of each semester, the classroom furniture and fixtures, articles and walls will be subject to inspection and damages detected, if any, will have to be compensated by the student concerned who has caused the damage or by all the students of the respective class. Also, if the situation warrants, the offenders would be subject to other disciplinary action.
9. Students are not expected to dislocate any article / furniture inside the class room / laboratory from their usual position.
10. Avoid leaning on the walls, doorways and sitting on the staircase.
11. Avoid writing and posting notice on desks, benches and walls.
12. Absolute silence should be observed in the Library and the Chapel. The Chapel and the premises should be used only for prayers.
13. Students are strictly warned against loitering in and around the campus during free periods. If a faculty concerned has not reached the class at the prescribed time, the students should wait quietly in the classroom and the monitor shall check the availability of the faculty or a substitute faculty for the period.
14. All the administrative, departmental and activity bulletin notice boards are meant for official use only. To tamper with them would be regarded as a serious offence.
15. Students are not permitted to enter or leave the classroom or move around in the corridors of the college building while the sessions are on.

16. After the commencement of the classes, students are not allowed to enter or go out of the classroom without the prior permission of the Principal.
17. Parents / guardians are expected to wait in the Front Office Lobby and can meet their wards after seeking permission.
18. Gathering at the college gate, portico, corridors, staircase are to be avoided. Students are not allowed to organize or attend meetings in the College, distribute notices or collect money for any purpose without the permission of the Principal.
19. The student identity cards are to be worn by the students while in the campus. It should be furnished for all official / administrative / (transactions) purposes. Defaulters will be penalized.
20. Smoking and consuming alcohol is strictly warned against.
21. Those found violating the rule shall be subject to severe punishment, including suspension.

### **Programme Fee**

As per University norms

### **Fee Regulations**

1. Students are requested to keep the all receipts of the payments made at the office till they receive all the certificates of the course they are pursuing.
2. A fine will be charged for delay in payment.
3. Students are advised to plan their bank remittances in advance before the banking day. The chalan can be obtained from the College Office during working days. Mention the purpose of remittance, amount, and get it counter signed by the office staff with the College seal.

### Working Hours

College	:	Monday to Friday	9:00 am - 3:45pm.
College Office	:	Monday to Saturday	9:00 am. - 5:00pm. (Second Saturdays are holidays)
Computer Lab	:	Monday to Saturday	9:00 am - 3:30 pm.
Library	:	Monday to Saturday	8:30 am - 4:30 pm.
Kiosk	:	Monday to Saturday	8:30 am - 4:30 pm.

### College Routine

09:00 a.m. – 9:10 a.m.	-	College Assembly
09:10 a.m. – 10:10 a.m.	-	I Hour
10:10 a.m. – 11:05 a.m.	-	II Hour
11:05 a.m. – 11:20 a.m.	-	Break
11:20 a.m. – 12:10 p.m.	-	III Hour
12:10 p.m. – 01:00 p.m.	-	1V Hour
01:00 p.m. – 01:45p.m.	-	Lunch Break
01:45p.m. – 02:40 p.m.	-	V Hour
02:40 p.m. – 03:30 p.m.	-	V1 Hour
03:30p.m. – 03:40 p.m.	-	Break
03:40p.m. – 04:30 p.m.	-	VII Period

One period is allotted for add-on courses.

The day begins with the Morning Prayer session. All the staff and the students line up at the auditorium at 8:55 am. Late coming will be considered as serious disobedience.

**Study groups and Morning Assembly:** The sessions are lead by the student study groups. Each study group submits a detailed report of their programme on the previous day, at the office duly signed by the Class-in-charge, for the approval of the Executive Director. The Programme includes Prayer, Thought for the Day, Daily News Headlines, Message from the Executive Director / Principal and College Anthem.

## Dress Code

1. Students are instructed to wear the official uniform of the College on all working days.
2. The supply of the material and the tailoring will be taken care of by the College. The charges pertaining to this are to be paid at the College Store.
3. The students should also follow the dress code on occasions when they are representing the college - participating in inter-collegiate competitions, study tours, social service etc.

### Boys:

- \* Shirt should be properly tucked inside the trousers.
- \* They are expected to have a formal haircut at all times.
- \* They shall wear neatly polished formal black shoes with black socks.

### Girls:

- \* They shall wear neatly polished formal black shoes.
  - \* They should have their hair neatly done. A neatly tied pony tail for short hair and well plaited hair for long hair is advisable.
4. Girls and boys are not allowed to wear precious ornaments.
  5. Students are permitted to used colour dress with ID card on the following occasions:
    - \* Fresher's Day (for freshers only)
    - \* 1<sup>st</sup> November ( Kerala Piravi)
    - \* Onam Celebrations
    - \* Sports Day
    - \* Arts Day

The colour dress permitted in the campus are as follows:

Boys: Executive Pants & Shirts tucked in properly; with shoes. (Dothy, T-Shirts, Baniyans, Jeans etc. are not allowed).

Girls: Churidar with shawl. No other form of attire is permitted in the campus.

- 6 During monsoon (June /July) shoes and socks are optional.
7. Any student who is found in non-uniform will be penalized.

### **Identity Card**

1. Students will be issued an Identity Card. They are expected to wear it while inside the Campus, during inter-collegiate competitions study tours, social service etc. and should furnish it for all official transactions in the College.
2. The Identity Card has to be surrendered at the Office after the completion of the course or at the time of issuance of TC, whichever is earlier.
3. A student will be issued a Duplicate Identity Card only if he produces a declaration stating that the original identity card is irrecoverably lost; countersigned by his/her parent/guardian and on payment of the administrative charges.

### **Use of two-wheelers**

1. Students who wish to commute to College on two-wheelers are required to submit an application to the Principal in the prescribed form.
2. The speed limit inside the campus is 20 kmph.
3. Students using two-wheelers are required to reach College before 8:50 am.
4. They are not allowed to leave their vehicles in the College Portico at any cause. The vehicles have to be parked in the parking lot only.
5. They are not permitted to drive the vehicles beyond the permitted limits.

### **College Bus**

1. Regular transportation facilities are provided to major locations.
2. Students can get the details of time of arrival of the buses at various locations from the Front Office.
3. The buses shall depart from the College at 3:50 pm every day.
4. Students who would like to avail the transport facility have to remit the prescribed fee and obtain the bus pass.
5. No student will be allowed to travel in the College bus without the valid bus pass.
6. The bus pass has to be produced to the College authorities whenever asked for.
7. Students are expected to maintain discipline while travelling by the college bus.

### **Reprography - Kiosk**

1. Photocopying from any reference book has to be recommended by the Faculty concerned.
2. A maximum of 10 pages from a book can be taken.
3. Books have to be returned without any damage within the allotted time, failing which, Rs. 10/- per hour shall be collected as fine.

### **Cafeteria**

1. The dining area provided for hostellers to dine should be kept neat.
2. Do not spill or waste food.
3. Maintain discipline in and around the area.

## **INTERNAL / MODEL EXAMINATION**

1. Internal / model examinations in all courses will be conducted as directed by the University.
2. The date and time of the internal / model examinations will be informed to the students well in advance.
3. All the students have to appear for the internal / model examinations and no leave will be granted for the same.
4. Students who were absent for the internal / model examinations without prior permission are required to bring their parent / guardian on the very next day and appropriate action will be taken.
5. Whatever be the reason for absence, re-test and improvement will not be conducted for those who have not appeared for the internal / model examinations.
6. The marks secured by the students will be informed to their parents through the Student Progress Report.
7. Any kind of malpractice in the exam hall will be seriously dealt with. Students resorting to such deeds will be asked to leave the hall immediately and the matter will be reported to the Principal.

## **ASSIGNMENT & SEMINAR**

### **Assignment:**

1. As required by the University, students will be required to submit assignments in all courses of the programme.
2. Topics for assignments, the format and the last date of submission will be given to the student well in advance.



3. The assignment should be submitted on or before the date of submission. Non-submission or delayed submission will be seriously dealt with.
4. Students can refer to text books, reference books etc. for writing the assignment.
5. Assignments should be handwritten/Printed by the student and has to be presented in the prescribed format only.
6. Students are not allowed to share their assignments with their classmates.
7. The grades once granted will be final and no improvement is allowed in case of assignments.

**Seminar:**

1. As required by the University, students will be required to present a seminar in all courses of the programme.
2. The topic for seminar, the format and the date of presentation will be given to the student well in advance.
3. The seminar report has to be submitted one week before the presentation for the approval of the faculty concerned. Non-submission or delayed submission will be seriously dealt with.
4. The presentation should be done on the assigned date with PPT. Students can refer to text books, reference books etc. for writing the seminar report.
5. Seminar report should be handwritten/Printed by the student and has to be presented in the prescribed format only.
6. The grades once granted will be final and no improvement is allowed in case of seminar presentation.

## **LIBRARY**

### **General rules:**

1. The library will remain open on all working days.
2. College Dress code to be strictly adhered to inside the library.
3. All the students have to enter necessary details in the entry register kept at the entrance of the reference library.
4. All personal belongings other than purses and a few sheets of paper are not allowed beyond the issue counter. These shall be kept at the property counter.
5. Students should keep their footwear outside the library main door in a well-arranged order.
6. They have to strictly maintain silence in the library. Discussions, chatting, sleeping etc. will not be allowed.
7. Girls and boys are not allowed to sit together around the same table.
8. The students are liable for punishment and fine if they either misbehave or damage the books or any other property of the library.
9. Don't disturb the arrangement of chairs in the library.
10. Don't switch on the light / fans unnecessarily.
11. The College shall not be responsible for the loss of students' belongings from the property counter.
12. Nobody is allowed to enter into the stack room and store room.

### **Regulations for issue and return of books:**

1. Reference books, special collections, periodicals, journals are not for issue.
2. Students are to fill in the Request Register for each book they are in need of and they can collect the respective book during the subsequent recess.

3. Students can also take books on Overnight Scheme (subject to conditions). The books should be returned the next day by 8:45 am.
4. The books shall be issued to the students for a week. If the books are not returned on or before the due dates, students have to pay an overdue charge. The student shall be required to pay Rs.2/- as fine for every additional day.
5. In case any book is lost or damaged by the student, the student shall replace with a new book or shall pay the cost of the book. If a book is one of the volumes of a set, the student may be asked to replace the whole set.
6. No book will be re-issued except when presented physically.
7. The books may be renewed two times if there is no request from others for that book.
8. Reference books and periodicals will not be issued for students.
9. If a student does not pay off the library dues, the privilege of borrowing books will be suspended till he deposits the requisite amount.
10. The Librarian shall have the authority to refuse the issue of a book to any student or he may summon any student for a book issued, without assigning any reason thereof.
11. Any complaint regarding the services provided by the Library should be brought to the notice of the Librarian. Students are advised not to enter into an argument with the Librarian.
12. The Library rules may be altered or amended or new rules may be added to the existing rules by the Management from time to time.

### **No-due Certificate**

All library dues should be cleared before registering for the Semester Examinations.

### **DEPARTMENT LIBRARY**

1. The Department Library is for Reference only – No Issue/ Return
2. The Library will remain open on all working days.
3. In case any book is lost or damaged by the student, the student shall replace with a new book or shall pay the cost of the book. If a book is one of the volumes of a set, the student may be asked to replace the whole set.
4. If a student does not pay off the library dues, the privilege of borrowing books will be suspended till he deposits the requisite amount.

### **DIGITAL LIBRARY**

1. Use internet only for academic purpose and correspondence.
2. Students are to make necessary entries in the Entry Register while entering the Internet Lobby.
3. If students have to take prints out, reasonable amount will be charged.
4. Systems will be allocated on First Come First Serve Basis. No booking in advance.
5. Students will be liable for any damage caused while using the system.
6. One student - one system.
7. On using internet, if a student encounters a problem (except speed of transmission), he /she has to report that immediately to the staff in-charge.
8. Use of pen drives will not be allowed.
9. Do not manipulate system settings or experiment with TRS programs or viruses.

## **EDUCATIONAL TOUR**

All students are expected to undertake an educational tour during the course in the Third and Fifth Semester.

Third Semester Tour: All the students are advised to visit an industry / institute in their area of specialization.

### **Guidelines for educational tour**

1. The tour is not compulsory but optional.
2. Students should produce No Objection Letter from their parent / guardian in the prescribed format.
3. They have to be accompanied by a male and a female faculty, a male and a female parent representative. A female faculty and a female parent are compulsory when girls are participating the tour.
4. The following details should be furnished two weeks before the journey –
  - a. The itinerary - Details of the place(s) of visit, stay and route (including the address and phone number
  - b. List of students participating in the tour
  - c. Estimate of the tour programme
  - d. Estimate of the per head contribution

The above mentioned details have to be prepared in consultation with the faculty accompanying the students for the tour and the Head of the Department and approved by the Head of the Institution.

5. Permission for a tour will be granted only when the above stated requirements are fulfilled and at least 75% of the students in the class are participating in the tour.

## General rules

1. The students joining the tour should maintain discipline and dignity of the College.
2. The ID Card has to be worn while on industrial visits.
3. They have to strictly adhere to the instructions of the accompanying faculty.
4. The students who are misbehaving during a tour will not be recommended for further tour programmes.
5. The Principal holds the authority of recommending / not recommending any student for a tour without assigning any reason.

## STUDENTS' COUNCIL

The various positions in College Students' Council are:

1. The President of the Student Council is the Principal (ex-officio)
2. Chairman, Vice Chairman, Secretary and Joint Secretary
3. The Secretaries of the various College Associations.
4. One representative of I DC, I IDC and III DC classes elected by the students of the respective classes.
5. The Student Editor of the College Magazine.
6. Secretary of the Fine Arts.
7. General Captain
8. The Staff Advisor nominated by the President.

The Union Secretary shall act as the Secretary of the Executive Committee.

All the office bearers of Students' Council will be nominated by the Principal in consultation with the animators and Head of the Departments.

## **STUDY GROUPS**

### **Study Groups / Leaders**

- \* Study groups will be formed in all the classes with 5-8 members.
- \* One of the members will be the Group Leader.
- \* The group leader should not have any back paper.
- \* The number of boys and girls in a study group shall be equal.
- \* No group will consist of only boys or girls, unless it is permitted by the Principal.
- \* New groups will be formed each semester.
- \* Four study groups will be administered by an animator.

### **Animators**

- \* The animators are to maintain an up-to-date record of all the students in the study group.
- \* They are required to meet the students regularly at least once a month, monitor their progress, guide them as required and furnish the report to the Principal.

### **Class Leader / Assistant Class Leader**

- \* The term of class leader / assistant class leader shall be one year.
- \* They will be nominated by the Principal in consultation with the animators from among the group leaders.
- \* They shall not have any back paper.
- \* One boy and a girl shall hold the two positions.
- \* New nominations should take place each year.

## **RESOURCES AND SERVICES**

### **1. HRD**

The Human Resources Department of Sahrdaya College of Advanced Studies is dedicated to providing service, assistance, and resources to the College's most important asset: its staff and the students. Our goal is to respond quickly and efficiently to the concerns of the students and staff so as to achieve better outcome. We believe that contribution of each staff and student of the College is valuable to the fulfillment of our mission.

### **2. Library**

Libraries have quite a lot to do with the input, creation, and retention of ideologies of a knowledge seeker. The College Library aims to provide the necessary information and to make it accessible to each of the beneficiary at the right time. Its objective is to improve student success rates by maintaining a balanced collection of books, journals, periodicals, dailies and other information sources along with the reference books for the student community, supporting the University curriculum. A good number of reference books, of national and international publications are made available to the learners enrolled in different programmes. The library functions in co-ordination with the specialized libraries in the University and is well maintained by a qualified and experienced librarian.

### **3. Computer Lab**

When it comes to technology in general or for academic purpose, acquainting with some of the Operating Systems and Softwares Computer Lab and its facilities is an imperative. Sahrdaya offers a variety of facilities for use by all the students, faculty and staff of SCAS. All the computers in the lab are equipped with the latest softwares and provide students of Sahrdaya access to the Internet as part of our directive to provide efficient and effective information delivery. Qualified hands manage the sessions with the students in the lab and the lab can be accessed by them during College hours.



**4. Chapel**

To strongly support the mission of the College, a house of worship where a pleasant breeze of hope and peace blows is inevitable. A beautiful Chapel has been erected for the spiritual, psychological and physical upbringing of those associated with the College. It aims to provide regular times of worship that honour and know God. Holy mass on the first Friday of every month and other religious observations are carried out at this blessed chapel. Special prayers for individuals and the public at large, celebrations and mourning of loss are prominent among others.

**5. Auditorium**

We take special interest in bringing up and nurturing the unrecognized talents of each individual student of the College. Literary, art, knowledge-based, cultural competitions are conducted on a regular basis and presentations to enhance their academic competence are as well of significant consideration. For this purpose, the College currently provides an open spacious Auditorium with a seating capacity of 300 people. The paraphernalia of the auditorium include professional quality sound system, amplifiers, etc. Other facilities include LCD Projector and presenter among others.

**6. Career Guidance & Placement Cell**

At present, the Career Guidance & Placement Cell is constituted with staff and student representatives to gear up activities meant to identify openings in the industry for those seeking jobs after the completion of their program. It also aims to provide them with industry relevant training so as to make them employable. Another functional objective of the Cell is to aid others with career guidance for higher educational pursuits.

**7. Counselling Centre**

Of late, an increase in the mental health requirements of college students has been reported by Counseling Centres and

student affairs personnel world-wide. Our state stays no exception to this. The major underlying reasons to the rising need for counseling among the College-goers can be listed as stress, anxiety, confusion, uncertainty about the future; problems related to decision making, adjusting with college life and mates, concentrating and studying; loneliness and depression; self-esteem, family and relationship issues; changes in eating and sleeping habits; worries about making or keeping friends and the like, leading to isolation, suicidal tendencies, resorting to alcohol and drugs.

The College authorities intend to check such issues relating to the students and it is done by well qualified, experienced and practicing Counselors.

#### **8. Redressal Cell**

Grievance Redressal Cell constituted in the College has been continuously striving to solve problems of the students in a rapid and effective manner. A complaint box has been kept in the Office where students can drop in their complaints. In most cases, the solutions are provided without much delay. Depending on the severity of the complaint, the members come together to review the case. The Cell intends to continue to provide better service to the aggrieved students on genuine issues and for the effective functioning of the College.

#### **9. Internal Quality Assurance Cell**

Continuous and comprehensive feedback is taken from students of each programme at the start and end of each semester pertaining to aspects such as infrastructural facilities and amenities provided; quality and attitude of faculty members, non-teaching staff etc. which are vital for their academic growth. Students are also encouraged to give their suggestions for further enhancement and betterment of the facilities provided.

#### **10. Hostel for boys and girls**

At present, the College provides residential facilities only for girls who have enrolled for different courses offered by the

College. They are well-ventilated dormitories, spacious and neatly maintained. The hostel provides facilities that aid the children to live and grow in a congenial atmosphere. The Warden and the supporting staff are well trained and experienced in dealing with and meeting the needs of the children of this age group; dedicated and caring which ensures that the children remain happy and stress-free during their course of study. The administrators make it a point to see that the personality and character of each child is erected in the best possible manner over the period of time. The hostel and its framework are designed in such a manner that it plays a vital role in the academic progress of the students through a well planned and organized schedule. From the Academic Year 2013-14, it has been planned to provide separate hostel for boys as well who enroll for different courses within the College premises.

#### **11. Transportation**

The students are provided with transportation facility from major locations around the College. Students seeking admission to the College can contact the College office for further details regarding this provision for commutation.

#### **12. Blue Huts for group study**

Organizing study circles is not a novel concept, nevertheless, when it comes to an educational institution, making learning enjoyable is of prime importance. Factors such as moving out of the closed walls of the classroom for learning, often supervised by a leader or a facilitator, cordial discussions leading to healthy relationships and concept building are vital parts of a student's character formation and intellectual development.

Keeping in mind the highest level of satisfaction in learning for the student and the faculty, the College has provided adequately furnished and lighted study huts in her lush green and scenic campus amongst the shady trees and simulated ponds. Students can even bring in their laptops and make use of the electric circuits provided in the study huts.

### **13. Dining Hall**

A College Mess functions in the College. It provides support to the hostellers, day scholars and staff members. The College canteen also offers a wide range of healthy food and it serves hygienic, nutritious and tasty set of vegetarian and non-vegetarian recipe.

### **14. Cafeteria**

A counter selling inexpensive snacks has been yet another initiative of the College to energize the students and the staff during the recess. Besides fresh juice, light snacks, candies, chocolate bars, goodies and soft drinks, the counter acts as a stationery store where the students can procure articles to serve their day to day requirements.

### **15. Recreation Room**

The Management aims at developing among the students the thought of staying fit and healthy. 'Sports for Everyone' is over motive. The real benefit of sports is intended to be reaped by all irrespective of the gender. We believe that sport is a typical factor for life quality improvement and ultimately social development. We recognize their right to be social, right to play and enjoy their life at college. Table Tennis court and facilities for indoor games are in the list of amenities aimed at for the overall framing of the personality of the students.

### **16. College Store**

The College Store provides University prescribed books for students of all courses at concessional rates. The students can avail of this facility at the start of each semester.

### **17. Reprographic Centre - KIOSK**

This facility can be made use of by the students during the College hours.

### **18. Parking**

A spacious parking lot is provided to the staff and the students of the college, which can be made use of during College hours.

### **19. Mini Zoo**

The well planned and neatly maintained campus is a source of inspiration to be environment friendly for the students and the staff alike. The simulated ponds, the lush greenery around, the flora and the fauna unique to the campus add to its beauty and make its alluring.

## **OTHER INITIATIVES**

### **1. Sohadaya Charity Fund**

The Management has done a splendid work of raising a Charity Fund in the very first year of its inception keeping in view the need to instill in the students the thought of giving and sharing. The Ex-officio members of Sahodaya charity fund are Chairman, Manager, Associate Executive Director, the Principal, Staff secretary and the Chairman of the Students' Council. The Executive body is constituted with a teaching staff, non-teaching staff and one student from each Department.

### **2. Sahrdaya Media Correspondents (SMC)**

SMC is a spanking new concept and the College is proud to introduce it in the very first year of its functioning. SMC is a full-fledged media operation in itself. The Executive Director, the staff and the students constitute the group. Here, the student correspondents of each department gather, edit and read the news articles which is shot on high quality Digital Camera. The news articles comprehensively cover the Message from the Executive Director, Principal, announcements, University news, programmes for the forthcoming weeks and the like and is aired on a weekly basis on the LED TV displayed in the Reception Lobby.

### 3. **LAUREOLA – Tri-monthly Newsletter**

'Laureola' is a word derived from Latin which means triumph or victory. This newsletter is published by the Associate Executive Director, every three months covering all major events of the College, new initiatives, contributions from students, staff and much more. The task of compiling the content, designing and novel inputs into the newsletter is assigned to each Department in turns. The class in-charge is the Chief Editor and the students of the Department constitute the Editorial Board.

### 4. **Add - on Courses**

To keep pace with the requirements of competitive job market, a flexible system offering of Add-on courses running parallel to the conventional B.Sc, BCA, BCom and BBA degrees has turned out to be a must . These courses are conducted alongside the academic session from the start of each Academic Year. The programmes have been designed in consensus with the students' and industry demands. At the end of graduation, the College intends to award the students with Certifications in the respective Add-on courses.

Currently, the College provides training in

- Soft skills & Life Skills training (Accenta Training Solutions, Bangalore)
- Tax Practitioners' Course ( Tax Study Centre, Ernakulam)
- Yoga
- Microsoft Office
- Tally
- Art & Craft Courses (Flower , Toy and Jewellery Making)
- IELTS Coaching
- Value Education ( Christian Chair, University of Calicut)

the sessions of which will be attended by the students of all the Programmes.

### **Courses for School Children (X–XII)**

- Short term Computer Courses
- Career Guidance Classes
- Spoken English
- English Grammar
- Art & Craft Courses
- Music Classes

### **Short Term Computer Programmes**

Computer fundamentals, MS Office, Internet, Tally, DTP, C & C++

### **5. Associations & Saptha Sadhas**

To bring out and nurture the hidden talents and interests in each student, the College strives hard to implement novel and worthwhile programmes. Department Associations are constituted to nurture the knowledge and skill of the students in their respective area of study. The Saptha Sadhas have been formed to give wings to the genius veiled in the enthusiastic and dynamic lot of students of the College.

The different Associations are -

- Psychology Association
- Computer Science & IT Association
- Association of Commerce & Management Studies
- Language & Literature Association

### **Saptha Sadhas**

- Chuvadu
- Natyam
- Niram
- Swaram
- Roopam
- Drishyam
- Aksharam

**SAHRDAYA COLLEGE OF ADVANCED STUDIES  
FOR ARTS AND SCIENCE**

**Kodakara  
APPLICATION FOR LEAVE**

1. Name of the Student : .....

2. Registration Number : .....

3. Programme : .....

4. Semester & Roll Number : .....

5. Period on which Leave Required : .....  
(Specify dates and number of days)

6. Reason for Leave : .....

7. Number of days of Leave already  
availed during the current Semester : .....

8. Details during the period of leave : University Exam / Model Exam /  
(Tick which is applicable) Series Test / Assignment / Seminar /  
Class Test / CSS /  
Others (Specify).....

.....

(Name & Sign of the parent / guardian) (Sign of the student)

**FOR OFFICE USE ONLY**

Recommendation of HOD :

Principal / Authorised Signatory :

Entered by : .....

Date : .....





**LEAVE TRACKER**

SEMESTER :

Date	Reason for leave	No. of Days	Signature of the Guardian	Signature of Faculty-in-charge

No. of days absent in Semester \_\_\_\_ :

**CALENDAR 2016 - 2017**

**JUNE - 2016**

Date		Day	Particulars
1		W	College reopens after midsummer vacation
2			
3			First Friday
4	H	Sat	
5	H	Sun	Environmental Day
6			
7			
8			
9			
10			
11	H	Sat	Second Saturday
12	H	Sun	
13			
14			Blood Donation Day
15			
16			
17			Reading Day
18	H	Sat	
19	H	Sun	
20			
21			International Yoga Day
22			
23			
24			
25	H	Sat	
26	H	Sun	International Day Against Drug Abuse
27			
28			Heavenly Patrons Day
29			
30			

**JULY - 2016**

Date	Day		Particulars
1			Inauguration of Value Education
2	H	Sat	
3	H	Sun	St. Thomas Day
4			
5			
6	H		Ramsan
7			
8			
9	H	Sat	Second Saturday
10	H	Sun	
11			
12			
13			
14			
15		Fri	III, V Semester UG First Internal Examination
16	H	Sat	
17	H	Sun	
18			
19			III Semester PG First Internal Examination
20			
21			
22			Arts Day
23			Arts Day
24	H	Sat	
25	H	Sun	
26			last day to distribute Answer sheets for III & V- UG, III PG
27			
28			
29			
30	H	Sat	

**AUGUST- 2016**

Date		Day	Particulars
1			
2	H	Tue	Karkidakavavu
3			
4			
5			
6	H	Sat	
7	H	Sun	
8			
9			
10			
11			
12			
13	H	Sat	Second Saturday
14	H	Sun	
15	H	Mon	Independance Day
16			
17			
18			
19			
20			
21			
22			
23			
24	H		Sreekrishna Jayanthi
25			
26			
27	H	Sat	
28	H	Sun	Ayyankali Jayanthi
29			
30			
31			

**SEPTEMBER - 2016**

Date	Day		Particulars
1			
2			
3	H	Sat	
4	H	Sun	
5			Teachers Day
6			I Semester PG First Internal Examination
7			
8			
9			Onam Celebration
10	H	Sat	Second Saturday
11	H	Sun	
12	H		
13	H		
14	H		
15	H		
16	H		
17			
18			
19			College reopen after Onam Celebration
20			
21	H	Wed	Sree Narayana Samadhi
22			
23			last day to distribute Answer sheets for I Sem PG
24	H	Sat	
25	H	Sun	
26		Mon	I Sem UG First Internal & III, V Sem Second Internal
27			
28			
29			
30			

**OCTOBER - 2016**

Date		Day	Particulars
1	H	Sat	
2	H	Sun	Gandi Jayanthi
3			last day to distribute Answer sheets for I,III, V Sem UG
4			
5			
6			
7			
8	H	Sat	Second Saturday
9	H	Sun	
10	H		Mahanavami
11	H		Vijaya Dhashami
12	H		Muhram
13			
14			
15	H	Sat	
16	H	Sun	
17			
18			
19			III Sem PG Second Internal Examination
20			
21			
22	H	Sat	
23	H	Sun	
24			
25			
26			last day to distribute Answer sheets for III Sem PG
27			
28			Last Friday Rosary
29	H	Sat	Deepavali
30	H	Sun	
31			Last Working Day in 1st Sem



**NOVEMBER - 2016**

Date	Day		Particulars
1			4th & 6th Sem Begin
2			All Souls Day
3			
4			
5	H	Sat	
6	H	Sun	
7			
8			
9			
10			
11			
12	H	Sat	
13	H	Sun	
14			I sem UG Second Internal Examination
15			
16			
17			I sem PG Second Internal Examination
18			
19	H	Sat	
20	H	Sun	
21			Second Sem Begins
22			last day to distribute Answer sheets for I Sem UG
23			
24			
25			last day to distribute Answer sheets for I Sem PG
26	H	Sat	
27	H	Sun	
28			
29			
30			

**DECEMBER - 2016**

Date		Day	Particulars
1			World AIDS Day
2			
3	H	Sat	World Disability Day
4	H	Sun	
5			
6			
7			
8			
9			
10	H	Sat	Human Right Day
11	H	Sun	
12	H		Nabi Day
13			
14			
15			
16			
17	H	Sat	
18	H	Sun	
19			
20			
21			
22			
23			Christmas Celebrations
24	H	Sat	Christmas Holidays
25	H	Sun	Christmas
26			
27			
28			
29			
30			
31	H	Sat	

**JANUARY - 2017**

Date		Day	Particulars
1	H	Sun	
2		Mon	II, IV, VI Sem First Internal Examination
3			
4			
5			Value Education Exam -UG
6			
7	H	Sat	Second Saturday
8	H	Sun	
9			Last day to Distribute Answer Sheets for II, IV,VI Sem UG
10			
11			
12			
13			
14	H	Sat	
15	H	Sun	
16			Submission of Lab records and Project Report
17			
18			II Semester PG First Internal Examination
19			
20			
21	H	Sat	
22	H	Sun	
23			IV Semester PG First Internal Examination
24			
25			Last day to Distribute Answer Sheets for II Sem PG
26	H	Thu	Republic Day
27			
28	H	Sat	
29	H	Sun	
30			Last day to Distribute Answer Sheets for IV Sem PG
31			

**FEBRUARY - 2017**

Date	Day		Particulars
1			
2			
3			
4	H	Sat	Career Day
5	H	Sun	
6			
7			
8			
9			Submission of Question Paper for 6th Sem Model
10			
11	H	Sat	
12	H	Sun	
13			
14			
15			
16			Model Internal Exam
17			Model Internal Exam
18	H	Sat	
19	H	Sun	
20			
21			world Mother Tongue day
22			
23			
24			
25	H	Sat	
26	H	Sun	
27			Last day to Distribute Answer Sheets for VI Sem UG
28			Mahashivarathri

**MARCH - 2017**

Date		Day	Particulars
1			
2			
3			University Exam for 6th sem
4	H	Sat	
5	H	Sun	
6			
7			World Health Day
8			International Womens Day
9			I & II Year UG Value Education Exam
10			
11	H	Sat	
12	H	Sun	
13			
14			
15			Last Date to Submit Question paper II & IV Se
16			
17			
18	H	Sat	
19	H	Sun	
20			II Sem PG Second Internal Examination
21			
22			2nd Internal for 2nd & 4th Sem
23			IV Sem PG Second Internal Examination
24			
25	H	Sat	
26	H	Sun	
27			
28			
29			Last day to Distribute Answer Sheets for II, IV Sem PG
30			

**APRIL -2017**

Date	Day	
1		
2		
3		
4		
5		Last date to distribute answer sheets for 2nd & 4th Sem
6		
7		
8		
9		
10		Summer Vacation
11		
12		Good Friday
13		
14		Easter
15		
16		
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**MAY - 2017**

Date		Day	Particulars
1			
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31			

## Academic Record

Course Code	Course	Ist Internal Exam		IInd Internal Exam	
		GPA	Grade	GPA	Grade
Semester					



## Academic Record

Course Code	Course	Ist Internal Exam		IInd Internal Exam	
		GPA	Grade	GPA	Grade

Semester

**COLLEGE ANTHEM**

SAHRDAYA SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
ENFOLD THY OFFSPRINGS,  
LEAD US O BEACON!  
UNTO THE LAND OF TRUE LIGHT  
SHOWERS OF GRACE,  
BLOSSOMS OF PEACE,  
FLOW FROM THY BOSOM OF LOVE.  
MOULD US AS LEADERS  
IN DAYS TO DAWN  
TO GUIDE THE WANDERING FLOCK!  
VALIANT YOUTH,  
DARING TO WIN,  
UPLIFTING DOWNTRODDEN LOT  
FILL US IN THE SKILLS  
WISDOM AND VALUES  
TO GUIDE THE WANDERING FLOCK!

SAHRDAYA! SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
UNTO THE REALM OF STARS,  
UNTO THE HEAVEN OF BLISS,  
UNTO THE LAND OF TRUE LIGHT

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**COLLEGE PRAYER**

As the deer panteth for the water  
So my soul longs after you  
You alone are my heart's desire  
And I long to worship you

You alone are my strength, my shield  
To you alone will my spirit yield  
You alone are my heart's desire  
And I long to worship you

I want you more than gold or silver  
Only you can satisfy  
You alone are the real joy giver  
And the apple of my eye

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Semester

TIME TABLE

Days	Period					
	I	II	III	IV	V	VI
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
	Recess			Lunch Break		
	Recess			Recess		