



**HANDBOOK  
&  
STUDENT GUIDELINES  
2023-2024**

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**2023-2024**



**DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY**

*Affiliated to M G University, Kottayam & Accredited by NAAC with 'A' grade*

*Approved by AICTE New Delhi & An ISO 9001: 2015 certified*

*Managed by De Paul Education Trust*

*(Mary Matha Province, Vincentian Congregation)*

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

## De Paul Anthem

Thathwanjana Vijakshana Varathe  
De Paul Vidhya Vasathe  
Manava Sasthra Visharatha Vibhave  
Nisthula Sevana Nirathe  
Vachanasumangala Prasarana Sushame  
Subhagha Susheethala Nilaye  
Janagana Paricharanodhyathamathe  
Sulalitha Manasabharithe  
Dhyanochitha Paripavana Charithe  
Njana Dhanarjanamilithe  
Dheenajanavana Seelana Gunathe  
Manavamukthitha Sarane  
Kanyanandana Vandhana Nirathe  
Dhanyathmashritha Mudhithe  
Jaya Jaya Vincent De Paul Thanaye  
Jayapara Vidhya Vasathe  
Jayathe Jayathe Jayathe  
Jayapara Vidhya Vasathe.

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## **1. Vision & Mission**

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

### **Mission**

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

### **The College Motto**

Our payback is the professional excellence of our students

### **Quality Policy**

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

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

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

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

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

## **2. PROFILE OF THE DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY (DiST)**

De Paul Institute of Science & Technology (DiST), affiliated to M G University, Kottayam, accredited by NAAC with 'A' grade and approved by AICTE, New Delhi, was started in the year 2002. As a self-financing college with just one programme, namely, Master of

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

The institute derives its title and inspiration from St Vincent De Paul, the patron saint of the Vincentian Congregation, a Catholic religious' community that manages the institute. Inspired by the example of St Vincent De Paul, the members of the congregation undertake various educational, charitable, and spiritual activities for uplifting the society, especially for the marginalized sections. Mary Matha Province of the Vincentian Congregation is the parent organization and De Paul Education Trust manages DiST and its sister concerns, that render educational services.

## **2.1. St. Vincent De Paul – Our Patron Saint**

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

### **2.1.1. Educational Policy Statement of Vincentian Congregation (VC)**

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

As the future of our society depends on the type of education, we impart to through Vincentian educational institutions affordable quality and relevant education to all with special attention to the children of the poor and marginalized sections of the society. Going beyond mere personal academic development, we focus on the holistic and fuller development of the person. Through educational works, we are fulfilling the duty of forming worthy children for the Church and responsible citizens for the state. Therefore, our educational institutions distinguish themselves by their spiritual, intellectual and cultural excellence. Our objective is that our students should attain high levels of personal competence, conscience, compassion and commitment.

Through our educational ministry, we hope to play a vital role in creating a transformed society built on the values of justice, peace, love and harmony. Our apostolate of education fully participates in the mission of Christ and is truly a spiritual ministry that unites the

completely human family. By providing education to all, irrespective of caste and creed, we make a distinctive contribution to attain the goals of national integration.

### **2.1.2. Vision of Educational Policy of V C**

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

### **2.1.3. Mission of Educational Policy of V C**

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

## **2.2. DiST Administration**

### **2.2.1. Management**

De Paul Education Trust manages the institution. The president of the Trust (Provincial Superior of Mary Matha Province) will be the General Manager (GM) of the institution. For better administration, the General Manager may appoint Associate Manager. Associate Manager assists General Manager. All the Trustees are Governing Body members. Management can constitute an Administrative Body. Manager, Principal, Vice Principals, Hostel Director, and Finance Director are the ex-officio members of the Administrative Body. The GM can also nominate any other member as member(s) of the Administrative Body. Manager presides over the Administrative Body. Principal of the DiST is the secretary of the Administrative Body.

### **2.2.2. Governing Body**

Trustees of De Paul Education Trust and Provincial administration of Mary Matha Province of Vincentian Congregation constitute the Governing Body of the college.

### **2.2.3. Administrative body**

Manager, Associate Manager, Principal, Vice Principals, Finance Officer and any others nominated by the Manager constitute the Administrative Body and this serves as a decision-making body of the college for the smooth conduct of affairs of the college.

### **2.2.4. Advisory council**

Advisory council is a consultative body of the college. College authorities for the better functioning of the college constitute an Advisory Council.

### **2.2.5. Management Council**

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

### **2.2.6. General Manager**

General Manager is the head of policymaking and overseeing body of the college. Provincial Superior of Mary Matha Province of Vincentian Congregation is the ex-officio general manager of the college.

### **2.2.7. Manager**

The Education Councilor in the Mary Matha Province of Vincentian Congregation is the Manager of the college. The manager shall ensure that the institution has necessary infrastructural facilities conducive to imparting quality education. The manager shall see to it that the institution is making every effort to improve constantly in academic as well as other spheres. Manager or Asso. Manager will assist the general manager to matters related to college.

### **2.2.8. Management Committee**

The day-to-day administrative decisions of the college will be taken by the Management – committee. The committee consists of Manager the principal of the college and other members of the Vincentian Congregation working in different designations in the college. The manager presides over the committee.

### **2.2.9. Principal**

The Principal of the Institution is appointed by the General Manager. The Trust in consultation with his council and in accordance with the regulations of the Government/Board/University. The principal shall govern the institution under the guidance of the manager and in consultation with the Vice Principals and Finance Director and other confreres of the congregation serving in the institution. He shall ensure that the directions of the Statutes & Practical Norms and Directives for educational institutions of the Vincentian Congregation are followed. Being the administrative head of the institution, he has the responsibility to make sure that the Government/Board/University regulations concerning the institution are strictly followed.

The principal shall see to it that the staff functions efficiently to maintain high standards in curricular and co-curricular activities. The Principal shall keep the manager informed of all-important matters of the institution. The Principal carries out the day-to-day administration of the academic matters in consultation vice principal with the College Academic Committee.

### **2.2.10. Vice Principals**

Vice Principals shall Assist the Principal by taking up the duties and responsibilities assigned by the principal and manager for the smooth and better functioning of the college.

### **2.2.11. Finance Director**

In charge of finance and deals with all the financial matters in consultation with Principal and subject to the general directions and control of Manager/Principal/Vice Principals. The Provincial Superior will appoint the Finance Director in consultation with the Principal/Vice Principals of the college. He will be a member of the Vincentian Congregation and he will

take care of the temporal administration, general purchases and maintenance of the college. He will be in charge of the property and infrastructure of the college. He will be responsible for the receipts of the fees and other funds and disbursement of salary. Salary is to be distributed after obtaining clearance from the principal or his deputy in his absence. The Finance Director shall maintain the inventory, accounts of the institution, and get the accounts audited in time.

#### **2.2.12. College Academic Committee**

The College Academic Committee of the college comprises of the Principal, Vice Principals, Finance Director, Hostel Director, Heads of Departments, Office Superintendent, IQAC Coordinator, Librarian, ISO Management Representative, Counsellor and the college P.R.O.

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

#### **2.2.13. Internal Quality Assurance Cell (IQAC)**

NAAC has proposed that all accredited institutions should form an Internal Quality Assurance Cell in the college in order to develop a system for conscious, consistent and catalytic action for improving the quality of education and administration in the college. IQAC in the college to suggest and evaluate methods for improving the teaching learning process and administrative system of the college.

The IQAC sees to it that there is conscious and consistent action for improvement in quality in academics, integral growth of the students and all other aspects of the working of the institution. The college constituted the IQAC in the college on 17 January 2019 with representatives from students, staff, management, industry and other stakeholders.

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

#### **2.2.14. Director / HOD / Programme Coordinator**

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

#### **2.2.15. Office Superintendent**

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

## **2.2.16. Staff**

A selection committee consisting of the Manager, the Principal / Vice Principal and a subject expert shall carry out the selection of staff. For staff selection, the college follows the HR policy of the college. The college shall not receive any donation for the appointment of staff. Through periodic training, the staff shall be equipped with up-to-date knowledge and pedagogical skills including the use of new educational technologies.

### **3. DIST MILESTONES**

- NAAC Accreditation: 24 January 2023
- Starting of BBA programme: 28 September 2021
- Starting of BSW programme: 22 October 2020
- Constitution of IQAC: 17 January 2019
- Initiating the NAAC accreditation process: 16 March 2018
- Inauguration of MCA Lateral Entry Course: 8 October 2014
- Inauguration of MCA Dual Degree Course: 5 August 2014
- Inauguration of M. Phil Course: 25 February 2014
- Inauguration of DICW: 16 January 2013
- Opening of DiST Ladies Hostel: 11 April 2013
- Opening of DiST Annex: 11 April 2013
- Inauguration of M. Com (Finance) Programme: 18 September 2012
- Inauguration of M.Sc. Comp. Networking & Tech: 17 September 2012
- Inauguration of MCJ Course: 17 September 2012
- Inauguration of MA Multimedia Course: 17 September 2012
- Inauguration of BA (Multimedia) & BA (ECJ) Programmes: 26 July 2012
- Inauguration of B.Com (Fin & Tax) Programme: 4 July 2012
- Decennial Year Inauguration: 26 November 2011
- Inauguration of B.Com Comp. & BCA Courses: 26 November 2011
- Inauguration of DCRD: 17 February 2010
- Inauguration of IGNOU in De Paul Campus: 17 June 2009
- Achievement of First University Rank: 2008
- Inauguration of MBA Course: 27 November 2008
- Inauguration of DES: 30 December 2006
- Inauguration of MHRM Course: 25 February 2006
- Blessing of DiST Gents Hostel: 12 March 2005
- Inauguration of MSW Course: 11 October 2004
- Inauguration of MCA Course: 18 November 2002
- Blessing of the College: 21 October 2002
- Foundation stone laying: 10 July 2002

### **4. ADMINISTRATIVE OFFICE BEARERS**

1. Manager: Rev. Dr. Paul Puthuva V C
2. Principal: Rev. Dr. Johny Chacko Mangalath V C
3. Vice Principal: Rev. Dr. Norby Paul Vithayathil V C
4. Vice Principal: Rev. Fr. Mathew Malieckal V C
5. Finance Director: Rev. Fr. Lindo Puthuparambil V C

6. Hostel Director: Rev Fr. Geejo Pattath V C
7. Hostel warden (Girls): Rev. Sr Annucia C P S
8. Academic Monitoring Committee: Mr. Sanilkumar P.S & Mr. Abhilash K
9. AICUF and Jesus Youth: Dr. Geo Baby & Ms. Tharu Jossy
10. Anti-Narcotic Cell: Ms. Tharu Jossy & Ms. Cris Francis
11. Anti-Ragging Cell: Ms. Reena Cherian & Mr. Praful Jose
12. ASAP Cell: Mr. Raju Warriar
13. Code of Conduct Committee: Mr. Shameer M.A & Mr. Ajay Antony Joseph
14. DCRD (De Paul Center for Research & Development): Dr. Nirmal Jacob & Ms. Manju Jithesh
15. Dignito: Mr. Premod P Sankar & Ms. Cris Francis
16. DiST Alumni Association Coordinator: Mr. Joseph Paul
17. DPCR (DiST Placements & Corporate Relations): Mr. Joseph Paul & Mr. Raju Warriar
18. Examination Cell, Ms. Sheena Jose (Chief Exam Controller) & Mr. Vivek VK
19. IEDC & NISP Cell: Mr. Shobin Thomas & Dr. Rakhi Radhakrishnan
20. Internal Complaints Committee (Differently Abled Students): Ms. Sherin Paul
21. Internal Complaints Committee (Women Non-Harassment Committee): Ms. Sherin Paul
22. Internal Quality Assurance Cell (IQAC): Mr. Jacob Thaliyan, Ms. Sunitha Benoy & Ms. Regha P Antony
23. ISO: Ms. Ritha Sabu (MR cum Convenor) & Dr. Ambily Pramitha P (Deputy MR cum Secretary)
24. Library Development Committee: Ms. Rani Martin & Ms. Aiswarya Josh
25. MG University MOOC on Organic Farming: Ms. Anju V Nair
26. MOOC Committee: Mr. Raju Warriar & Mr. Stalin A
27. NSS (Unit 104) Ms. Anju Krishna Kumar (Program Officer)
28. NSS (Unit 104A) Mr. Ashwin Mathew (Program Officer)
29. Open Course Committee: Ms. Ambily Pramitha
30. PTA Secretary: Ms. Anitha Isaac
31. Public Relations Officer: Mr. Kiranlal M.S.
32. Returning Officer: Mr. Raju Warriar
33. SC/ST Monitoring Committee: Ms. Sherin Paul & Ms. Shainy Sogi
34. Students' Grievance Redressal Committee: Mr. Raju G. Tharayil & Ms. Jeby Chackochan
35. Students' Grievance Redressal Committee: Ms. Anitta Jaison & Ms. Aswathy KR
36. Union Advisors: Dr. Anosh Paul & Ms. Bala P Vijayaraghavan
37. Women Anti-Harassment Committee: Ms. Remya. P.R, Ms. Rintu Augustine

### **Clubs**

38. Anti-Narcotics Club: Ms. Tharu Jossy & Ms. Cris Francis
39. Cyclist Club: Fr. Lijo Abraham & Ms. Regha P. Antony
40. Dance Club: Ms. Aswathy K R & Ms. Anitta Jaison
41. Debate and Public Speaking Club: Mr. Solomon John & Ms. Lakshmi S
42. Drama Club: Mr. Jithu Johny & Ms. Maria Paul
43. Film Club: Mr. Vishakh CK & Mr. Jiljith K.



44. Finance Club: Mr Vipinkumar M
45. Fine Arts Club : Mr. Anil K.V & Mr. Balagovind S
46. HR Club: Dr Bobby Varghese & Mr. Shobin Thomas
47. Literary Club: Ms. Jubbi Francis & Mrs. Ancy Antony
48. Marketing Club: Ms. Nisha Ann Jacob & Ms Syama KS
49. Music Club: Ms. Chinju C J & Mr. Balagovind S
50. Nature Club: Ms. Meena Denny & Ms. Meena Maria
51. Photography Club: Mr. Abhilash K & Mr. Jithu Johny
52. Quiz Club Coordinators: Ms. Asha Sebastian & Ms. Merry Henna Joseph
53. Snehaswaram Club: Ms. Jitha Jose & Ms. Thushara Mathew
54. SWALE Club: Ms. Maria Paul
55. Women's Cell: Ms. Anitha Isaac & Ms. Merry Henna Joseph
56. Yoga Club: Ms. Vidhya & Mr. Colbe Davis Joseph

## **5. COMMITTEES**

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

### **5.1. Statutory committees**

#### **5.1.1. Anti-Ragging Committee**

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

#### **5.1.2. Students' Grievance Redressal Committee**

As per the UGC regulations 2018, the college has established a Grievance Redressal committee to redress the genuine complaints of the students, staff and parents. Online facility for grievance registration is facilitated in the college website. For internal marks related grievance Redressal there is a three-tier system as per the University regulations, at the departmental level, at the college level and at the University level.

#### **5.1.3. Library Development Committee**

Being one of the most important learning resources in the college, the library plays an important part in the teaching learning process. To make the library up to date both in terms of technology and learning resources, a library committee functions in the college with representatives from all the departments. Library Development Committee is a statutory body. This committee makes sure that the required books for all the departments are purchased in the library and the books, journals and e library resources are sufficient and

efficiently used by the staff and students. The efficient functioning of the college library is ensured by implementing the suggestions of this committee.

#### **5.1.4. Internal Committee for the Students with Disabilities**

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

#### **5.1.5. Grievance Redressal Committee & SC/ST/Monitoring Cell**

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

#### **5.1.6. Internal Complaints Committee (Women Non-Harassment Committee)**

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

#### **5.1.7. Examination Cell**

To plan and execute the internal examinations of the college an examination committee is functioning which helps to conduct the internal examinations as planned in the semester activity plan. Examination cell is composed of one convener and staff members from all departments. Examination committee prepares the schedule of the internal examinations of the college after considering the academic calendar of the University. This committee schedules invigilation duties for the staff of the University examinations.

#### **5.1.8. Class committees**

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

#### **5.1.9. Internal Quality Assurance Cell (IQAC)**

The Internal Quality Assurance Cell (IQAC) is a structure for building and ensuring quality culture at the institutional level. The primary objective of IQAC is to positively influence the

teaching-learning-evaluation process in the institution. It plans and develops strategies to improve all quality aspects and helps to achieve learning outcomes and objectives.

#### **5.1.10. Institution - Industry Cell (IIC)**

The objective of the Institution – Industry Cell (IIC) is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. The aim of IIC is to gain by way of up-to-date curricula, source of revenue generation by consultancy and R & D and societal relevance.

Effective functioning of IIC helps the industry to enhance and increase the availability of employable manpower pool, helps faculties to introduce latest industry practices for better productivity and more effective teaching-learning processes, trains students in industrial practices which will reduce learning curves and for the society the improved quality goods and services.

### **5.2. Non-Statutory Committees**

#### **5.2.1. Admission Committee**

Admission committee takes care of everything related to the admission in the college. Advertisements regarding different programmes in the print media and electronic media including social media, preparation of the prospectus, scrutinizing the applications for admissions, conducting admission tests and interviews, wherever required, admissions as per CAP of the University and the allotments made by for technical education are done by the admission committee.

#### **5.2.2. Alumni Coordination Committee**

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

#### **5.2.3. Arts & Cultural Committee**

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

#### **5.2.4. Bridge and Orientation Committee**

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

#### **5.2.5. Discipline Committee**

This committee helps the principal in the maintenance of campus discipline. During celebrations, election etc. this committee plans action plans to avoid any untoward

incidents. Any act of indiscipline by the students in the campus (including in the hostel) will be enquired by this committee and will suggest actions, if any, against the accused to the College Academic Committee.

#### **5.2.6. Building Committee**

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

#### **5.2.7. Placement cell**

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

#### **5.2.8. Public Relations Committee**

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

#### **5.2.9. Open Course Committee**

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

#### **5.2.10. Remedial Committee**

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

#### **5.2.11. Tutorial Committee**

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

#### **5.2.12. Value Education Committee**

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

#### **5.2.13. Website Committee**

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

#### **5.2.14. Women's Cell**

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

### **6. DEPARTMENTAL ASSOCIATIONS**

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

#### **6.1. Students' Association of De Paul School of Social Work (SADESS)**

Students' Association of De Paul School of Social Work (SADESS) was formed in 2009 with an aim of providing an avenue for the students to apply theory into practice. Under the banner of SADESS, students take initiatives in many ways to organize activities to develop the social commitment including educational, health and economic development of the individuals who are in need of.

The important activities include: observing socially relevant days or events, street plays, conducting/organizing awareness classes or seminars or webinars based on relevant social issues, planting trees, organizing medical and blood donation camps, nature camps, Christmas celebration for the differently abled children, orphanage visits, providing psychosocial support through tele-counselling, etc.

The YouTube channel of the association is used as a means to convey the importance of all these activities among the public. The new initiative of the association is 'Karuthal' which is focused on providing timely psycho-socio- economic support to the victims of pandemic/disaster. Thus, the association helps the students to strengthen their interpersonal relationship and change their attitude to tune themselves for the social work profession.

#### **6.2. AGORA**

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

The important common activity is popular Management fest DHAKSH. Management Association coordinates the participation in various management fests organized by other

colleges. Every year the department coordinators and student office bearers of these clubs are identified, and given charge of initiating the activities of the clubs.

### **6.3. Club Beta and Intenza - Associations of Commerce Students**

An active and efficacious association Club-Beta has been functioning in the department for many years. The association has an incredible influence on students in their personal and professional development. It organizes a popular event every year called La-Foire, the Trade Fair. La-Foire is a platform where students of Commerce can run their business for one day. It enables them to showcase their talents in trade, coordination, sales, accounting, etc. Club Beta also organizes many events such as Seminars, New Business Plan, Advertisement Campaign, Debate competition, Quiz competition, International Accounting Day Celebration, etc.

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

### **6.4. Academy of Visual Arts and Sciences (AVAS)**

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

### **6.5. AUGMENTA – SCS UG ASSOCIATION**

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

### **6.6. LITE VISTA**

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

also plays an integral role in executing the outreach programmes and other extracurricular activities conceived by the department.

'Lite Vista' functions to develop interest and love for English language & literature through an array of activities with a vision to be an influential association that facilitates and encourages the literary talents of the members and to nurture confidence in performing and organising.

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

School of Computer Science (PG) Association- INNOVISION is guided by the faculty of the department and all students are its members. The association is active throughout the year and conducts various academic and non-academic programmes to foster the talents of students. Every year, the association is inaugurated by eminent personalities, from the IT industry to help them clarify doubts regarding various domains and functions, job roles, and the newest technologies in the IT industries. Students of the department organise various technical and cultural events.

The main functions of INNOVISION are to develop and explore the student's strengths and talents outside of academics, advance the educational and psychological values among the students, provide a way to keep students supervised outside of academic hours, building skills that are not necessarily taught in the classroom but are still important for the future, develop the overall personality of the students and help students to develop time-management and organisational skills.

#### **7. NATIONAL SERVICE SCHEME (NSS)**

NSS aims at arousing the social conscience of the students and to prepare them to be useful to the society. The specific objectives of NSS are to work with and among the people, to engage in nonviolent constructive social action, to enhance the knowledge of the students about the community, and to put the knowledge of the students in mitigating the social problems. Membership in NSS is voluntary and is strictly on selective basis. Each member is subject to its discipline and code of behaviour.

Every NSS volunteer shall engage a minimum of 120 hours during each academic year including the hours of work during the camp days. Application for enrolment will be called for by the NSS coordinators in the beginning of each academic year. Participation in NSS activities make the students eligible for grace marks in university examination.

#### **8. STUDENT COUNSELLING AND GUIDANCE**

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

## **9. PARENTS - TEACHERS' ASSOCIATION (PTA)**

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

## **10. RESOURCES AND SERVICES**

### **10.1. Library**

Being a place of serious learning, the library supplements the academic, intellectual, informational, spiritual and recreational requirements of the academia. The library provides access to both books, journals and magazines kept in physical form and as e resources. The college library is fully automated and has a collection of more than 20000 books and subscribes to 28 journals and 35 other periodicals. The library also subscribes to two e libraries, namely Delnet and ProQuest and 16 newspapers. It is also equipped with RFID entry and exit facilities. Drillbit, a plagiarism checking software is available in library.

### **10.2. Sports and Games Facilities**

The college greatly promotes sports and games talents of the students. The college has a volleyball court, basketball court, badminton court, football court and a gymnasium. The college also gives coaching for teams by professional coaches under the leadership of a physical education director. There is a well-established volleyball team in the college, and most of the members of the team are given scholarships by the college management, and they are trained under a professional coach.

The teams of collage participate in the tournaments organized by MG university and other affiliated colleges in Kerala and outside. There is also a well-maintained gymnasium in the college . There is a full-time physical trainer to guide the gymnasium users.

### **10.3. Transportation Facilities and College Bus**

In order to address various commutation requirements of the students' community the college operates college bus services from different destinations. There are four college to facilitate needy community of students from different points of district and neighboring district. The transportation facilities of the college is also used for various outreach services of the college.

### **10.4. De Paul Centre for Research and Development (DCRD)**

DCRD is the research establishment of DiST that operates with the Vision to transform De Paul Institute of Science and Technology (DiST) into a centre of research excellence through quality research projects, research publications and research-based instruction methodology. Research is the soul of higher education institution. In DiST we promote research by the faculty members by giving them all possible support. The staff members are encouraged to publish their papers in quality journals.



The college is also publishing a multidisciplinary bi annual research journal, De Paul Journal of Scientific Research (DJSR) where we encourage our faculty members and researchers to publish their research papers. The college also gives financial incentives for faculty members to publish. DCRD also organizes workshops and seminars on research methodology, research paper writing etc. DCRD makes it a point to motivate students to publish research articles and to participate in international conferences and seminars and to present papers. DCRD also undertakes various research studies and consultancy services.

### **10.5. De Paul Extension Services (DES)**

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

### **10.6. Infrastructure Facilities**

#### **10.6.1. Academic Blocks**

The college functions in three academic blocks, namely, DiST main block, DiST Annex 1 and DiST Annex 2. In DiST main block all AICTE programmes are accommodated together with reception, Principal's Office, Vice Principals Office, Principal's board room, admission office, office of exam controller and college office accounts section. In DiST Annex all Non AICTE programmes are run except the School of Social work. The School of Social Work is situated in Fr. Kattarath Block/DiST Annex 2.

#### **10.6.2. DiST Seminar Hall (A/C)**

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

#### **10.6.3. DiST Principal's Board Room**

The Principal's board room is located adjacent to Principal's office. Principal's board room is utilized for conducting meetings related to the principal's office or college management.

#### **DiST Meeting Room**

A board room with seating capacity of 25 is available for various meetings of committees and consisting of the college in the 2<sup>nd</sup> floor of St. Vincent Block

#### **10.6.4. Open Auditorium**

For conducting large gatherings, the college has constructed an open auditorium. De Buds, the initiating ceremony of the new admissions, college union inauguration, college day, fests

conducted by some of the departments and the college fest are all conducted in this open auditorium.

#### **10.6.5. De Paul Auditorium**

Major programmes of the college are conducted in De Paul Auditorium situated adjacent to Fr Kattarath Block. The auditorium is fully furnished with 1000 seating capacity.

#### **10.6.6. Hostels**

Students who do not reside with their parents should take admission in the college hostel or hostels or lodges approved by the principal. College hostel for boys is in the college campus and for the girls is in a separate location, two kilometers away from the college campus. Girl students will be taken to the college from the hostel and back in the college bus. Students can take admission in the hostel at the time of their admission in the college.

The students taking admission in the hostel have to strictly follow the rules and regulations of the hostel. For serious misconduct, students will be expelled from the college hostel. In all matters concerning the internal administration of the hostels, the verdict of the wardens will be final.

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

#### **10.6.7. Multimedia Studio**

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

For the media students an art lab is established for the training in making different articles of arts and it is used to showcase the art works of the students.

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

#### **10.6.8. Language Lab**

The department of Professional Development working in the college aims to develop the professional skills of the students especially the communication skills in English. For developing the writing and speaking skills of the students in English, there is a language lab functioning in the college. The lab uses the latest technologies and software to make the students ready to face the recruitment processes. Students may make use of the facilities

in the language lab under the guidance of the faculty members in the School of Professional Development.

#### **10.6.9. Gymnasium**

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

#### **10.6.10. Canteen Facilities and Cafeteria**

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

#### **10.6.11. Reprography and Store**

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

#### **10.6.12. Sanitary Napkin Vending Machine**

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

### **10.7. IT Infrastructure**

The IT infrastructure in the college is well advanced with five computer labs in the college. In St. Vincent Block, the section of the college, there is one computer lab with 86 systems for software use and one computer hardware lab with eight systems. In the non-AICTE section there are three labs, one for software requirements of the BCA and B. Com students with 70 systems and one lab for Multimedia with 32 systems, and another one with 15 systems for Multimedia and animation.

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

## **11. GREEN INITIATIVES**

### **11.1. Rain Water Harvesting**

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

### **11.2. Solar Water Heater and Lights**

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

### **11.3. Water Treatment Plant**

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

### **11.4. Organic cultivation**

To reduce the environmental pollution and to make organically cultivated vegetables the college has initiated organic cultivation of vegetables and flowers in the campus. The lead for organic cultivation is given by the NSS units in the college and the financial support by the management. For this cultivation we make use of treated water.

### **11.5. Incinerators**

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

## **12. STUDENT SERVICES, SUPPORT SCHEMES AND SCHOLARSHIPS**

### **12.1. Fr Varkey Kattarath Memorial Scholarship**

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

### **12.2. Fr Alex Aikara V C Scholarship for Volleyball**

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

### **12.3. Fr Antony Parecattil V C scholarship for the children of the staff of DiST**

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

### **12.4. Fr Abraham Kattumana Merit Scholarship**

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

### **12.5. Post-Matric Scholarship / Minority Scholarship**

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

### **12.6. Labour Welfare Fund Scholarship**

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

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

## **13. ACADEMIC PROGRAMMES AND FACULTY MEMBERS**

### **13.1. School of Computer Science**

#### **Academic Programmes**

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

#### **Faculty Members**

- Jacob Thaliyan, MCA, MBA, M.Phil, Asso. Professor and HOD (PG)
- Joseph Paul, MCA, M Phil, Asso. Professor
- Denny P Francis, MCA, Asst. Professor
- Reena Cherian, MCA, M.Phil, Asst. Professor
- Vidhya V. MCA, M.Phil, Asst. Professor
- Jitha Jose. MCA, M.Phil, Asst. Professor
- Dinumol Phillip, MCA, M.Phil, Asst. Professor
- Rintu Augustin, MCA, Asst. Professor
- Andriya Tina D'Souza, MCA, Asst. Professor
- Rosemol Xavier, MCA, M.Phil, Asst. Professor
- Ambily Pramitha, MCA, M.Tech (IT), PhD, Asst. Professor and HOD (UG)

- Karthika Ramakrishnan, M.Sc. Statistics, Asst. Professor
- Anitha Isaac, MCA, Asst. Professor
- Ancy Antony, M.Tech., Asst. Professor
- Aparna Vijayan, M.Tech, M.Phil, Asst. Professor
- Dincy E B, M.E Asst. Professor
- Rosemary Varghese, M.Tech, PhD Pursuing, Asst. Professor
- Rajesh B, MCA, PhD Pursuing, Asst. Professor

### **13.2. School of Social Work**

#### **Academic Programmes**

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

#### **Faculty Members**

- Rev. Dr Norby Paul Vithayathil V C, PDF, Ph.D, MSW, Asso Prof & Vice Principal
- Dr. Jessey L, MSW (SET, NET), MPhil, Ph.D, Asso. Professor & HOD
- Sherin Paul, MSW, MBA, Asst. Professor
- Meena Maria, LLB, MSW, Asst. Professor
- Jebi Chackochan, MSW, MPhil, Asst. Professor
- Ashwin Mathew, MSW, Ph.D scholar, Asst. Professor
- Fr John (Lijo) VC, MSW, MA English, B.Ed. Asst. Professor
- Dr Anju Kunjoonju, MSW (JRF- NET), MA Socio, PHD Asst. Professor
- Dr Jestin. T. Varghese, MSW, MPhil, PhD, Asst. Professor
- Navya Antony K, MSW(JRF-NET), PhD (Thesis Submitted) Asst. Professor
- Anitta Jaison, MSW, MA Psychology (persuing), Asst. Professor
- Akhitha P Reghu, MSW, PhD Pursuing, Asst. Professor
- Joshin Samuel, MSW, M.Phil, Asst. Professor

### **13.3. School of Management**

#### **Academic Programmes**

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

#### **Faculty Members**

- Dr. Geo Baby. M.Sc, MHRM, Ph.D. Asso. Professor & Director
- Sunitha Benoy. MBA, PGDCA, Research Scholar, Asst. Professor & Co-ordinator (BBA & MA HRM)
- Jaya Justy. MBA, M.Phil, Research Scholar, Asst. Professor
- Stalin A. B.Tech, MBA, Research Scholar, NET, Asst. Professor
- Chinju C J. MBA, M Phil. PhD, Asst. Professor
- Nisha Ann Jacob, MBA, M.Phil., Research Scholar, Asst. Professor

- Shobin Thomas, MBA, Placement Director & Asst. Professor
- Vivek V K, MBA, Asst. Professor
- Vipin Kumar, MBA, M Com, MSc Maths, M Phil, Asst. Professor
- Anna Anjana Varghese, MBA, Asst. Professor
- Shetal Singh B, MBA, Asst. Professor
- Rachana P Nair, MBA, Asst. Professor
- Dr. Bobby Varghese, MBA, PhD, Asst. Professor
- Sneha John P, MBA, M.Phil, PhD Pursuing

#### **13.4. School of Commerce**

##### **Academic Programmes**

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

##### **Faculty Members**

- Dr. Anosh Paul, M.Com, MBA, B.Ed., SET, AMT, PhD - Asso. Professor & HOD
- Sheena Jose, M.Com, MBA, B.Ed. - Asst. Professor
- Raju Warriar, M.Com, MBA, M.Phil, UGC NET, NPTEL - Asst. Professor
- Shameer M. A, M. Com, Research Scholar - Asst. Professor
- Remya P. R, M. Com, B.Ed., UGC NET - Asst. Professor
- Aswathy K. R, M. Com, MBA, Research Scholar - Asst. Professor
- Manju Jithesh, M.Com, B.Ed., Research Scholar - Asst. Professor
- Tharu Jossy, M.Com, MPhil, B.Ed., PGDBA, Research Scholar - Asst. Professor
- Thushara Mathew, M.Sc. Mathematics, B.Ed. - Asst. Professor
- Delvin Davis, M Com, UGC NET – Asst. Professor

#### **13.5. School of Media & Communication**

##### **Academic Programmes**

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

##### **Faculty Members**

- Dr. Nirmal Jacob, PhD, NET, MA Communication & Journalism, Asso Prof & HoD
- Jubbi Francis, MPhil in Visual Media, MA in Mass Communication, Asst. Professor
- Maria Paul, MA Honors in Arts & Media, Research Scholar- Asst. Professor
- Jithu Johny, MPhil in Theatre Arts, MA in Theatre Arts Asst. Professor
- Premod P Shankar, MA Multimedia, Asst. Professor and Course Coordinator (Animation and Visual Effects)
- Praful Jose, MA Animation, MSc Visual Communication, Assistant Professor
- Abhilash K, Master of Fine Arts in Broadcast Journalism & Video Production,

Asst. Professor and Course Coordinator (Multimedia)

- Balagovind S, MA Multimedia, Assistant Professor
- Jiljith K, MA Cinema & TV Production, Assistant Professor
- Soumya P, MPhil in Visual Media, MA Mass Communication & Journalism, Assistant Professor
- Bala P Vijayaraghavan, MA Visual Media & Communication, Asst. Professor
- Anil K V, NET, MSc Animation & Visual Effects, Asst. Professor
- Anandhu Satheesan, BSc visual communication, Diploma in sound engineering , Lab Instructor

### **13.6. School of English**

#### **Academic Programmes**

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

#### **Faculty Members**

- Rev. Dr. Johny Chacko Mangalath V C, MA English, Ph.D, Asso. Prof. & Principal
- Fr. Mathew Malieckal V.C, M A Eng, MSc Psy, PhD Scholar, Asst. Professor & Vice-Principal
- Sanilkumar P.S, M.A English, NET, PhD Scholar, Asst. Professor and HOD
- Anju Krishnakumar, M A English, Asst. Professor
- Ritha Sabu, M A English, B.Ed., Asst. Professor
- Rijo Thomas, M A English, PGDJC Asst. Professor
- B. Noble, M A English, B.Ed., SET, NET, Asst. Professor
- Colbe Davis Joseph, M.A English, NET, Asst. Professor
- Asha Sebastian, M A, B.Ed., SET, Asst. Professor
- Praisey Sara Varghese, M.A, Asst. Professor

### **13.7. School of Professional Development**

#### **Faculty Members**

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

### **13.8. COUNSELLING DEPARTMENT**

#### **Faculty Members**

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



## **14. ACADEMIC REGULATIONS UNDER CREDIT AND SEMESTER SYSTEM AS PER UNIVERSITY SYLLABUS AND SCHEME**

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

### **14.1. Choice Based Credit System (CBCS)**

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

- Common Course is the course that comes under the category of English and Common Course 2 is the additional language.
- Core Course is the course that belongs to the subject of specialisation and under this head, a course on environmental studies and human rights is also included.
- Complementary Course is meant to enrich the core courses.
- Open Course is a course which the student is free to take at his will. It is a non-major elective course which is offered by a department other than the parent department.
- Credit is the numerical value assigned to a course according to the relative importance of that course in the programme.
- Grade is a letter symbol (A, B, C, etc.) which indicates the broad level of performance of a student in a course, semester or programme.
- Grade Point (GP) is the numerical indicator of the percentage of marks awarded to a student in a course or semester or programme.
- Semester is a term consisting of a minimum of 90 working days inclusive of tutorials, examination days and other academic activities in a period of six months.
- Programme means a three-year study period spread over six semesters successful completion of which leads to the award of an under graduate degree.

### **Scheme and Syllabus – Duration of CBCS Scheme**

- The duration of U.G. programmes shall be 6 semesters.
- There shall be two Semesters in an academic year, the “ODD” semester commences in June and on Completion, the “EVEN” Semester commences. There shall be two months’ vacation during April/May
- Those students who possess the required minimum attendance during a semester and could not register for the semester examination are permitted to apply for registration to the examinations concerned enabling them to get promoted to the next semester.
- There shall be one Choice Based Course (Elective Course) in the sixth semester. In the case of B.Com Programme, there shall be an elective stream from third semester onwards. Credit Transfer and Accumulation system can be adopted in the

programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution.

- The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.
- A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses.
- If a candidate secures F Grade for any one of the courses offered in a Semester/Programme, only F grade will be awarded for that Semester/Programme until he/she improves this to D Grade or above within the permitted period.
- Students who complete the programme with “D” grade in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”, will have one betterment chance within 12 months, immediately after the publication of the result of the whole programme.
- Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017” after obtaining readmission. These students have to complete the programme as per the Mahatma Gandhi University “Regulations for Under Graduate Programmes under Choice Based Credit System 2017”.
- The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. Special sanction shall be given for those programmes, which need to conduct practical examinations at the end of odd semesters.

## Programme Structure

### Model II B.Com

<b>Programme Duration</b>	<b>6 Semesters</b>
Total Credits required for successful completion of the Programme	120
Credits required from Common Course I	14
Credits required from Common Course II	8
Credits required from Core and Complementary/Vocational courses including Project	95
Open Course	3
Minimum attendance required	75%

### Model III BA English Literature, Communication and Journalism, BA Animation & VFX, BA Multimedia, BSW & BBA

<b>Programme Duration</b>	<b>6 Semesters</b>
Total Credits required for successful completion of the Programme	120
Credits required from Common Course I	8
Credits required from Core and Complementary and Vocational Courses including Project	109
Open Course	3
Minimum attendance required	75%

## BCA

<b>Programme Duration</b>	<b>6 Semesters</b>
Total Credits required for successful completion of the Programme	120
Credits required from Common Course I	4
Credits required from Common Course II	4
Credits required from Core and Complementary/Vocational courses including Project	109
Open Course	3
Minimum attendance required	75%

### Examinations

The evaluation of each paper shall contain two parts: (I) Internal or In-Semester Assessment (ISA) (ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4. Both internal and external marks are to be rounded to the next integer. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:

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

### Credit Point and Credit Point Average

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

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

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

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

<b>GPA</b>	<b>Grade</b>	<b>Grade Meaning</b>
9.5 and above	S	Outstanding
8.5 to below 9.5	A+	A+ Excellent
7.5 to below 8.5	A	Very Good
6.5 to below 7.5	B+	Good
5.5 to below 6.5	B	Above Average
4.5 to below 5.5	C	Satisfactory
3.5 to below 4.5	D	Pass
Below 3.5	F	Failure

### **Marks Distribution for External and Internal Evaluations**

The University shall conduct the external theory examination of all semesters at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses without practical, total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

#### **For all courses without practical**

- a) Marks of external Examination: 80
- b) Marks of internal evaluation: 20

<b>Components of Internal Evaluation of theory</b>	<b>Marks</b>
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
<b>Total</b>	<b>20</b>

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

#### **For all courses with practical**

- a) Marks of external Examination: 60
- b) Marks of internal evaluation: 15

<b>Components of Internal Evaluation</b>	<b>Marks</b>
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2x4=8)	8
<b>Total</b>	<b>15</b>

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

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

\* Marks awarded for Record should be related to the number of experiments recorded and duly signed by the teacher concerned in charge. All three components of internal assessments are mandatory.

### For projects

- a) Marks of external evaluation: 80
- b) Marks of internal evaluation: 20

Components of External Evaluation of Project	Marks
*Dissertation (External)	50
Viva Voce (External)	30
Total	80

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

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

### Attendance Evaluation for all papers

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

### Assignments

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

## **Seminar / Viva**

A student shall present a seminar in the 5<sup>th</sup> semester for each paper and appear for Viva-Voice in the 6<sup>th</sup> semester for each course.

## **Internal Assessment Test Papers**

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University.

The responsibility of evaluating the internal assessment is vested on the lecture(s), who teach the course.

## **Grievance Redressal Mechanism**

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

### **Level 1: Department Level:**

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

### **Level 2: College level**

A committee headed by the Principal as Chairman, College Coordinator, Grievance Redressal Committee, HOD of concerned Department and Department Coordinator as members.

### **Level 3: University Level**

- A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener
- Syndicate Standing Committee on Students Discipline and Welfare, Chairman Board of Examinations as members and the Controller of Examination as member-secretary.
- The College Council shall nominate a Senior academic staff as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester
- The internal evaluation marks/grades in the prescribed format shall be sent to the University before the 4th week of October and March in every academic year.

## **External Examination**

- The University shall conduct the external theory examination of all semesters at the end of each semester. Students having a minimum of 75% average attendance for all the courses only can register for the examination.

- Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole academic programme & a student may be granted by the university on valid grounds. This condonation shall not be counted for internal assessment.
- Benefit of attendance may be granted to students attending University/College union/Co- curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution.
- This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the semester along with the next batch after obtaining readmission.
- All students are to do a project in the area of core course. This project can be done individually or in groups (not more than five students) for all subjects which may be carried out in or outside the campus.
- Special sanction shall be obtained from the Vice Chancellor to those new generation programmes and programmes on performing arts where students have to take projects which involve larger groups.
- The projects are to be identified during the II semester of the programme with the help of the supervising lecturer. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.
- External Project evaluation and Viva / Presentation is compulsory for all subjects and will be conducted at the end of the programme.
- There shall be supplementary exams only for the fifth semester. Notionally registered candidates can also apply for the said supplementary examinations.
- For reappearance/ improvement for other semesters the students can appear along with the next batch.
- A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registration along with the University examination for the same semester, subsequently. There shall be no improvement for internal evaluation.
- All courses shall have unique alphanumeric code. Each lecture working in affiliated institutions shall have a unique identification code and this code is to be noted with the valuation, invigilation and all other examination duties.

### **Pattern of Questions**

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge.

The question shall ensure that questions covering all skills set for specified topic. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

### Rank Certificate

The University publishes rank list of top 10 candidates for each programme after the publication of 6th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students shall not be counted for fixing the rank/position. The Controller of Examinations shall sign rank certificate and position certificate.

### Pattern of questions Papers

#### a) Without practical

Sl. No	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	10/12	20
2	Short essay/problem	5	6/9	30
3	Essay/problem	15	2/4	30
	Total			80

#### b) With Practical

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

Each Board of Studies shall specify the length of the answers in terms of number of words. The concerned Board of Studies/Expert Committees will decide pattern of questions for external examination of practical papers.

### 14.2. POST GRADUATE PROGRAMMES (PG CSS)

As per the regulations of M G University, PG programmes conducted in the college, namely, **Master of Commerce Finance and Taxation (M. Com Finance and Taxation)**, **Master of Arts in Journalism and Mass Communication (MA JMC)**, **Master of Social Work** comes under MGU PG CSS 2019. Duration of these programmes is two years or four semesters. These programmes shall include core courses, elective courses and common core courses.



There shall be a project with dissertation and viva voce as core courses. The programmes shall also include assignments, seminars, practical, etc. There shall be at least two and not more than four elective groups comprising of three courses for a programme and these elective courses will be included in the fourth or distributed between third and fourth semesters. The college will select any one of the elective groups as per the interest of the students and the availability of staff.

Project work will be completed as per the guidelines of the curriculum under the supervision of a faculty member of the department concerned. Projects will have both internal and external evaluation. External evaluation of project will be conducted by two external examiners and one internal examiner. Final grade of the project will be calculated by taking the average of the weighted grade points awarded by the external examiners and the internal examiner.

All students will have to submit at least one assignment. They shall give a seminar lecture as internal component for each course with a weightage of two. For each course, there will be two internal tests with a weightage of one as internal component. Comprehensive viva voce will be conducted at the end of the fourth semester.

Each student should have at least 75% attendance to appear for the end semester examination. Condonation of attendance for a maximum of 15 days in a semester for a maximum of two times during a programme may be granted by the University. Those who cannot register for the examination due to shortage of attendance will have to repeat the semester with juniors.

A student who had sufficient attendance, but could not register for fourth semester examination can register for end semester examination in subsequent years with the attendance and progress report from the principal.

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

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

Grading Point Average (GPA): Internal and External components are separately graded and the combined grade point with weightage of 1 for internal and 3 for external shall be applied to calculate the grade point average for each course. Grades will be given to the evaluation of theory/practical/ projects/ comprehensive viva voce and all internal evaluations are based on direct grading system. There shall be no separate minimum grade point for internal evaluation.

**For Theory CE Internal**

Sl.No	Components	Weightage
a.	Assignment	1
b.	Seminar	2
c.	Best two test papers	2 (1 for each)
	Total	5

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

**For Practical & Theory (Internal)**

Sl.No	Components	Weightage
a.	Written/Lab test	2
b.	Lab involvement/record	1
c.	Viva	2
	Total	5

**For Practical (External)**

Sl.No	Components	Weightage
a.	Written/Lab test	7
b.	Lab involvement/record	3
c.	Viva	5
	Total	15

**For Project (CE) Internal**

Sl.No	Components	Weightage
a.	Relevance of the topic and analysis	2
b.	Project Content and presentation	2
c.	Project viva	1
	Total	5

**For Project (ESE) External**

Sl.No	Components	Weightage
a.	Relevance of the topic and analysis	3
b.	Project content and presentation	7
c.	Project Viva	5
	Total	15

**Comprehensive Viva Voce (Internal)**

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

## Comprehensive Viva Voce (ESE) External

Components	Weightage
Comprehensive viva voce (all courses from first semester to fourth semester)	15
Total	15

- All grade points averages will be rounded to two digits. Internal assessment grades awarded to the students in each course of a semester will be published in the notice board at least one week before the commencement of the external examinations.
- There will not be any chance for improvement of internal grade. The University will conduct external examination of theory courses. Answers may be written in English or Malayalam except for the faculty of languages.
- The board of studies shall prescribe pattern of questions for external evaluation of practical.

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

Grade	Grade points	Range
A+	5	4.50 – 5.00
A	4	4.00 – 4.49
B	3	3.00 – 3.99
C	2	2.00 – 2.99
D	1	0.01 – 1.99
E	0	0.00

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

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

- No separate minimum is required for a pass in internal evaluation, but a minimum C grade is required for a pass in external evaluation. However, a minimum C grade is required for a pass in a course.
- If a student fails to secure a pass for a course, he/she will be allowed to write the examination along with the next batch.
- A candidate who wishes to improve the grade /grade point of external examinations of a course / courses that he/she has passed can do so by appearing in the external examination of the course along with the immediate juniors. This facility is restricted to the first and second semesters of the programme.
- Semester Grade Point Average (SGPA) is the average of the sum of the credit points of all courses taken by a student in the semester to the total credit of that semester.

SGPA = Total credit points awarded in a semester divided by total credits in that semester

- Cumulative Credit Point Average (CGPA) = Total credit points awarded in all semesters divided by total credits for the programme.
- CGPA and SGPA will be rounded off to 2.0. For the successful completion of a semester, the student will have to pass all courses and score a minimum SGPA of 2.0. However, a student can move to the next semester irrespective of his/her SGPA score.
- Successful completion of all the courses with grade “C” within the stipulated time-period will be the minimum requirement for the award of the degree.

### **14.3. Master of Commerce**

#### **Aim of the Program**

The broad aim of the Programme is to provide awareness to the learners regarding the developments in the field of Business, Commerce, Industry and Management and equip them to develop necessary analytical and managerial skills so as to cope up with the challenges posed by industry and environment, both national and global.

#### **Eligibility for Admissions**

A candidate who has passed B Com/BBA/ BBM approved by M G University with a minimum of 45% are eligible to pursue the M. Com Programme on a regular basis. Relaxation in percentage is allowed for SC/ST, OEC, SEBC and Physically challenged students as prescribed by the University from time to time.

#### **Duration of the Programme**

The programme shall be spread over four semesters with each semester having a duration of 90 days. The programme is offered in accordance with the UGC Minimum Standards for the conduct and award of Post Graduate Degrees. The student has to secure 80 credits to complete the programme successfully.

#### **Medium of Instruction and Assessment**

The medium of instruction shall be English. There shall be continuous assessment of the students on an internal basis based on the provisions of the Regulations and end semester examinations conducted by University. The final assessment shall be based on both the above components in accordance with the provisions of the Regulations.

#### **Faculty under which the Degree is Awarded**

The Degree is awarded under the Faculty of Commerce.

#### **Attendance**

The minimum attendance requirement shall be 75% to appear for the University Examinations. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of M Com Programme may be granted by the University.

## Examinations

All semester examinations would be external (Three hours). There would be two internal examinations (two hours) during the course of the semester for the continuous evaluation. Ratio of internal and external is 25:75 (1:3)

## Seminar Presentation

Every student shall deliver one seminar lecture as an internal component for every paper. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and internet resources, editing, document writing, typing and presentation.

## Grading System

Direct Grading System based on a 6 point scale. (evaluation of internal and external)

Grade	Grade Points	Range
A+	10	9.00-10.00
A	8	8.00-8.99
B	6	6.00-7.99
C	4	4.00-4.99
D	2	0.01-3.99
E	0	0

Performance Grading – final grade range

Students are graded based on their performance at the examination on a 7 point scale

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

## Requirement for pass

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

## Award of Degree

The successful completion of all the courses with 'C' grade shall be the minimum requirement for the award of the Degree.

## Components of the Internal evaluation

- Seminar
- Assignments

- Internal Exams

### Seminar (4 wt)

Component	Weight Point
Area / topic selected	2
Review / reference	5
Content	5
Presentation	5
Conclusion	3
	20

### Assignment (2 wt)

Component	Weight Point
Punctuality	2
Review	2
Content	2
Conclusion	2
Reference	2
	10

### Project

Components	Weightage - Internal	Weightage - External
Relevance of the Topic & Analysis	2	3
Project Content & Presentation	2	7
Project Viva	1	5
Total	5	15

## 14.4. Master Of Journalism & Mass Communication ( MAJMC)

### Duration of the Programme

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

### Admission Requirements

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

### The MAJMC programme shall include

- Programme Core course - Courses that a MAJMC student must successfully complete to receive the Degree.
- Program Elective (PE) Courses - Three Elective courses for the MAJMC programme – Communication for Development (CD), Health Communication (FC), Media and Society (MS), for the choice of students, subject to the availability of facility and infrastructure in

the institution. The selected elective courses shall be offered in fourth Semester as specialization of the MAJMC programme.

- Laboratory Newspaper and Field Reporting – Laboratory Newspaper and Field Reporting is compulsory for all the 4 semesters, and has continuous internal assessment..
- Internship – All students studying MAJMC should undergo one month internship in any media institution of their choice before the completion of the course. awarded. It is a compulsory requirement for the successful completion of the programme after the 4th semester.
- Programme Project (Dissertation) - Programme Project means a regular project work with stated credits on which the student undertakes a project under the supervision of a lecturer in order to submit a dissertation on the project work (research report) as specified.

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

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

### **Attendance**

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

### **Registration**

A student who registered for the MAJMC programme shall complete the course within 4 years. A student who registers for the end semester examination shall be promoted to the next semester

### **Examinations**

There shall be University examination at the end of each semester. Project evaluation and Viva - Voce shall be conducted at the end of the programme only. An external examiner and one internal examiner shall conduct project evaluation and Viva-Voce. The submission of a individual Laboratory Journal is mandatory for the successful completion of the course.

**End-Semester Examinations:** The examinations shall normally be at the end of each semester. There shall be one end-semester examination of 3 hours' duration for each subject/course.

### **Evaluation and Grading**

**Evaluation:** The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation

and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system.

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

### Components of Internal Evaluation

Component	Weightage
Assignment	2
Seminar	4
Two Test papers	4 ( 2 each )

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

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

### Direct Grading System

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

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

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

Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external (weightage =3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.



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

The same is applicable for both Laboratory Journal and Dissertation.

#### **14.5. Master of Computer Applications (MCA)**

Master of Computer Applications (MCA) is a two year (4 semesters) full time Post Graduate programme offered under credit semester system. Utmost importance has been given to the learning outcomes and development of managerial acumen among the participants.

##### **Eligibility for Admission**

- A candidate seeking admission to MCA course must have
- A pass with not less than 50% marks in any recognized Regular Bachelors Degree of minimum three years' duration in any discipline with Mathematics at plus two (+2) level or at Graduation level with Mathematical Science (Mathematics /Statistics /Computer Science / Operation Research /Quantitative Techniques) as one of the Subjects.

OR

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

OR

- Candidates with such degrees awarded by the Mahatma Gandhi University or any other degree recognized as equivalent to the above listed courses by the Mahatma Gandhi University also are eligible to apply.
- Relaxation in eligibility and minimum marks of the qualifying examination are subject to the respective regulation and existing rules of Mahatma Gandhi University.
- Candidates who have passed the qualifying examination with more than one chance will have their percentage marks derated at the rate of 5% for every additional appearance for the purpose of ranking
- Reservation of seats shall be as per rules prescribed in the relevant rules by the Directorate of Technical Education, Government of Kerala and Mahatma Gandhi University from time to time.

##### **Admission Procedure**

The admission procedure in the college shall be on the basis of norms stipulated by Government of Kerala, the Admission Supervisory Committee (ASC) and Mahatma Gandhi University. The college prepare the prospectus and number of the seats in accordance with the approved norms of Mahatma Gandhi University.

Admission to Government Quota is through the allotment process based on the Kerala MCA Entrance rank list. The affiliated college can make admission to seats under Management Quota stipulating to the norms by ASC and the university admission is strictly on the basis of merit as determined by the entrance examination and Personal Interview conducted at

the institution level. The rank list shall be prepared by college on the basis of sum of following components:

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

### Evaluation and Grading

Evaluation: Evaluation Scheme for each course except MCACT 108, MCACP 307, MCACT 308, MCACS 401 and MCACV403 contains two parts: End Semester Evaluation (External Evaluation) and Continuous Evaluation (Internal Evaluation). 25 Marks can be given to internal evaluation, remaining 75 Marks can be given to external evaluation, and the ratio of marks between them is 1:3. Evaluation of MCACP402 contains two parts external and internal evaluation and can be given 150 marks each. MCACT108, MCACP307, MCACT308, MCACS401 are purely internal and the evaluation of MCACV403 is completely external. The criteria for internal & External Evaluations for individual subjects are as follows: The internal evaluation marks are awarded on the basis of day-to-day performance, periodic tests and assignments.

MCA Course Theory (CT) Papers:

**The criteria for internal evaluation of theory papers are as follows**

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

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

**The question paper pattern is as follows.**

Sections	Type of Questions	Marks	Number of questions to be answered
A	Short answer type questions	3	10 out of 12
B	Long essay type questions	9	5 (Either OR questions). Each question from each module
Total		75	

**MCA Course Practical (CP) Papers:**

### Internal Evaluation

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

## External Evaluation

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

### 14.6. INTEGRATED MASTER OF COMPUTER APPLICATIONS (IMCA)

#### Eligibility Criteria

- A candidate seeking admission to Integrated MCA course must have a pass with not less than 45% marks in 10+2 level with Mathematics / Statistics / Accountancy as compulsory subjects.
- Subject to the regulation relating to prescribed minimum of the respective qualifying examination, the minimum marks of Admission to the Course of studies shall be 40% in the case of candidates belonging to reserved category.
- Candidates belonging to Socially and Educationally Backward Classes (SEBC), referred to GO(P)208/66/Edn dated. 2-5-96 and subsequent amendments to the order issued by Government shall be given a relaxation of 3% marks in the prescribed minimum for admission and 5% for OEC.
- Relaxation of 5% marks from the prescribed minimum shall be allowed in the case of physically handicapped persons.
- Reservation of seats shall be as per rules prescribed in the relevant rules by the Directorate of Technical Education, Government of Kerala / MG University.

#### Duration of the Course

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

#### Curriculum

The Curriculum will comprise the Courses of Study as given in the scheme in accordance with the prescribed syllabus. Candidates will be required to undertake a suitable master's research project work, Industrial Training and mini project in consultation with the Head of the Department and the Faculty Advisor and submit the project report and industrial training report at the end of the respective Semesters, on dates announced by the College/Department.

#### Requirements of Attendance and Progress

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

- The candidate has scored not less than 75% of attendance of the total number of working days in each semester.
- He /She has a minimum of 50 % of internal assessment marks for each subject in that semester.
- His/her progress has been good.

- His/her character and conduct has been good.

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

A student who has secured internal marks lower than 50% in any course in a semester will not be permitted to appear for the ESE of that course in that semester and subsequently he/she has to redo all the internal assessments of that course with the regular batch at the next available opportunity. The internal marks earned during repetition of course alone will be counted in such case.

A Regular student who has undergone a programme of study, and could not complete the programme due to shortage of attendance may re-join the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the University norms.

### **Procedure for Completing Course**

- A. The Examinations of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters.
- B. A candidate may proceed to the course of study for the next semester only after completing the requirements of attendance and progress (Regulation clause R5) of the previous semester.
- C. A candidate is eligible for condonation of shortage of attendance only twice in the entire programme subject to the conditions given below.
  - 1) His/ Her conduct and progress must be good as certified by the Principal.
  - 2) Condonation will be granted only on medical grounds if he/she has secured not less than 65% of attendance.
  - 3) By the recommendation of the head of the institution, the condonation shall be granted subject to rules and procedures prescribed by the University from time to time.
  - 4) It is open to Vice Chancellor to grant condonation of shortage of attendance on the recommendation of the head of the concerned institution.
- D. A student who is not eligible for condonation of shortage of attendance shall repeat the course in full including the sessional work in the next immediate chance. The sessional marks earned during repetition of course alone will be counted in such case.
- E. A student can repeat the course only once in the entire course of study and shall be only on medical reasons (hospitalization / accident / specific illness). The parent in writing must inform the hospitalization with the certificate obtained from the Government Medical Officer to the faculty in charge of programme coordination, Head of the Department and Principal within fifteen days of hospitalization.
- F. He/She shall repeat the course in full (including sessional) in a particular semester/year once and within 6 consecutive semesters.

- G. He/She shall not combine his course work with regular course work of any other semester.
- H. He/She shall not be allowed to repeat the course work of any semester if he/she has already passed that semester examination in full.
- I. A candidate who has been registered for the higher semester examination will not be allowed to repeat the course work, in lower semesters.
- J. A candidate should complete up to six semesters before registering ninth semester.

## **Examination and Valuation**

### **a) Theory Examinations**

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

### **b) Practical Examinations**

The Principal of college with the help of the Chairperson should arrange the practical examination for all semesters with the approval from the University. Bonafide laboratory record / Master's project report / Industrial training/ Seminar report etc. are mandatory for appearing for the practical / viva-voce examinations.

To conduct practical examination, University will appoint an internal examiner from a panel of faculty (specialization in the relevant subject) of concerned college and an external examiner from other colleges. The external examiner will conduct the exam and decide the marks to be awarded to the candidates.

The mark list filled and duly signed by the external examiner will be forwarded to the Chairman by the external examiner. There is no provision for revaluation.

### **c) Valuation**

- i) The assessment will comprise of sessional assessment and University examination in certain subjects, and wholly sessional assessments in others, carrying marks as specified in the subject of study and scheme of assessment.
- ii) A candidate shall be declared to have passed in any subject in full in any semester if he/she secures not less than 50% marks in sessional, not less than 40% marks in the University Examination including Project and Viva and not less than 50% of the overall aggregate marks for the subject i.e., University Examination marks and sessional marks of the subjects put together.
- iii) There will be no provision to improve the sessional marks of any semester unless he /she repeats the semester.
- iv) University Examinations will be conducted at the end of each semester for subjects offered during the semester.
- v) Semester examinations will normally be conducted in October/November and in April/May of each year.
- vi) All sessional work shall be valued and marks awarded on the basis of day-to-day performance, periodic tests and assignments.

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

The sessional marks allotted for attendance shall be awarded in direct proportion to the percentage of attendance secured by the candidate in the subject. However, full sessional marks for attendance shall be awarded to those who are securing 90% of the attendance and above.

### University Exam Question Paper Pattern

The Question Paper pattern shall comprise of two parts:

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

- Part A shall have 30 marks, in which the student is expected to answer 10 short questions (3 marks each) out of 12 questions evenly prepared from all the five modules. These questions can consist of definitions, theoretical concepts, short illustrative examples, block schematics etc.
- Part B shall have 2 questions from each module, out of which the student has to answer one from each module (9 marks). These can be descriptive type questions, derivations, problems or collection of 2 or more smaller questions in a topic. This offers 50% choice to the students, yet forces him to study all the five modules.

#### **Passing Requirements and Provisions**

- All Credits should be earned by a candidate to be qualified for the IMCA.
- No disciplinary action is pending against him/her.
- A candidate shall be declared to have passed in any subject in full in any semester if he/she secures not less than 50% marks in sessional, not less than 40% marks in the University Examination including Project and Viva and not less than 50% of the overall aggregate marks for the subject, University Examination marks and sessional marks of the subjects put together.
- A candidate, who is absent or secures a grade F or less than 40% in ESE in any subject carrying sessional marks and ESE marks, will retain the already secured sessional marks for subsequent supplementary appearance in the examination of that subject.
- A candidate who fails to submit the report on the project/industrial training within the prescribed date (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) will have to register, redo the project / industrial training and submit the report at the end of a subsequent semester.
- A candidate who successfully completes the course satisfying all the passing requirements of the courses will be declared to be qualified for the award of MCA.
- Candidates who have passed all subjects of the Ten semesters at the first opportunity within Ten consecutive chances after the commencement of his/her study shall be ranked based on the CGPA obtained. In the case of a tie in the CGPA

- the total theory marks of the students who have secured same CGPA shall be considered for finalizing the rank.
- viii. A candidate who qualifies for the award of IMCA degree having passed all the subjects of all the Ten Semesters within a period of maximum Ten consecutive semesters after the commencement of his/her study and secures a CGPA of 8 and above considering all the Ten semesters, will be declared to have passed the IMCA degree in First Class with Distinction.
  - ix. A candidate who qualifies for the award of IMCA degree having passed all the subjects of all the Ten semesters within a period of maximum Ten consecutive semesters after the commencement of his/her study and secures a CGPA of 6.75 and above considering all the Ten semesters will be declared to have passed the IMCA degree in First Class.
  - x. All other successful candidates will be declared to have passed the IMCA degree in Second Class.
  - xi. In the case of a student (regular / repeated /temporary break study) who has taken a supplementary chance for passing a subject will be given grade with regard to the mark obtained by the candidate in that exam and will be considered for all classification purpose.
  - xii. Candidates shall be declared to have qualified for the award of the MCA degree provided the Candidate has successfully completed the course requirements and has passed all the prescribed subjects of study in the ten semesters within a maximum period of seven years from the commencement of his/her study.
  - xiii. Every candidate shall, based on his/her project work/dissertation, send a paper for publication in journal or a conference in which all papers are published after usual review
  - xiv. Minimum for a pass a. A candidate shall be declared to have passed a semester examination in full in the first appearance if he/she secures not less than SGPA 5 with a minimum of 'E' grade for the all-individual subject in that semester. b. A candidate shall be declared to have passed in an individual subject of a semester examination if he/she secures grade 'E' or above C.
  - xv. A candidate who does not secure a full pass in a semester examination as per clause (a) above will have to pass in all the subjects of the semester examination as per clause (b) above before he is declared to have passed in that semester examination in full.

### **Scheme of Evaluation**

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

**Grading:** The University shall award the letter grade to students based on the marks secured by them in both internal assessment and semester end examinations taken together in the subjects registered. Each letter grade indicates a qualitative assessment of the student's performance and is associated with a specified number of grade points. The

grading system along with the grade points for each grade, applicable to passed candidates is shown below.

All passed candidate will be allotted a grade S, A, B, C, D, E, and F according to the total marks scored by him/her.

There will be a continuous evaluation system. Various components of evaluation are Teachers' Assessment (TA), Class Tests (CT) and University end semester examination (ESE). To make the evaluation more effective, teachers' assessment could be broken into various components like assignments, quizzes, attendance, group discussions, tutorials, seminars, field visit reports etc.

Two components i.e., TA & CT put together will form the sessional components. The institution through concerned affiliating University will conduct end semester examination, as per its rules and regulations.

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

No absolute mark will be indicated in the grade card.

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

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

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

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

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

#### **14.7. Master Of Social Work (MSW)**

##### **Duration of the Programme**

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



## **Admission Requirements**

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

## **The MSW programme shall include**

- Programme Core course - Courses that a MSW student must successfully complete to receive the Degree.
- Program Elective (PE) Courses - Three Elective courses for the MSW programme – Community Development (CD), Family and Child Welfare (FC), Medical & Psychiatric Social Work (MP), for the choice of students, subject to the availability of facility and infrastructure in the institution, the selected elective courses shall be offered as specialization of the MSW programme. The elective courses selected by a student at the beginning of the third semester will continue for the fourth semester. Choice of courses from other electives is not permitted.
- Field Work – Field practicum is compulsory for all the 4 semesters, and each semester field work is for 6 credits (216 hours).
- Audit Course - Block Field Placement is the audited course for which no credits are awarded. It is a compulsory requirement for the successful completion of the programme which shall be for a minimum of 25 working days after the 4th semester.
- Programme Project (dissertation) - Programme Project means a regular project work with stated credits on which the student undertakes a project under the supervision of a lecture in order to submit a dissertation on the project work (research report) as specified.

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

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

## **Attendance**

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

## **Registration**

A student who registered for the MSW programme shall complete the course within 4 years. A student who registers for the end semester examination shall be promoted to the next semester

## Examinations

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

**End-Semester Examinations:** The examinations shall normally be at the end of each semester. There shall be one end-semester examination of 3 hours' duration for each subject/course.

## Evaluation and Grading

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

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

### Components of Internal Evaluation

Component	Weightage
Assignment	1
Seminar	2
Attendance	1
Two Test papers	2

### Grades for Attendance

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

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

The course lecturer and the faculty animator shall maintain the academic record of each student registered for the course, which shall be forwarded to the University through the

college Principal and a copy should be kept in the college for at least two years for verification.

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

### **Direct Grading System**

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

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

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

Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external (weightage =3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.

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

The same is applicable for both fieldwork and project work.

### **14.8. Master of Business Administration (MBA)**

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

### **Eligibility**

A pass in any Bachelor's Degree Examination of Mahatma Gandhi University or an equivalent degree of any other Universities duly recognized by Mahatma Gandhi University

with not less than 50% marks in aggregate for all parts of examinations or a Master's Degree examination with 50% marks in aggregate.

### **Admission Procedure**

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

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

Based on the performance in the entrance examination, group discussion and interview, merit rank list shall be prepared and notified duly signed by the Principal and Head of the Department.

### **Programme Scheme – Choice Based Credit Semester System**

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

- Foundation Courses (No Credits)
- Full Credit Core Courses
- Full Credit Elective Courses
- Courses of Independent Study (No Credits)

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

### **Choice of Elective Area**

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

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

- ii) The availability of Faculty Members specialized in different functional areas in the affiliated colleges and required infrastructure.
- iii) Job market realities and opportunities in a functional area;

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

#### **List of Elective Areas Elective Area**

1. Finance
2. Marketing
3. Human Resources Management
4. Operations
5. Information Systems
6. International Business

#### **Viva Voce**

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

#### **Internship and Research Project**

The Summer Internship is scheduled during April -May (not less than eight weeks), every II semester and shall be done in a reputed Manufacturing / Service organization. The evaluation of Internship shall be conducted during the month of July in all affiliated colleges.

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

#### **Duration of the Course**

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

#### **Teaching Methods**

Since the MBA Programme is a professional course, the teaching methods are carefully designed at the Institution level. Teaching methods include Lectures in Interactive Mode,

Practical Illustrations & Simulations, Case Studies, Role Plays, Quizzing, Class Seminars & Presentations.

### Grading System

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

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

#### Minimum grade for passing in a course or programme:

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

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

#### Calculation of Semester Grade Point Average (SGPA)

Credit Points for the Course = No. of Credits assigned for the course x Grade Point secured for that course. SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by a student in all the courses divided by the total number of credits assigned to the courses required in a Semester.

**Note:** SGPA is computed only if the candidate passes in all the required courses (gets a minimum required grade for a pass in all the required courses as per the specific curriculum). Securing of SGPA in all semesters may not enable students to have minimum required CGPA for a pass in the programme.

#### Assessment and Evaluation

The evaluation of students comprises of continual evaluation at the Institution level and comprehensive evaluation by University. Continual Evaluation or internal assessment shall be conducted throughout the semester. It shall be based on internal examinations and

various components as specified by the Faculty Member who is handling the course. The following components are suggested for continual evaluation. However, the Faculty Members are free to include any appropriate component with prior permission from Head of the Department / Principal.

### Components of Continual Evaluation

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

### Criteria for Continual Evaluation

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

### Reappearance and improvement Examinations

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

Candidates in the 1<sup>st</sup> or 2<sup>nd</sup> semesters who have secured a letter grade of 'P', 'F' or 'Ab' in any of the courses can reappear for exams course-wise along with the next immediate batch provided the candidate has applied for the same and paid the required fee.

Candidates in the 3<sup>rd</sup> semester, who have secured the SGPA grade of 'C' or 'P' in the end-semester examination can improve their grade by reappearing for all the semester courses together, along with the next immediate batch provided the candidate has applied for the same and paid the required fee. In such cases a candidate will be awarded a new grade only if there is an improvement in grade in the new examination; otherwise, the candidate is eligible to retain the grade obtained in the previous examination before improvement.

Candidates in the 3<sup>rd</sup> semester who has obtained letter grade of 'P', 'F' or 'Ab' in any of the courses can reappear for exams course-wise in a supplementary examination along with the 4<sup>th</sup> semester examinations provided the candidate has applied for the same and paid the required fee. After completing a semester programme (all courses with 'P' or above grade) students will not have the facility of course-wise improvement and they will have to

reappear for all the courses constituting the entire semester. 1<sup>st</sup> and 2<sup>nd</sup> semester SGPA cannot be improved after the completion of the 4<sup>th</sup> semester. Only 3<sup>rd</sup> and 4<sup>th</sup> semester SGPA can be improved after the completion of a programme. The marks/grades awarded for internal assessment and that for the project/dissertation cannot be improved.

Improvement of the 3<sup>rd</sup> or 4<sup>th</sup> semester must be done within a period of one year, that is, by reappearing for the third semester examinations at the following semester and the fourth semester examinations along with the immediate lower batch. Candidates who could secure the grade of only 'F' or 'Ab' in a course in the 3<sup>rd</sup> or 4<sup>th</sup> semester examinations will be given two additional chances for course-wise reappearance even after the completion of the programme; but it has to be done within a period of two years after the completion. In such cases a candidate has to apply for the same as a supplementary exam and pay the required fee.

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

### **Registration and Attendance Norms**

Every candidate should register for all subjects of the end semester examinations of each semester. A candidate who does not register will not be permitted to attend the end semester examinations.

No student shall be allowed to appear for the University examinations (written and viva-voce), if he/she has not secured 75 % attendance for each course. In this regard, it is required to note that prior application and subsequent sanction of leave will not be considered as presence. Under any circumstances, the Principal shall recommend to university VC who is the final authority to decide upon the requests made by the candidate to condone the absence due to genuine reasons like medical case. In such cases, the candidate has to undergo special / remedial sessions and complete all academic requirements in order to become eligible for appearing in University exams.

### **14.9. Master of Arts In Human Resource Management (MA HRM)**

In today's highly competitive business environment, the roles and responsibilities of human resource professionals have become increasingly critical to corporate success. Human Resource Management (HRM) professionals must understand human resource issues and management trends in a competitive global economy as well as a broad spectrum of state and federal employment legislation.

The Master of Arts in Human Resource Management (MAHRM) programme is specifically customized to equip students with the tools necessary to effectively meet the challenges of an ever-changing business climate. The 2-year full time MAHRM programme of Mahatma Gandhi University is offered under semester system.



## **Eligibility**

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

## **Admission**

The admissions to the MAHRM full time programme shall be strictly on the basis of merit list prepared and published by the institution for management seats. All affiliated colleges are bound to follow the guidelines and time schedule provided by Mahatma Gandhi University. The Reservation Rules are applicable as per the Government norms. 50% of the approved seats will be filled by university allotment. The rank list for Management admission shall be prepared on the basis of qualifying examination, Group Discussion and Personal Interview. The weightage shall be 70% for qualifying examination, 15% for Group Discussion and 15% for Personal Interview. The Reservation Rules are applicable as per the Government norms.

## **Course Duration**

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

## **Programme Scheme**

The MAHRM Programme of Mahatma Gandhi University enables the candidates to acquire conceptual, technical and human skills to meet the requirements of industry, business and society. It prepares the candidates with knowledge, skills, and strategic perspectives essential for business leadership. The MA HRM Programme consists of 29 subject courses, 1 internship, 1 project work and 1 viva voce.

All theory courses carry 100 marks each, out of which 40 marks for continual evaluation and 60 marks for comprehensive evaluation by University. The total marks for the MA HRM Programme is 3200, 800 marks for each semester. All semesters are of 20 weeks' duration out of which a minimum of 40 instructional hours during a semester shall be completed for each course.

## **Core Courses**

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

## **Elective Courses**

The students are required to select 4 elective courses.

## **Internship**

Second Semester A student has to spend 4 weeks in a reputed business organization for Internship. A faculty guide shall be appointed by the respective department to guide students. The intern will learn how to apply skills she or he may have acquired from the course, in a professional setting.

A report shall be submitted to the University. The marks shall be awarded based on presentations by students followed by viva-voce. 40% of the mark shall be given based on presentations and viva-voce and 60% based on evaluation of report.

## **Project Work**

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

## **Viva Voce**

A comprehensive Viva Voce shall be conducted by a board of examiners, consisting of at least one external examiner, duly appointed by the university.

## **Student Evaluation**

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

## **Continuous Evaluation**

Internal assessment, based on continuous evaluation shall be conducted throughout the semester. It shall be based on internal examinations and various types of assignments as decided by the Faculty Member who is handling the course. Assignments include homework, problem solving, group discussions, quiz, term projects, spot tests, role play, software exercises etc.

Details of assignments in every semester shall be submitted by the Faculty Members in an assignment book to the Principal / Head of the Department. This is to facilitate uniformity in the internal evaluation process. The distribution of continuous evaluation shall be as follows:

## **Components of Continuous Evaluation**

Sl No	Components of continuous evaluation	Marks	Percentage
1	Test papers (subject to a minimum of two tests for each course)	24	60%
2	Assignments (Minimum of two)	8	20%
3	Seminar & projects	8	20%

The internal assessment marks shall be awarded by the concerned faculty member in charge of the course based on the guidelines mentioned in table given above. A systematic

record for the award of internal marks shall be maintained in the department duly signed by the concerned faculty members and counter signed by the Head of the Department. It shall be placed in the notice board before the commencement of University Examinations.

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

### **Comprehensive Evaluation**

- The comprehensive evaluation will be done by the University through end-semester examinations which is of 3-hour duration for all subject courses.
- In order to pass a course, a student has to acquire a minimum of 40% marks in University examination and an aggregate of 50% marks (marks obtained for internal assessment and university examination put together)
- Candidates who have secured not less than 60% marks in the aggregate of total marks for all papers in four semesters (both continual and comprehensive evaluation together) in the examination shall be declared to have passed the MA HRM Degree Examination in First Class.
- Candidates who obtain not less than 75% of the total marks shall be declared to have passed the MAHRM Degree Examination with Distinction.
- Candidates shall be allowed to improve the result of any course /subject along with the examinations of their immediate junior batch.

### **Semester Promotion**

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

### **Maximum Duration of Course**

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

### **Registration & Attendance Norms**

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

## **15. STUDENTS GUIDELINES**

### **15.1. Attendance and Leave**

The college has a five-day week with classes from Monday to Friday. Classes in the morning session start at 9.30 am and end at 4.30 pm. Attendance will be marked at the beginning of each period. Absence from the class for any one period in a session will result in loss of attendance for the whole session. 75% attendance is compulsory for the students to register for the university semester examinations, as per university regulations. Students having attendance below 75% but above 65%, will have to obtain condonation from the university through recommendation from the principal. Condonation will be granted only on medical grounds. Students in an ongoing class will not be allowed to leave the class without a note from the Principal. For internal assessment, attendance of each course will be considered as per university regulations.

1. Every day in the morning after 11.00 am and in the afternoon, after 2.00 pm SMS will be sent to the mobile phone of the parents / guardians, if their wards are absent. Parents are requested to report the leave or absence of the students to the class animator in advance. If the students happen to take leave for three or more days, leave will have to be sanctioned by the principal. The students have to apply for leave in the form available in the college store. Students are supposed to apply for leave in advance and only in unavoidable circumstances students may apply for leave on the first day they come to the college after leave. In any case, parents have to inform the class animator in advance.
2. If any student is absent for five consecutive days, he/she will have to produce a medical certificate and a letter from the parent.
3. Leave or absence from internal examinations and retest will be granted only on medical grounds by the principal.
4. Any student, absent from the class consecutively for a period of 21 days without proper intimation will be removed from the roll. He/She has to take readmission to continue his/her studies in the college.
5. Students coming late to the college have to take late slips from the computer systems kept in the ground floors of St. Vincent Block, St. Mother Theresa Block and Fr. Kattarath Block. At 11.00 am, parents of the students who come late will receive SMS alerting the minutes by which they are late in the college. Parents are advised to take necessary measures to send their wards in time.
6. Students should not spend time with any faculty member when classes by another faculty member are going on, without the prior consent of the faculty member who is engaging the class. Students have to apply for permission to participate in any of the events happening in the college during class time in the form available in the college store.
7. Planned mass absence from the class as a whole or by a group will result in serious repercussions. Those who lead or participate in such activity will invite disciplinary action.

## **15.2. CLASS FACILITATIONS & TIMING**

- Students are expected to maintain strict discipline so as to create an academic environment in the campus.
- General information to the students will be posted on the general notice boards in DiST Main Building, DiST Annex I & DiST Annex II. Specific information for each department will be posted on the department notice boards. It is the duty of the students to go through the notices posted on both general notice boards and department notice boards from time to time.
- All administrative, departmental and activity bulletin boards are for official use only. To tamper with them will be seen as serious offence.
- Students should pay fees for each semester as per the schedule published in the notice boards. SMS message will be sent to the mobiles of the parents reminding the due date for the fee payment. As the central government encourages digital payments all students are advised to make fee payments through online transfer.
- Under no pretexts the students are allowed to come late for the class. In the morning after the second bell after which the college prayer takes place. Students should stand up for the prayer and should not move around till the prayer is over.
- During class hours, students will be called outside the class only with a signed call slip from the principal. If no such slip is produced students will not be allowed to go out of the class.
- No student shall enter the classes other than his/her own without the written permission from the principal or staff before, during or after the class hours.
- No student is expected to remain in the campus after 5.30 pm without the prior sanction from the principal.
- Students are supposed to treat the college property with care. They have to keep the buildings and campus of the college neat and clean. Any damage done to the property of the college by the students will have to be compensated either by repair or by replacement. Besides, if the situation warrants, the offenders will be subjected to other disciplinary actions.
- Students should not move around in the corridors when the classes are in progress.
- No student is allowed to enter the cabins of the faculty members when they are not present in the cabins (without written permission from the respective faculty members).
- During the break (not more than 5 minutes) between periods, students are not allowed to go to the canteen or outside the floor of their class room.
- Birthday celebrations or any personal celebrations should not be conducted during the class hours in the class rooms.
- Students should refrain from using vulgar language in and outside the campus.
- Students are not allowed to use electronic gadgets like mobile phones, stereos etc. during the class hours without the explicit permission from the lecturer in charge.
- Students should return to the classes after the break time without delaying to resume period. They should not waste time in the canteen or anywhere else once the bell is gone after any break.
- All students should read and understand the rules and regulations of the library.

- Non-resident students should keep off the hostel and hostel rooms. Similarly, boys should not enter the retiring rooms of the girls. The canteen facility is meant only for the DiST community.
- Students should not congregate at the entrance of the college gate. They should avoid sitting on the staircases, portico and on the windows in the corridors.
- If a student continuously misbehaves in the class, the lecturer may send him/her out and the re-entry into the class should be with the written permission of the principal.
- All students are issued identity cards at the time of their admission to the college. In the campus, students should always wear their identity cards. These cards should be produced for all transactions in the college. Action will be taken against habitual defaulters. If the identity card is lost, they should approach the office for duplicate which will be issued after payment of prescribed fees.
- Movement of vehicles in the campus should be at specified speed. Two wheelers and four wheelers should be parked in the specified areas. For bringing two wheelers and four wheelers to the campus, the vehicle should be registered in the college office. Students have to avoid vehicle movements during the working hours in the college.
- All political activities and political organizations are strictly prohibited in the college. The college management does not recognize any students' political organizations. Their requests / demands shall not be entertained. However, those organizations and activities which are complimentary to academic activities may be permitted by the principal.
- Use of Mobile phones is prohibited inside the campus. Mobile phones should be switched off before entering the campus and should be deposited with the class animator before entering the class room. Cell phones with camera are banned by the state government. The mobile squad in the campus consisting of faculty members will conduct surprise inspection in the class rooms and mobile phones found with the students will be confiscated which will be returned only if the parents of the owners come and meet the principal. If repeated, the phones will be confiscated and will be given back only at the time when the student leaves the college.
- Use of internet provided in the college for purposes other than academic will be viewed seriously and strict actions will be taken.
- Students are warned against involvement in any act of cyber-crime. Violation will result in suspension/expulsion from the college. Any such activity, if noticed, will be intimated to the police.
- The college will not allow the disruption of the academic atmosphere of the college. Any activity that hampers the academic ambience of the college will be dealt with seriously. Such misconduct will attract serious punishments including expulsion from the college.
- Destruction of college properties will attract civil and criminal proceedings against the delinquents.
- Instigation of other students to engage in activities such as strikes, demonstration, agitation, slogan shouting, gherao, etc. will not be permitted under any circumstances.
- College union election will be conducted as per the instructions of the University. The mode of election followed in the college is parliamentary system. No external or political interference will be permitted in the election proceedings.

- Ragging and harassment in all forms are criminal offences and they warrant criminal proceedings apart from disciplinary actions.
- Smoking, chewing/use of tobacco products, pan, drugs and such other narcotic items, consumption of liquor and all other items that are either illicit, banned or injurious to health are strictly banned inside the campus. Students should not enter the campus after consuming liquor or any other intoxicants. This is applicable to students, teachers and other staff members of the college.
- Students are not allowed to organize or attend any meetings other than those organized by the college. They should not invite anybody to address the students or staff without the permission from the principal.
- Students have to wear the uniforms prescribed by the college on all occasions except when special sanction is given to wear colour dress. On Wednesdays, the PG students should wear their special uniform.
- To leave the campus during class hours, students should obtain permission from the head of the department showing the reason for the same at the entrance gate and the time of return.
- Outsiders including former students are not allowed to enter the campus without any genuine reasons. In any case they are not allowed to enter the class rooms or the rooms of the students in the hostel. Outsiders, before entering the college campus should register their name, address, mobile number and purpose of visit in the register kept in the security cabin.
- Students who want to attend the intercollegiate events should get the permission from the head of the department in advance.
- Crackers or fireworks of any magnitude should not be brought or exploded in the campus without prior sanction from the Principal.
- Students are prohibited from interaction with the media persons on behalf of the college or inviting the media persons to the campus without the permission of the principal. Students are supposed not to share any photos or videos of the college without permission from the authorities.
- Students are also warned against publishing anything derogatory about any individuals or that which is likely to affect the good will of the Institute.
- DiST promotes an environment friendly and plastic free campus. Littering the campus with plastic or any other materials is not expected from DiST students. Students are advised to deposit the plastic and paper wastes in the separate litter bins installed for the purpose.
- Students are advised not to waste electricity or water and hence, they should switch off any light or taps once their use is over.
- It is the responsibility of the students to upkeep the class rooms, furniture, audio visual equipment, electrical fittings, and verandas of the college.
- Elevators are made available in the main block and DiST Annex 1. In the main block, elevator is exclusively for the staff members and physically challenged students. In DiST annex 1, only students in the third, fourth and fifth floors are supposed to use it. Use the elevators judiciously as not to waste electricity.

- Students should maintain healthy relationships among themselves so as not to affect their academic pursuit. Students should be careful not to breach the physical proximity in their relationships.
- For involving in the following serious offences, students may be suspended, dismissed or expelled from the college at any time during the year.
  - a) Stealing
  - b) Any form of public immorality in the campus or during any college function.
  - c) Any form of cheating or dishonesty.
  - d) Possessing or bringing pornographic material into campus.
  - e) Bringing alcoholic or any intoxicating beverages to the campus or coming into the campus and misbehaving under the influence of alcohol or prohibited drugs.
  - f) Bringing in or carrying fire arms or any lethal weapons within the campus.
  - g) Physical assault on others.
  - h) Possession or use or trafficking of drugs in the campus.
  - i) Vandalism in campus or on college property though material loss will be fully recovered.
  - j) Engaging in gambling inside the campus.
  - k) Tampering with and/or falsification of documents.
  - l) Preventing or threatening students, college staff or authorities from discharging their duties, attending the classes or from entering the college premises.
  - m) Frequent and contemptuous disregard of the disciplinary code of the college.
  - n) Any other grounds considered to be against the discipline of the college.
  - o) Disorderly behaviour in class.
  - p) Above all the students are cautioned to follow the law of the land inside and outside the campus.

### **16. WARNING AGAINST RAGGING**

- Ragging is strictly prohibited in the campus. Ragging means doing of any act, by disorderly conduct, to any student of the institution which causes or likely to cause physical or psychological harassment or raising apprehension or fear or shame or embarrassment to that student and includes the following:
  1. Teasing, abusing or playing jokes on or hurting a student
  2. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do.
- If any incident of ragging comes to the notice of the authority, the concerned student will be given liberty to explain and if his explanation is not found satisfactory, the student will be expelled from the institution.
- Any written complaint obtained regarding ragging will also be forwarded to the police authorities. College will not be responsible for the criminal proceedings initiated in this regard.
- A distress helpline number and the numbers of the members of the anti-ragging committee in the college are given in the website. Students can call any of these numbers if they come across any incident of ragging in the campus.



## **17. WARNING AGAINST SEXUAL HARASSMENT**

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

## **18. GRIEVANCE REDRESSAL MECHANISM**

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

### **Level 1: Department Level:**

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

### **Level 2: College level:**

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

### **Level 3: University Level:**

- A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener Syndicate Standing Committee on Students Discipline and Welfare, Chairman, Board of Examinations as members and the Controller of Examination as member-secretary.
- All legal and reasonable non-academic grievances of the students will be addressed by the college authorities. In the event of such grievance the student can approach the College Grievance Redressal Committee in the college or the principal or lodge the complaint through the online grievance Redressal system. The Principal will constitute an Enquiry Committee to look into the matter.
- The Committee will enquire into the complaint and make sure that natural justice is ensured. All students should comply with the directions of the committee for ensuring proper enquiry.
- College authorities may implement rules and regulations for and often redefined for the betterment of institution and student's compliance with rules and regulations and guidelines of the university and law of the land and the students are therefore adhere to them.

## **19. LIBRARY RULES**

- Being a place of serious study, library supplements the academic, intellectual, informational, spiritual and recreational requirements of the academia. The library provides access to both books, journals and magazines kept in physical form and as e resources. The students can avail E-resources using ProQuest, Delnet etc. The college library is fully automated and has a collection of more than 20000 books and subscribes to 30 journals and 40 other periodicals. It is also equipped with automated entry and exit

points at the entrance. Drillbit, a plagiarism checking software is available in library. DSpace and NDLI can be accessed in the library.

- Previous years' question papers are available in the intranet and in the college website.
- The library will be kept open from 9.00 am to 5.00 pm on all working days and from am to 4.00 pm on Saturdays. Students will not be allowed to enter the library without identity cards. Explicit written permission from the principal is necessary for the outsiders to use the library.
- Students should not take their bags, mobile phones and cameras inside the library.
- Students are requested to keep special care to keep the library and the premises neat and clean.
- Library is the place to read and study. Hence, students should make sure that they are silent, do not disturb other users in the library.
- Students are not supposed to take the books back to the stacks. They should keep it on the table itself.
- The timing for issue, and return of books is scheduled by the librarian for different classes. Usually, the students can use the reference section and the periodicals section from 9.00 am to 5.00 pm.
- Library books will be issued against the identity cards issued to the students in the beginning of every academic year. A UG student can hold a maximum of two books at a time and PG students three books including both subject books and general books. For return of books, the time period is one week for UG students and two weeks for PG students. However, the librarian can recall the books without previous notice.
- If the book is not returned on or before the due date, the student will be charged Re.1/day per book (holiday inclusive). If the due date for return of book falls on a holiday, the book must be returned on the next working day.
- It is the duty of the borrower to make sure that there are no defects for the book at the time of borrowing. If there are any, he/she has to point it out to the librarian at the time of borrowing itself. Otherwise, it will be deemed that the book was intact when it was issued. The borrower will be responsible for any damage to the book while in his/her custody. Students are not supposed to sub lend the books of the college library.
- The borrowers should take maximum care of the books issued to them. Dog-earing of the pages of a book, marking or writing therein with ink or pencil tearing out its pages and spoiling of binding of the books will be punished. For such offences, the offenders will be asked to replace the book or pay the price of the latest edition of the book, including postage.
- For loss of books, the following procedures will be followed.
  - i. If new edition or copies of the lost book are available with the book suppliers, the book has to be replaced by the new one.
  - ii. If the lost book is not available for replacement, the value of the book will be realized at the following rates:
  - iii. Ten times the face value of the book which are published prior to 1-1-1946
  - iv. Six times the face value of the books which are published between 1-1-1946 and 1-1-1970.
  - v. Thrice the face value of the book which are published after 1-1-1970.

- vi. If the price of the book cannot be ascertained from the library stock register, compensation will be fixed on the basis of the market price of similar publication at the time of fixation.
- Current Periodicals, journals, Reference books, rare and out of print books will not be issued to be taken out of the library.
  - Final year students should return their library books and tickets to the library before collecting their TC. They have to obtain a no due certificate from the Library.
  - A member of the teaching staff can borrow up to ten books at a time including both the general books and subject books.
  - Drillbit software available for plagiarism checking for students as well as faculty
  - A member of the non-teaching staff can borrow two books at a time from the library. All books borrowed from the library by members of the teaching staff and non-teaching staff should be returned within 30 days.
  - Internet browsing and searching facility are available in the library. Internet facility is provided only for educational purposes and not for social networking.

## **20. CODE OF CONDUCT FOR EXAMINATIONS**

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

## **21. STUDY TOURS, FIELD VISITS AND INDUSTRY VISITS**

- Students will be allowed to go for one study tour during the period of their programme, usually, in the final year. The study programme is to be organized by the students themselves with approval from the class animator, Head of the Department and the final approval from the Principal. For getting the approval, students have to present the places they want to visit together with the itinerary. The study tours may last for a maximum of three days. Two faculties, one male and a female, should accompany the students and the students should get the consent of these faculty members before proceeding with the tour plan.
- All costs should be borne by the students themselves, including that of the faculty members accompanying them. As a rule, at least 90 percent of the students should be there for the study tour and all participating students should produce consent letter from their parents/guardians. During the study tour the behaviour of the students should be befitting the students of DiST. Students are not allowed to organize tour programmes without the consent from the college and without being accompanied by faculty members.
- At least one field trip or industry visit may be organized during a semester. These trips should be organised in such a way as to return on the same day. Students may make use of the contacts and expertise of the faculty in organizing these trips. The cost must be borne by the students themselves.

## **22. USE OF LABS AND STUDIOS**

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

## **23. HOSTELS AND MESS**

There are separate Hostels for both Gents and Ladies. The Gents Hostel is located within the DiST Campus at Angamaly South whereas the Ladies Hostel is located at Karakkattukunnu, Mekkad. The purpose of the hostel is to provide opportunities conducive to the integral development of the students. The administrative responsibility of the college is incumbent on the executive committee comprising College Manager, Principal, Vice Principal(s), Finance Officer and Director of the hostel. The Hostel Director / Warden exercises direct control over the inmates.

### **Admission**

1. Submit the hostel application in the prescribed form with an admission fee to College office after getting permission from the Principal.

2. The authorities reserve the right to suspend or dismiss the candidate who breaches the rules & regulations. Hostel admission is purely a subjective discretion of the management and not the right of the student.
3. By the fact dismissal of a student is from the college will invite automatic dismissal from the hostel.

### **Silence & Study**

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

### **Visiting & Outing**

12. Guests / visitors are received only in the visitor's launch and not to be taken to the hostel rooms.
13. Visitors are allowed only outside of the class hours and up to 6.00p.m.
14. Day-scholars of the college are forbidden from entering the hostel premises.
15. Entry in the 'Sign in & out' register is mandatory while going out of the campus for any purpose and coming back.
16. Any change in 'return date' (to come early / late) should be informed to Hostel Director via WhatsApp message with date and time of the arrival.
17. Hostellers should enter the hostel premise by 6.45p.m.
18. Hostellers may go to their own homes for the weekend / holidays by making entry in the sign-out register. If a student reaches before 9 pm or leaves after 7 am even without food, a day's attendance will be marked.
19. To go home or go out during the working days or after 6:45p.m., requires submission of written request to the Director. Violation of this will be a serious offence.
20. Hostellers will not be permitted to stay over at friends'/relatives' houses without the submission of a written consent from the parents. Failure to get permission in this regard will be considered as a serious offence.

21. 'Sign in' the register between 6:45p.m.-8:30p.m. for the attendance. Violation of this will be a serious offence.
22. Use the manual register, if computer is not functioning.

### **Fees**

23. Hostel Fee includes Establishment Fee and Mess Fee. The payment of the hostel fee is on semiannual installments.

### **Prayer**

24. There is a fixed prayer time for all the residents and they should take care to improve their spiritual and moral life.
25. All Christians, especially catholic students should participate in the Holy Mass offered in the hostel.

### **Mess & Refectory**

26. Students are not permitted to enter the kitchen and servant's quarters. If they do so, it can lead to immediate dismissal.
27. Private cooking in the hostel / student's room is strictly forbidden.
28. Residents shall abstain from carrying cooked food into the hostel rooms. Only those who are sick may be served in the room with the prior permission of the Director.
29. If anyone is bringing food from outside, it should be within the mess timing. It should be eaten only in the mess hall and waste should be placed in the waste bin kept outside.
30. Students have to produce the college ID card for the mess coupon.
31. Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only. No special food is served to anybody other than the common menu, usually veg menu is served in the noon.

### **General Discipline**

32. Hostel rooms should be kept clean and hygienic.
33. Hostellers shall appear well groomed & decently dressed. Wearing Shorts or bermuda in the common place is not allowed other than the residential area.
34. A hosteller whose conduct is harmful to the moral tone of the hostel or incompatible with its discipline is liable to be dismissed at any time even during the term.
35. Ragging in any form is banned inside and outside the hostel premises and violations will lead to immediate dismissal.
36. Consumption / possession of alcohol, smoking, use / possession of tobacco, narcotic drugs, possession of obscene pictures / posters / pornographic materials / lethal weapons / inflammable materials and the related products are strictly banned in the Hostel premises. Violation of this will be treated as a serious offence resulting in immediate dismissal from the hostel.
37. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated as a serious offence and such inmates shall be dismissed from the hostel without prior warning.
38. Gambling in any form such as playing cards (even without money at stake) is prohibited in the hostel.

39. Mobile phone usage is strictly restricted during the silent / study hours in the hostel.
40. Video / mobile / computer games, playing musical instruments and using sound system with speakers are not allowed in the hostel premises.
41. Listening to music / watching movies using mobile phones / electronic devices is prohibited during silence / study hours.
42. Watching TV / playing indoor games during study time or silent hours is prohibited in the hostel.
43. Celebration of birthdays and festivals in the hostel premises is prohibited.
44. Use of personal two wheelers is restricted. Hostellers are not allowed to use others' two-wheeler/ vehicle without written permission from the parents communicated the Director. Management is not responsible any vehicle accidents during the stay here.
45. Management has the right to check student's rooms and luggage at any time.
46. Lights and fans must be turned off before leaving the rooms.
47. The use of electrical appliances, such as immersion heaters / electric stove / heaters / electric iron is forbidden in the hostel rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
48. Without the permission of the College Principal and Hostel Director, students in the hostel shall not join any activities which disturb their studies or discipline.
49. Silence should be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.
50. The authorities reserve the right to change the allotted rooms without giving any reasons for it.
51. Keep the doors and windows closed before leaving the rooms. Negligence may lead to damage and it will be repaired at the expense of the inmates of the room.
52. Any damage done to the hostel properties shall be repaired by the defaulter. If the defaulter is not known, a common fine will be imposed on all. The Director of the Hostel will have the right to decide the amount.
53. The students shall not put-up any sort of notices or convene meetings within the hostel or its premises without the prior permission of the Director.
54. Do not stick posters, pictures or notices on the walls. Scribbling on furniture, walls etc. should be avoided. The bathrooms, lavatories and closets should be kept clean.
55. College gate will be closed at 9:00p.m. and the ladies hostel gate at 6:45p.m.
56. Students, without the prior permission of the Director are not permitted to take any common cutleries or utensils such as plates, spoons, glass, furniture, instruments, etc. to the rooms.
57. Hostellers are strictly urged to adhere with the timetable of the hostel and instructions given by the Director.
58. Disobeying the Hostel Director / his designate, and violating the hostel rules will be considered as serious offences.
59. Students violating any of the hostel rules will be issued a warning. At the third warning the students will be asked to vacate the hostel. No appeal will be entertained in this matter. For serious offences, Director with the consent of the Principal can directly dismiss the students in the hostel without any warning.

60. Everyone shall respect the person and property of one's neighbour and shall endeavor to acquire a high sense of discipline and integrity and to be always a model of good conduct. Each student shall deem it his duty to do his best towards the maintenance of order, peace and harmony in the hostel. Your stay in the hostel will then be an enriching experience.
61. The hostel authority reserves the right to amend / revise the rules and regulations at any time if found necessary.
62. Everyone is also expected to keep up the goodwill of the De Paul Institute while they are in and out of the campus.
63. Besides the aforesaid rules, every inmate of the hostel is expected to observe all other instructions given by Management / College / Departments from time to time.

### COLLEGE CALENDAR

DATE	DAY	ACADEMIC ACTIVITIES	GENERAL ACTIVITIES
01-Jun-23	Thursday		
02-Jun-23	Friday		
03-Jun-23	Saturday		
04-Jun-23	Sunday		
05-Jun-23	Monday	IMCA19 SEM 8 Commencement of classes, MBA22 - S2 classes resumes after Internship-MBA 22; MA(HRM)22 - S2 classes resumes after Internship; BBA22 - S3 Begins; BBA21 - S5 Begins, BSW22 A & B batch 3rd sem begins, bsw 21, 5th sem. begins, 3rd Sem B Com, 2022 batch & 5th Sem B Com, 2021 batch classes begins, SEM V AND SEM III begins, 5th sem class begins for BA MM 21, 3rd Sem Classes begins BA MM 22, BCA21 (Sem 5), BCA22 (Sem 3) Class Begins, Mini Project Starting Date, BA 21 Batch 5th Sem Classes Begin	DNC: WORLD ENVIRONMENT DAY- Talk on environmental protection
06-Jun-23	Tuesday		Department Meeting
07-Jun-23	Wednesday	MCA22 First internal Answer sheets returned to the students after valuation, PTA Meeting BSW 2021-24 IV Sem	DCC: WORLD ENVIRONMENT DAY - RIDE MORE DRIVE LESS



08-Jun-23	Thursday	IMCA 22 sem 2 assignment II submission , BSW A & B 2nd internal exam begins, Mini Project Synopsis Submission	Literary Club - Technical Writing Workshop (tentative); Quiz Club - Cognitio (June)
09-Jun-23	Friday	Industry Interaction; MA(HRM)22 - Sem2 Class Committee Meeting, Second class committee MSW 21 4th sem,, Add-on course begins for B Com CA 22, Literary Quiz	Radio DiST
10-Jun-23	Saturday		
11-Jun-23	Sunday		
12-Jun-23	Monday	MCA22 Issue of Progress report of the 1st Internal Examination, MBA22 - Sem2 Class Committee Meeting, BSW 2021-24 Vth Sem Begins , 2 nd internals MSW 21, 4th sem, BA 22 Batch 3rd Sem Classes Begin	Drama Club - Two Day Acting Workshop
13-Jun-23	Tuesday	Literaria FDP	Drama Club - Two Day Acting Workshop
14-Jun-23	Wednesday	Wold Bood Donation Day (Ashwin), Placement Training workshop, Placement Training workshop for BA MM 21, Add on Courses for the Final Year Students	INNOVISION-Visit to orphanage, Video Initiative
15-Jun-23	Thursday	IMCA18 Project Demo and Final Review, BCA21 - Alumni Interaction	Fine Arts club - Digital painting workshop
16-Jun-23	Friday	BSW22 A & B Batch 2nd internal ends, Patheyam	Radio DiST
17-Jun-23	Saturday		Reading Competition
18-Jun-23	Sunday		
19-Jun-23	Monday	Commencement of 1ST Internal examination -IMCA21 sem4,IMCA20 SEM6 Starting of classes, IMCA19 SEM 8Last date for submission of Ist Assignment,, MBA 22 & MA HRM 22- S2- Internal 2 begins; , 3rd Sem M Com, 2022 batch classes begins, Guidelines of Project to M Com 22	

20-Jun-23	Tuesday	MCA22 Last date for the submission of Lab record, MC - Digital Ad Contest, Class Committee BSW 2021-24 Vth Sem , Advertising workshop, Advertising workshop	Snehaswaram Club- Benefiaries Calling Program(June) Marketing Club- Digital Ad Contest
21-Jun-23	Wednesday	Class Committee MSW 22	YOGA DAY CELEBRATION-DiST Yoga Club, Music Day celebrations- DiST Music Club
22-Jun-23	Thursday		
23-Jun-23	Friday	MCA22 Seminar completion date, Job Fair Udhyog2k23	Beat Buzz DiST Music Club, Radio DiST
24-Jun-23	Saturday		Novoice23-HR Job Fair
25-Jun-23	Sunday		
26-Jun-23	Monday	MCA22 Last date for returning of corrected record, Students' Talk Series, BSW22 A & B Batch class committee, MSW 3rd sem . begins, 3rd Sem Classes begins, 3rd Sem Classes begins	Bike and Cycle Rally and Seminar (Antinarcotic cell) Rotaract Club - Blood Donation Camp
27-Jun-23	Tuesday	MA(HRM)22 - Expected Sem2 University Exams, Project guidelines to B Com CA & FT 21 batches	
28-Jun-23	Wednesday	Bakrid	Bakrid
29-Jun-23	Thursday		
30-Jun-23	Friday	MCA22 Last date for the publication of marks of seminars, BBA22 - Industry Visit, 1st Class Committee BA 21 Sem 5	Dance club- monthly program Launch short dance video, Radio DiST
01-Jul-23	Saturday		
02-Jul-23	Sunday		
03-Jul-23	Monday	St. Thomas Day	St. Thomas Day

04-Jul-23	Tuesday	MBA23 - DE BUDS; MBA22 - Sem2 Internal 2 begins; MA(HRM)23 - DE BUDS; BBA23 - DE BUDS; BBA22 - INDUSTRY VISIT, DE BUDS FOR BA MM 23, 1st Class Committee BA 22 Sem 3	Department Meeting & Monthly Habit
05-Jul-23	Wednesday	MBA23 - IGNITE; MA(HRM)23 - IGNITE; BBA23 - IGNITE, ORIENTATION FOR BA MM 23 , BCA21 - Aptitude Training Starts, Mini Project - UML & Table Design Submission	
06-Jul-23	Thursday	MBA23 - IGNITE; MA(HRM)23 - IGNITE; BBA23 - IGNITE, Workshop - Miniature Animation Study	Drama Club - Script writing Workshop
07-Jul-23	Friday	PTA Meeting IMCA21 sem4, IMCA19 SEM 8 Last date for submission of 2nd Assignment, MBA23 - IGNITE; MA(HRM)23 - IGNITE; BBA23 - IGNITE, PTA MEETING BSW22 A & B batch 2nd sem, BCA21 (Sem 5), BCA 22 (Sem 3)	Drama Club - Script writing Workshop, Radio DiST
08-Jul-23	Saturday		
09-Jul-23	Sunday		

10-Jul-23	Monday	<p>IMCA 22 sem 2 nd internal examination, MCA22</p> <p>Commencement of 2nd internal examination, MBA23 - MATRIX; MA(HRM)22 - SEM 3 classes begins; BBA23 - MATRIX; BBA22 - Internal 1, BSW 21 Vth Sem First Internal, BSW 22 3rd Sem First Internal, 1st Internal Examination - 5th Sem B Com, 2021 batch and 3rd Sem B Com, 2022 batch begins, De Buds - B Com 23 Batch class begins, SEM V &amp; SEM III first internal examination, BRIDGE COURSE FOR BA MM 23, BCA21 (Sem 5), BCA22 - Sem 3 -</p> <p>Commencement of 1st Internal Examination, 1st Internal BA 22 Sem 3 &amp; BA 21 Sem 5</p>	U.G.3rd(2022 Batch) and 5th sem(2021Batch) First Internal begins
11-Jul-23	Tuesday	<p>MBA23 - MATRIX; BBA23 - MATRIX; BBA22 - Internal 1, World Population Day (Jeby), SEM V &amp; SEM III first internal examination, Literaria FDP</p>	Quiz Club- Cognition (July), INNOVISON-EXPERT INTERACTION
12-Jul-23	Wednesday	<p>MBA23 - MATRIX; BBA23 - MATRIX; BBA22 - Internal 1, SEM V &amp; SEM III first internal examination</p>	Video Initiative
13-Jul-23	Thursday	<p>MBA23 - MATRIX; BBA23 - MATRIX; BBA22 - Internal 1, M Com 23 batch class begins, SEM V &amp; SEM III first internal examination</p>	
14-Jul-23	Friday	<p>Industry Interaction; MBA23 - MATRIX; MA(HRM)22 - Industrial Visit 2; BBA23 - MATRIX; BBA22 - Internal 1, SEM V &amp; SEM III first internal examination</p>	<p>Debate &amp; Public Speaking Club / Debate - Departmental Debate Competition; Journalism Club (Swa.Le) - Workshop on Voice Modulation for Broadcast Media, Radio DiST</p>
15-Jul-23	Saturday		
16-Jul-23	Sunday		
17-Jul-23	Monday	Karkidaka Vavu	Karkidaka Vavu

18-Jul-23	Tuesday	IMCA'20 SEM 6 Commencement of 1st internal, MBA23 - MATRIX, 5th sem 1st Internal Exam, BCA21 (Sem 5), BCA22 - Sem 3 - Commencement of 1st Internal Lab Examination, Poetry Writing Competition	Snehaswaram Club-Beneficiaries Calling Program(July)
19-Jul-23	Wednesday	MBA23 - MATRIX; MBA22 - SEM 3 classes begins, 5th sem 1st Internal Exam, BCA21 (Sem 5), BCA22 - SEM 3 - Date for First Student Feedback & first Class Committee, Patheyam	
20-Jul-23	Thursday	IMCA 22 sem 2 lab record submission, MBA23 - MATRIX; Entrepreneurship Summit, 5th sem 1st Internal Exam	
21-Jul-23	Friday	MBA23 - MATRIX; MBA22 - Industrial Visit 2; MA(HRM)23 - Class committee meeting- sem 1; MA(HRM)22 - Class committee meeting- sem3; BBA22 - PTA MEETING, 5th sem 1st Internal Exam	Each One Teach One-Outreach Programme & Radio DiST
22-Jul-23	Saturday		
23-Jul-23	Sunday		
24-Jul-23	Monday	IMCA20 SEM 6 Submission of 1st assign., IMCA19 SEM 8 Commencement of IST Internal examination , MBA23 - MATRIX, 5th sem 1st Internal Exam	
25-Jul-23	Tuesday	MCA22 second internal Answer sheets returned to the students after valuation, MBA23 - MATRIX; MBA22 - OBT	
26-Jul-23	Wednesday	MBA23 - MATRIX; MBA22 - OBT, Electronic journalism workshop for BA mm 21	YES - Youth Empowerment Series
27-Jul-23	Thursday	MCA22 Issue of Progress report of the 2nd Internal Examination, MBA23 - MATRIX; MBA22 - OBT; MA(HRM)22 - PTA Meeting, B Com CA & FT 21 batch, project topic finalisation, Workshop-Advanced Lighting and rendering, PTA Meeting BA 21& BA 22	

28-Jul-23	Friday	Muhram	Muhram
29-Jul-23	Saturday		
30-Jul-23	Sunday		
31-Jul-23	Monday	Faculty Development Programme, Talk Series; BBA22 - ONE DAY PD PROGRAMME, Project topic finalisation of M Com 22, Assignment Last Date BA.3rd Sem&5th Sem	Dance club- montly program Launch short dance video
01-Aug-23	Tuesday	3rd sem 1st Internal Exam, BCA21 (Sem 5), BCA 22 (Sem 3) - Issue of Progress Report of the 1st Internal Examination	Monthly Habit
02-Aug-23	Wednesday	Village Adoption Inauguration (curtain raiser for De Novo 2023), 3rd sem 1st Internal Exam	
03-Aug-23	Thursday	3rd sem 1st Internal Exam, Travalogue Writing Competition	
04-Aug-23	Friday	IMCA Semester 2 ends, MCA22 Semester 2 ends, MBA22 - Class committee meeting- sem 3, 3rd sem 1st Internal Exam	Radio DiST
05-Aug-23	Saturday	3rd sem 1st Internal Exam	
06-Aug-23	Sunday		
07-Aug-23	Monday	MBA22 - Revive Phase 1; MA(HRM)22 - Revive Phase 1, De Buds PG & UG , DeBuds - MAJMC 23, SEM I Begins, elements of direction workshop for BA mm 22, BCA23 Debuds, Literaria FDP	
08-Aug-23	Tuesday	MC - Eureka; MBA22 - Revive Phase 1; MA(HRM)22 - Revive Phase 1, BCA23 Orientation class begins	Marketing Club-Eureka, Department Meeting
09-Aug-23	Wednesday	Alumni Talk, MBA22 - Revive Phase 1; MA(HRM)22 - Revive Phase 1	Quiz Club- Cognitio (August)

10-Aug-23	Thursday	MBA23 - CLASS COMMITTEE MEETING; MBA22 - Sem3, Internal 1 begins; MA(HRM)23 - CLASS COMMITTEE MEETING 2; BBA23 - Class Committee Meeting; BBA22 - Class Committee Meeting, AVAS inauguration	Fine arts club - Artist's Camp
11-Aug-23	Friday	Industry Interaction, Patheyam 1st Int.Exm.BA 23 Sem 1	Women Anti Harassment Cell - Survey on women harassment , Each One Teach One- Outreach Programme & Radio DiST
12-Aug-23	Saturday		
13-Aug-23	Sunday		
14-Aug-23	Monday	MBA23 - Industrial Visit; MA(HRM)22 - Sem3, Internal 1 begins	
15-Aug-23	Tuesday	Independence Day	Independence Day
16-Aug-23	Wednesday	Commencement of Model examination-IMCA21 Sem4, MSW 22 IIIrd Sem 1st Internal , 1st Internal Examination - 3rd Sem M Com, 2022 batch begins, 3rd sem 1st Internal Exam, 3rd sem MAMM 1st Internal Exam, 3rd sem 2nd Internal Exam, BCA23 First Semester Regular Classes begins	Literary Club in association with DiST Library - Talking Titans (speech contest) P.G.3rd sem(2022 Batch) First Internal begins, Talking Titans
17-Aug-23	Thursday	IMCA'20 SEM 6 Submission of 2nd assign, 3rd sem 1st Internal Exam, 3rd sem MAMM 1st Internal Exam	Anti- Ragging Cell Activity- Street play, Students Grievance Redressal Committee- An Awareness class on workplace Etiquette ,INNOVISION- Expert interaction, Video Initiative
18-Aug-23	Friday	3rd sem 1st Internal Exam, 3rd sem MAMM 1st Internal Exam, Mini Project - Review 1	Photography Club - Expert talk , Radio DiST
19-Aug-23	Saturday		
20-Aug-23	Sunday		

21-Aug-23	Monday	MCA22 University sessional mark preparation & submission , MBA23 - Sem 1, Internal 1 begins; MBA22 - Aptitude Training; MA(HRM)23 - Sem 1, Internal 1 begins; BBA23 - Internal 1;BBA22 - Internal 1, MSW 23 De buds, 3rd sem 1st Internal Exam, 3rd sem MAMM 1st Internal Exam, 1st sem 1st Internal Exam	
22-Aug-23	Tuesday	MBA22 - Aptitude Training, 3rd sem 1st Internal Exam, 3rd sem MAMM 1st Internal Exam, 1st sem 1st Internal Exam	Snehaswaram Club-Beneficiaries Calling Program(August)
23-Aug-23	Wednesday	HR - HR Club Inauguration; MBA22 - Aptitude Training; MA(HRM)22 - HOPE- Outreach Program, 1st sem 1st Internal Exam	Rotaract club - Social awareness program HR Club Inauguration, YES - Youth Empowerment Series
24-Aug-23	Thursday	1st sem 1st Internal Exam, 2nd Class Committee BA 22 Sem 3	Dance club- montly program Launch short dance video DNC- International day of climate action.
25-Aug-23	Friday	MCA22 Publication of University sessional marks sem 2, Talk Series, Onam Celebration, 1st sem 1st Internal Exam, 2nd Class Committee BA 21 Sem 5	Beat Buzz DiST Music Club, Each One Teach One- Outreach Programme & Radio DiST
26-Aug-23	Saturday		
27-Aug-23	Sunday		
28-Aug-23	Monday	Ayyankali Jayanthi, First Onam	Ayyankali Jayanthi, First Onam
29-Aug-23	Tuesday	Thiruvonam	Thiruvonam
30-Aug-23	Wednesday	Third Onam	Third Onam
31-Aug-23	Thursday	Fourth Onam, Sree Narayana Guru Jayanthi	Fourth Onam, Sree Narayana Guru Jayanthi
01-Sep-23	Friday	BSW22 A & B batch 3rd sem class committee	
02-Sep-23	Saturday		
03-Sep-23	Sunday		



04-Sep-23	Monday	Starting of IMCA22 sem3,IMCA20 SEM 6 Commencement of 2nd internal,Starting of MCA22 sem3, Photography competition ( AVAS)	Monthly Habit
05-Sep-23	Tuesday		Department Meeting
06-Sep-23	Wednesday	Sree Krishna Jayanthi	Sree Krishna Jayanthi
07-Sep-23	Thursday	Add-on course begins for M Com 23, Mini Project Completion, Literaria FDP	
08-Sep-23	Friday	Industry Interaction; MBA22 - PTA Meeting; MA(HRM)22 - Industrial Visit 3, BCA23 Student First Feedback, BCA22- SEM 3 - Dialogue Delivery Competition	Each One Teach One-Outreach Programme & Radio DiST
09-Sep-23	Saturday		
10-Sep-23	Sunday		
11-Sep-23	Monday	IMCA19 SEM 8 Commencement of 2nd internal examination, MBA22 - MS Excel Training; MA(HRM)22 - Class committee meeting- sem3,MS Excel Training; BBA23 - Internal 1; BBA22 - Internal 2, BSW 21 Vth Sem Second Internal, BSW 22 IIIrd Sem Second Internal, BSW 23 Sem I First Internal, MSW 23 First sem Ist Internal , 1st Internal Examination - 1st Sem B Com & 1st Sem M Com 2023 batches, 2nd Internal Examination - 5th Sem B Com, 2021 batch and 3rd Sem B Com, 2022 batch begins, First sem I internal exam, SEM V & SEM III & SEM I (first internal )Second internal examination, 5th sem 2nd Internal Exam, BCA23 First Internal examination starts BCA21 (Sem 5), BCA 22 (Sem 3) - Commencement of 2nd Internal Examination, 2nd Internal BA Sem 3, Sem 5&1st Internal for MA Sem 1	Photography Club - Photography one-day workshop for beginners U.G. and P.G (2023 batch) 1st sem first internal, U.G. 3rd sem (2022 batch),U.G. 5th sem (2021 batch) second Internal begins

12-Sep-23	Tuesday	MBA22 - MS Excel Training; MA(HRM)22 - MS Excel Training; BBA23 - Internal 1; BBA22 - Internal 2, First sem I internal exam, Workshop- Photoshop Advance effects for Film production, 5th sem 2nd Internal Exam	Quiz Club- Cognito(September)
13-Sep-23	Wednesday	MBA22 - MS Excel Training; MA(HRM)23 - Industrial Visit; MA(HRM)22 - MS Excel Training; BBA23 - Internal 1; BBA22 - Internal 2, First sem I internal exam, SEM V & SEM III & SEM I (first internal )Second internal examination	YOGA AWARENESS PROGRAMMS, Video Initiative
14-Sep-23	Thursday	HR - HR Club 'Meet the HR Series 1' Program; MBA22 - MS Excel Training; MA(HRM)22 - MS Excel Training; BBA23 - Internal 1; BBA22 - Internal 2, MSW 23 , 1st sem.class comm.1, First sem I internal exam, SEM V & SEM III & SEM I (first internal )Second internal examination, Mini Project Demo	HR Club 'Meet the HR Series 1' Program, PSC Orientation Class
15-Sep-23	Friday	MBA22 - MS Excel Training; MA(HRM)22 - MS Excel Training; BBA23 - Internal 1; BBA22 - Internal 2, Synopsis & Questionnaire submission of M Com project, First sem I internal exam, SEM V & SEM III & SEM I (first internal )Second internal examination	Debate & Public Speaking Club / Public Speaker Competition, Radio DiST
16-Sep-23	Saturday		
17-Sep-23	Sunday		
18-Sep-23	Monday	MCA22 Last date for the allocation of topics for 1st Assignment sem3, MBA22 - Industrial Visit 3, BSW22 A & B batch 3rd sem 2nd internal exam begins, SEM V & SEM III & SEM I (first internal )Second internal examination, 3rd sem 2nd Internal Exam, BCA23 First class committee meeting BCA22 - SEM 3 -	

		Commencement of 2nd Internal Lab Examination	
19-Sep-23	Tuesday	Workshop-Caricature and Animation Drawing, BCA21 (Sem 5), BCA 22 (Sem 3) - Date for Second Student Feedback, Patheyam	Snehaswaram Club-Beneficiaries Calling Program(September)
20-Sep-23	Wednesday	MCA22 Last date for the allocation of Lab Questions, BBA23 - Industrial visit, BCA21 (Sem 5), BCA 22 (Sem 3) - Date for Second Class Committee, Add on Course for the First Year	Photography Club - One day photography expedition trip , YES - Youth Empowerment Series
21-Sep-23	Thursday	World Alzimers Day SADESS, CLUB BETA Association Inauguration and La-Foire, Augmenta : Hackathon & Games, Career Guidance/Placement Talk	Lafoire 23 by Club beta
22-Sep-23	Friday	Sree Narayana Guru Samadhi	Sree Narayana Guru Samadhi
23-Sep-23	Saturday		
24-Sep-23	Sunday		
25-Sep-23	Monday	Seminar / Workshop, Talk Series, MSW 23- Rural camp, Synopsis & Questionnaire submission of B Com project, BCA23 Issue of Progress Report of the 1st Internal Examination, 1st Class Committee.BA 23Sem1	
26-Sep-23	Tuesday	Mini Project Documentation Submission, 1st Class Committee.MA 23Sem1	Dance club- montly program Launch short dance video
27-Sep-23	Wednesday	Milad-i-Sherif, St Vincent De Paul Day	Milad-i-Sherif, St Vincent De Paul Day
28-Sep-23	Thursday	MCA22 sem3 date for submission of 1st Assignment, Koottu- 1 Out Reach	Dance club-2day workshop on Contemporary dance

29-Sep-23	Friday	IMCA 22 sem 3 assignment I submission ,IMCA20 SEM 6 End date. IMCA19 Sem 8 Class ending date., International Day for the Youth & BSW22 A & B batch 3rd sem ends, Mini Project Final Review	Dance club-2day workshop on Contemporary dance, Each One Teach One-Outreach Programme & Radio DiST
30-Sep-23	Saturday		
01-Oct-23	Sunday		
02-Oct-23	Monday	Gandhi Jayanathi, Gandhi Jayanathi, Gandhi Jayanathi, Gandhi Jayanathi	Gandhi Jayanathi
03-Oct-23	Tuesday	Placement Aptitude Training Begins for B Com CA & FT 21 batches, BCA21 (Sem 5), BCA 22 (Sem 3) - Issue of Progress Report of the 2nd Internal Examination	Department Meeting
04-Oct-23	Wednesday	1st Class committee- BSW 23, Intenza Inauguration & Seminar	Intenza Inauguration and Seminar (Mcom Club), Monthly Habit
05-Oct-23	Thursday	FC - Industrial Interaction, Expert Talk External	Finance Club- Industrial Interaction
06-Oct-23	Friday	Outreach Programme, BSW22 A & B batch PTA MEETING 3rd sem	Radio DiST
07-Oct-23	Saturday		
08-Oct-23	Sunday		
09-Oct-23	Monday	MCA22 Commencement of 1st Internal examination, Short Film Competition ( AVAS), Literaria FDP	
10-Oct-23	Tuesday	World Mental Health Day SADESS	Quiz Club- Cognitio(October)
11-Oct-23	Wednesday	HR - HR Club (Seminar on trend in HR); BBA22 - Class committee meeting, Social outreach activity by BCA21 batch, Lite-vista Inauguration & Short Story Writing Competition	HR Club (Seminar on trend in HR), Pep Talk - Offline
12-Oct-23	Thursday		Awareness programme by SC /ST monitoring cell, Street Play (Antinarcotic cell )

13-Oct-23	Friday	IMCA 22 sem 3 1st internal examination, Industry Interaction	Each One Teach One-Outreach Programme & Radio DiST
14-Oct-23	Saturday		
15-Oct-23	Sunday		
16-Oct-23	Monday	IMCA'20 SEM 7 Starting of classes, MCA22 date for submission of 2nd assignment, MCA22 Last date for the submission of Lab record (first ten programs), IMCA19 sem 9 class starting date., MBA23 - Sem 1, Internal 2 begins; MBA22 - Sem3 Internal 2 begins; MA(HRM)23 - Sem 1, Internal 2 begins; MA(HRM)22 - Sem3 Internal 2 begins; BBA23 - Internal 2, World Food Day by SADESS, MSW 22 IIIrd Sem Second Internal, 2nd Internal Examination - 3rd Sem M Com, 2022 batch begins, Second internal exam sem 3rd, Second internal exam sem 3rd, 1st sem 2nd internal	2 minute Mobile film making competition, P.G.3rd sem (2022 batch) 2nd Internal begins
17-Oct-23	Tuesday	BSW 23-1st sem- 1st internal commences, Second internal exam sem 3rd, Second internal exam sem 3rd, 1st sem 2nd internal	Journalism Club (Swa.Le) - Interdepartmental Competition,
18-Oct-23	Wednesday	Second internal exam sem 3rd, Second internal exam sem 3rd, 1st sem 2nd internal, Social outreach activity by BCA22 batch, Arivu -Add on Launching.	Snehaswaram Club-Beneficiaries Calling Program(October), Video Initiative
19-Oct-23	Thursday	Second internal exam sem 3rd, Second internal exam sem 3rd, Patheyam	Fine Arts club - Painting Exhibition
20-Oct-23	Friday	Social outreach programme for M Com 23 batch	Dance club-Outreach Programme - Kerala Kalamandalam, Radio DiST
21-Oct-23	Saturday		
22-Oct-23	Sunday		
23-Oct-23	Monday	Mahanavami	Mahanavami

24-Oct-23	Tuesday	Vijayadashami	Vijayadashami
25-Oct-23	Wednesday	MCA22 Answer sheets returned to the students after valuation, MA(HRM)22 - Five day IV begins, UN Day	Rotaract Club - Social Outreach Activity (Material supply for school students), YES - Youth Empowerment Series
26-Oct-23	Thursday	Seminar	
27-Oct-23	Friday	HR - HR Club (Meet the HR Series 2), PTA MSW 23, Industrial Interaction - Reporting, Workshop- Color Correction for VFX films, Expert Talk External - for MA Students	Beat Buzz DiST Music Club HR Club (Meet the HR Series 2), Each One Teach One- Outreach Programme & Radio DiST
28-Oct-23	Saturday		
29-Oct-23	Sunday		
30-Oct-23	Monday	Seminar / Workshop, Talk Series, PTA meeting- BSW'23, 2nd Internal Examination - 1st Sem B Com & M Com, 2023 batches, 6th sem begins for ba mm 21, Literaria SDP	Dance club- montly program Launch short dance video
31-Oct-23	Tuesday	MCA22 Progress report of the 1st Internal Examination, 4th sem begins for ba mm 22	Quiz Club-Quiz related to International Internet Day
01-Nov-23	Wednesday	MBA23 - CLASS COMMITTEE MEETING; MA(HRM)23 - CLASS COMMITTEE MEETING 1, bsw 22, 4th sem begins, bsw 21 6th sem . begins, International Animation Day Program, BCA21 (Sem 6), BCA (Sem 4) Class Commences, Declamation Competition	Literary Club- Scrambled (Quiz competition), Monthly Habit
02-Nov-23	Thursday	Daksh 2023, BSW 2021-24 VI Semester Begins , SEM VI AND SEM IV begins, National Seminar	
03-Nov-23	Friday	Daksh 2023, 2nd class committee -1st sem BSW'22, BCA21 (Sem 5), BCA 22 (Sem 3) - University Sessional Mark Preparation & Submission, National Seminar	Radio DiST
04-Nov-23	Saturday		

05-Nov-23	Sunday		
06-Nov-23	Monday	Commencement of 1ST Internal examination -Sem5,MCA22 sem3 Last date for the submission of Lab record (second ten programs) , FC - Report on Functions and Role of RBI and SEBI; BBA22 - SOCIAL OUTREACH, MSW 23, 1st sem. class comm.-2, 4th Sem B Com, 2022 batch and 6th Sem B Com, 2021 batch classes begins , Industrial Visit, OJT for the Final Year Begins	Finance Club- RBI and SEBI
07-Nov-23	Tuesday	BBA23 - Class Committee, Main Project Starting Date	Department Meeting
08-Nov-23	Wednesday	Alumni Interaction, BCA21 (Sem 5), BCA 22 (Sem 3) - Publication of University Sessional Marks, BA 23 Batch 4th Sem Classes Begin	Quiz Club- Cognitio(November)
09-Nov-23	Thursday	De Novo 2023 National Seminar and Students Meet, SDP- Advanced Painting skills	
10-Nov-23	Friday	A class on mental health for final year students , IMCA 19 sem 9 Last date for submission of 1st Assignment , , Industry Interaction, International Accounting Day Celebration, Add-on course begins for B Com FT 22, A class on mental health for final year students , SDP- Sculpting, A class on mental health for final year students , A class on mental health for final year students	Accounting Day Celebrations by Club beta, Debate & Public Speaking Club / Open Campaign 1, —Class related to mental health , Each One Teach One-Outreach Programme & Radio DiST
11-Nov-23	Saturday		
12-Nov-23	Sunday	Deepavali	Deepavali

13-Nov-23	Monday	IMCA'20 SEM 7 Commencement of 1st internal, MCA22 SEM 3 Commencement of 2nd internal examination, MBA22 - Aptitude Training; BBA23 - Internal 2, BSW 23 First Sem 2nd internals, MSW 23 Second sem 2nd Internal, Second internal exam sem 1, SDP- Miniatures, And Stop motion study, BCA23 Second Internal examination starts, 2nd Internal BA Sem 1 & MA Sem 1	U.G. and P.G 1st sem (2023 batch) 2nd Internal begins
14-Nov-23	Tuesday	MBA22 - Aptitude Training; BBA23 - Internal 2, Children's Day, Second internal exam sem 1, SDP -Career in Visual Effects, Main Project - Synopsis Submission, Literaria FDP	DCC: WORLD DIABETICS DAY AWARENESS RIDE, Library Week
15-Nov-23	Wednesday	MCA22 sem3 seminar completion date, MBA22 - Aptitude Training; BBA23 - Internal 2, Second internal exam sem 1, SDP Career Development and Demo Reel Preparation	Library Week, Video Initiative
16-Nov-23	Thursday	IMCA 22 sem 3 1st internal examination, BBA23 - Internal 2, National Press Day, Journalism club Swa-Le inauguration, Studio Visit	Journalism Club (Swa.Le) - National Press Day Celebration, Library Week
17-Nov-23	Friday	IMCA'20 SEM 7 Submission of 1st assign., BBA23 - Internal 2, Second internal exam sem 3rd, Studio Visit, Augmena :Association Inauguration	Library Week, Radio DiST
18-Nov-23	Saturday		
19-Nov-23	Sunday		
20-Nov-23	Monday	MBA23 - Sem 2 Class Begins; MBA22 - Five day IV begins, B Com 2nd Sem, 2023 batch Classes Begins, SEM I second internal examination, Main Project - Date of Approval, Assignment Last Date BA 23 Sem 1.	Drama Club - International Theatre Festival of Kerala (ITFOK)
21-Nov-23	Tuesday	World Day for Prevention of Child Abuse, SEM I second internal examination	Snehaswaram Club-Beneficiaries Calling Program(November)



22-Nov-23	Wednesday	IMCA 22 sem 3 assignment II submission , Workshop- Roto Prep and Rotomation	
23-Nov-23	Thursday	IMCA 22 sem 3 lab record submission, MCA22 Last date for the submission of Lab record , New Business Plan Competition by Intenza, SEM I second internal examination, Patheyam	Business Plan Competition - Intenza(Mcom Club)
24-Nov-23	Friday	PTA Meeting IMCA21 sem5, SEM I second internal examination	Women Anti Harassment Cell - Observation of International Day for Violence against women and a talk based on the survey., Each One Teach One-Outreach Programme & Radio DiST
25-Nov-23	Saturday		
26-Nov-23	Sunday		
27-Nov-23	Monday	IMCA19 SEM 9 Commencement of IST Internal examination , Talk Series, M Com 2nd Sem, 2023 batch Classes Begins Placement Aptitude Training Begins for M Com 22 , ONE WEEK INDUSTRIAL TRAINING FOR MA MM 22, ONE WEEK INDUSTRIAL TRAINING FOR BA MM 21, BCA23 Issue of Progress Report of the 2nd Internal Examination	
28-Nov-23	Tuesday	MSW 23, IInd sem. begins, BCA23 Second class committee meeting	
29-Nov-23	Wednesday		YES - Youth Empowerment Series
30-Nov-23	Thursday	MCA22 SEM 3 Issue of Progress report of the 2nd Internal Examination, Last Date for the Submission of Topics for General Seminar	Dance club- montly program Launch short dance video
01-Dec-23	Friday	INTERNSHIP BEGINS FOR BA MM 21, BCA23 Students Second Feedback, Industry Interaction, PTA Meeting BA 23 & MA 23	Quiz Club- Quiz (Dignito), Radio DiST & Montly Habit

02-Dec-23	Saturday		
03-Dec-23	Sunday		
04-Dec-23	Monday	MA(HRM)22 - Expected Sem3 University exam begins, MSW 22, 4th sem. begins, 4th Sem M Com, 2022 batch Classes begins , 4th Sem classes begins, Workshop-Acting for Animators, 4th Sem classes begins, 2nd sem begins for ba mm 23, Carol Song Competition	DNC-Seminar on Natural Pollution and prevention
05-Dec-23	Tuesday	International Day for Disabled Persons , Alumni Talk for M Com 22 and 23 batches, INTERNSHIP BEGINS	Dance Club-Rhythm of DiST, Department Meeting
06-Dec-23	Wednesday	art of story board workshop for ba mm 22	
07-Dec-23	Thursday	BA 21 Batch 6th Sem Classes Begin	
08-Dec-23	Friday	Industry Interaction, 2nd Class Committee BA 23 Sem 1	Quiz Club-Cognitio(December), Each One Teach One-Outreach Programme & Radio DiST
09-Dec-23	Saturday		
10-Dec-23	Sunday		
11-Dec-23	Monday	MBA23 - Expected Sem 1 University Exam; MA(HRM)23 - Expected Sem 1 University Exam, Augmenta :Robotic Exhibition, BCA22 - SEM 4 Internal 1 Ends , Literaria FDP	
12-Dec-23	Tuesday	IMCA19 SEM 9 Last date for submission of 2nd assignment, Public Relations Workshop, BCA23 First Semester University Sessional Mark Preparation & Submission, Orientacao Alumni Talk	
13-Dec-23	Wednesday	IMCA 22 Semester 3 Ends, Workshop-Character creation and Story Board Development in Animation Production, 2nd Class Committee MA 23 Sem 1	Video Initiative

14-Dec-23	Thursday	Commencement of Model examination IMCA21 Sem5, BBA23 - Internal 1; BBA22 - Internal 1, Jingle Bells, BSW 21 VI Sem First Internal, , 1st Internal Examination - 6th Sem B Com, 2021 batch and 4th Sem B Com, 2022 batch begins, SEM VI & SEM IV First internal examination, BCA21 (Sem 6), BCA (Sem 4) Internal 1 starts, Patheyam	U.G.4th(2022 batch) and 6th sem(2021 batch) First Internal begins
15-Dec-23	Friday	IMCA'20 SEM 7 Submission of 2nd assign, BBA23 - Internal 1; BBA22 - Internal 1, Chitranjali studio visit, SEM VI & SEM IV First internal examination, Publication of University Sessional Marks	Dance club- monthly program Launch short dance video, Radio DiST
16-Dec-23	Saturday		
17-Dec-23	Sunday		
18-Dec-23	Monday	IMCA'20 SEM 7 Commencement of 2nd internal, MCA22 SEM3 University sessional mark preparation & submission, Talk Series; BBA23 - Internal 1; BBA22 - Internal 1, MSW 23. IInd sem.-class comm. 1, SEM VI & SEM IV First internal examination, 1st Class Committee BA 22 Sem 4	
19-Dec-23	Tuesday	BBA23 - Internal 1; BBA22 - Internal 1, SEM VI & SEM IV First internal examination	Snehaswaram Club-Beneficiaries Calling Program(December)
20-Dec-23	Wednesday	BBA23 - Internal 1; BBA22 - Internal 1, SEM VI & SEM IV First internal examination	Beat Buzz DiST Music Club DNC- Nature visit- Athirappally, YES - Youth Empowerment Series
21-Dec-23	Thursday	MCA22 SEM3 Publication of University sessional marks , BCA22 - SEM 4 Commencement of 1st Internal Lab Examination	Snehaswaram Club- Thooval Sparsam
22-Dec-23	Friday	BBA22 - PTA MEETING, Christmas celebration & Union	Union Day & Christmas Celebration , Each One Teach One- Outreach

		Day, Union day and Christmas celebration	Programme & Radio DiST
23-Dec-23	Saturday		
24-Dec-23	Sunday		
25-Dec-23	Monday	Christmas	Christmas
26-Dec-23	Tuesday		
27-Dec-23	Wednesday		
28-Dec-23	Thursday		
29-Dec-23	Friday		
30-Dec-23	Saturday		
31-Dec-23	Sunday		
01-Jan-24	Monday		
02-Jan-24	Tuesday	Mannam Jayanthi	Mannam Jayanthi
03-Jan-24	Wednesday	Starting of IMCA22 sem 4, MCA22 SEM4 Starting of the Project, MBA22 - Sem4 classes begins; MA(HRM)23 - Sem 2 Class Begins; MA(HRM)22 - Sem4 classes begins; BBA23 - Sem 2 classes; BBA22 - INDUSTRY VISIT, World Family Day , MSW 23, 2nd sem. begins, BSW 23, 2nd sem. begins, 2SEM MAJMC23 Begins, SEM II begins, 4th sem 1st internal for ba mm 22, BCA23 Semester 2 classes begins BCA21 (Sem 6), BCA (Sem 4) - INT 1 - Answer Sheets Returned to the Students, BA 23 Batch 2nd Sem Classes Begin	Monthly Habit
04-Jan-24	Thursday	BCA21 (Sem 6), BCA (Sem 4) - Date for First Student Feedback	
05-Jan-24	Friday	BCA21 (Sem 6), BCA (Sem 4) - Date for First Class Committee	Each One Teach One- Outreach Programme & Radio DiST

06-Jan-24	Saturday		
07-Jan-24	Sunday		
08-Jan-24	Monday	IMCA19 SEM 9 Commencement of 2nd internal examination , BBA22 - Class committee meeting, MA 23 Batch 2nd Sem Classes Begin	
09-Jan-24	Tuesday	Film Studies Workshop, Literaria FDP	Fine Arts club - Film Industry Visit, Department Meeting
10-Jan-24	Wednesday	MBA22 - Revive Phase II, Skit Writing Competition	Quiz Club- Cognitio(January)
11-Jan-24	Thursday	MCA22 PROJECT Topic Submission, MBA22 - Revive Phase II	Arts Day
12-Jan-24	Friday	Industry Interaction; MBA23 - YUVA - NATIONAL YOUTH DAY CELEBRATION; MBA22 - Revive Phase II, National Youth Day	Arts Day , Radio DiST
13-Jan-24	Saturday		
14-Jan-24	Sunday		
15-Jan-24	Monday	I-FEST, FC - Add-on Course; MBA23 - INDUSTRIAL VISIT; MA(HRM)22 - Class committee meeting- sem4, Expert Talk for B Com 21 & M Com 22 batches, 6th sem 1st internal for ba mm 21, Main Project - Interim Report Submission	Finance club- Add on course
16-Jan-24	Tuesday	FC - Add-on Course; MBA23 - Sem2 internal 1 begins	Literary Club Nano Shots (two-line story)Finance club- Add on course, Pep Talk - Offline
17-Jan-24	Wednesday	FC - Add-on Course, Workshop by Intenza, Workshop- Rotoscopy and Match moving techniques in Visual Effects	Poster competition by Antinarcotic cell, Finance club- Add on course , Workshop By Intenza (Mcom Club)
18-Jan-24	Thursday	FC - Add-on Course	Finance club- Add on course

19-Jan-24	Friday	IMCA20 SEM 7 End date., IMCA19 SEM 9 End date., MC - Artis; FC - Add-on Course, B Com Project, rough copy submission, Alumni Interaction, Patheyam	Debate & Public Speaking Club / Open Campaign 2, Finance club- Add on course, Marketing club- Artis, Each One Teach One-Outreach Programme & Radio DiST
20-Jan-24	Saturday		
21-Jan-24	Sunday		
22-Jan-24	Monday	Outreach Programme, MBA23 - CLASS COMMITTEE MEETING; MA(HRM)23 - CLASS COMMITTEE MEETING, MSW 22 IV sem 1st Internal , 1st Internal Examination - 4th Sem M Com, 2022 batch begins, 4th sem first internal, 4th sem first internal, 2nd sem 1st internal ba mm 23	P.G. 4th sem(2022 Batch) First Internal begins
23-Jan-24	Tuesday	4th sem first internal, 4th sem first internal	Snehaswaram Club-Beneficiaries Calling Program(January)
24-Jan-24	Wednesday	4th sem first internal, 4th sem first internal, Augmenta : Workshop on IOT	Video Initiative
25-Jan-24	Thursday	IMCA 22 sem 4 assignment I submission, MCA22 PROJECT Synopsis Submission, 4th sem first internal, 4th sem first internal	Beat Buzz DiST Music Club, YES - Youth Empowerment Series
26-Jan-24	Friday	Republic Day	Republic Day
27-Jan-24	Saturday		
28-Jan-24	Sunday		
29-Jan-24	Monday	Talk Series; MBA22 - CLASS COMMITTEE MEETING, Rough copy submission of M Com Project, 1st Class Committee for BA 21 Sem 6	
30-Jan-24	Tuesday	Workshop - Realistic 3D Animation for VFX films, Main Project - Review 1	Dance club- monthly program Launch short dance video
31-Jan-24	Wednesday	MCA22 Meeting the Guide, Main Project - Review 1	
01-Feb-24	Thursday		Sports Day, Monthly Habit

02-Feb-24	Friday	MCA22 Design Tool Submission to Guide, Union Budget Analysis	Sports Day, Radio DiST
03-Feb-24	Saturday		
04-Feb-24	Sunday		
05-Feb-24	Monday	IMCA 22 sem 4 1st internal examination, IMCA'20 SEM 8 Starting of classes, IMCA19 SEM 10 Starting date, MBA22 - Sem4 internal 1 begins; MA(HRM)23 - Sem2 internal 1 begins; MA(HRM)22 - Sem4 internal 1 begins; BBA23 - Sem 2 internal 1, Industrial Visit for B Com CA 22, Literaria FDP	
06-Feb-24	Tuesday	MCA22 Design Tool Approval from Guide, Industrial Visit for B Com FT 22	Department Meeting
07-Feb-24	Wednesday	Industrial Visit for M Com 23	
08-Feb-24	Thursday	Social outreach programme for B Com CA 23 batch, PLACEMENT TRAINING FOR MA MM 22	Awareness programme on different types of scholarships and govt. policies for SC/ST students
09-Feb-24	Friday	Industry Interaction; MA(HRM)22 - Class committee meeting- sem4, Social outreach programme for B Com FT 23 batch, Awareness Class	DCC: An awareness class ON-ROAD SAFE RIDE & Quiz Club- Cognito(February), Each One Teach One- Outreach Programme & Radio DiST
10-Feb-24	Saturday		
11-Feb-24	Sunday		
12-Feb-24	Monday	BSW 23 IIInd Sem 1st Internal, MSW 23 IIInd Sem 1st Internal , 1st Internal Examination - 2nd Sem B Com & M Com, 2023 batches begins, 2 Sem 1st Internal, SEM II First Internal examination, BCA23 Sem 2 First Internal examination starts, 1st Internal M A Sem 2	U.G. and P.G (2023 Batch) 2nd sem First Internal begins
13-Feb-24	Tuesday	MCA22 Review 1, 2 Sem 1st Internal, SEM II First Internal examination, 1st Class Committee BA 23 Sem2	Snehaswaram Club-Beneficiaries Calling Program(February)

14-Feb-24	Wednesday	2 Sem Ist Internal, SEM II First Internal examination, 1st Class Committee MA 23 Sem2	Video Initiative
15-Feb-24	Thursday	Industrial Interaction - Editing, SEM II First Internal examination, Main Project Completion, Pathayam	Women Anti Harassment Cell- Gender Audit
16-Feb-24	Friday	Outreach Programme, 2 Sem Ist Internal, SEM II First Internal examination, 2nd Class Committee BA 22 Sem 4	Quiz Club- Quiz in association with Library, Quiz, Radio DiST
17-Feb-24	Saturday		
18-Feb-24	Sunday		
19-Feb-24	Monday	Bound copy submission of B Com Project, advanced photography workshop for BA mm 23, Main Project Demo	
20-Feb-24	Tuesday	World Day of Social Justice , Last Date for Presenting General Seminar	Snehaswaram Club- Documentary competition
21-Feb-24	Wednesday	Alumni Talk, Department Journal	YES - Youth Empowerment Series
22-Feb-24	Thursday		
23-Feb-24	Friday	MCA22 DB Design Submission, Main Project Report Submission	College Day + voice of DiST -Music club, Each One Teach One- Outreach Programme & Radio DiST
24-Feb-24	Saturday		
25-Feb-24	Sunday		
26-Feb-24	Monday	Talk Series; BBA22 - SOCIAL OUTREACH, Bound copy submission of M Com Project, 4th sem 2nd internal for BA mm 22, Literaria SDP	
27-Feb-24	Tuesday	MCA22 Meeting the Guide for Data Base Approval, Main Project Final Review	
28-Feb-24	Wednesday	BCA23 Sem 2 Issue of Progress Report of the 1st Internal Examination, 2nd Class Committee for BA 21 Sem 6	Dance club- montly program Launch short dance video
29-Feb-24	Thursday	Product Launch Competition by Club Beta	Product Launch by Club Beta



01-Mar-24	Friday	IMCA'20 SEM 8 Submission of 1st assign., BCA21 (Sem 6), BCA (Sem 4) - INT II	Radio DiST & Montly Habit
02-Mar-24	Saturday		
03-Mar-24	Sunday		
04-Mar-24	Monday	IMCA'20 SEM 8 Commencement of 1st internal, MBA22 - CLASS COMMITTE MEETING; BBA23 - Internal 2; BBA22 - Internal 2, BSW 21 VI th Sem IInd Internal, BSW 22 IVth Sem IInd Internal , 2nd Internal Examination - 6th Sem B Com, 2021 batch and 4th Sem B Com, 2022 batch begins, SEM VI & SEM IV Second internal examination, 2nd sem 2nd internal for ba mm 23, BCA22 - SEM 4 Internal 2 starts	U.G. 4th sem (2022 batch) and 6th sem (2021 batch) 2nd Internal begins
05-Mar-24	Tuesday	BBA23 - Internal 2; BBA22 - Internal 2, SEM VI & SEM IV Second internal examination, Last Date for the Publication of the Mark of General Seminar	Literary Club Competitive Writing Workshop, Department Meeting
06-Mar-24	Wednesday	BBA23 - Internal 2; BBA22 - Internal 2, SEM VI & SEM IV Second internal examination, BCA23 First internal Software Lab II, Koottu 2 Out Reach	
07-Mar-24	Thursday	Industry Interaction; BBA23 - Internal 2; BBA22 - Internal 2; MA(HRM)22 - Class committee meeting- sem4, SEM VI & SEM IV Second internal examination, BCA23 Sem 2 Student First Feedback, Farewell Speech Competition	
08-Mar-24	Friday		Sivarathri
09-Mar-24	Saturday		
10-Mar-24	Sunday		

11-Mar-24	Monday	Commencement of 1ST Internal examination IMCA21-Sem6, MBA23 - Sem2 internal 2 begins; MBA22 - Sem 4 internal 2 begins; MA(HRM)23 - Sem 2 internal 2 begins; MA(HRM)22 - Sem4 internal 2 begins, SEM VI & SEM IV Second internal examination, BCA23 Sem 2 class committee First meeting, Literaria FDP	
12-Mar-24	Tuesday	MCA22 PPT Submission for review 2, BCA21 (Sem 6), BCA (Sem 4) Commencement of 2nd Internal Lab Examination	Quiz Club-Cognitio(March)
13-Mar-24	Wednesday	BCA21 (Sem 6), BCA (Sem 4) - Second Student Feedback	Rotaract Club - World Rotaract Day Celebration
14-Mar-24	Thursday	Media Management Workshop, BCA21 (Sem 6), BCA (Sem 4) - Second Class Committee, Patheyam	Snehaswaram Club-Beneficiaries home visit
15-Mar-24	Friday	MCA22 Review 2, MC - World Consumer Rights Day	Voice of DiST - DiST Music Club Marketing Club- World Consumer Rights Day, Each One Teach One-Outreach Programme & Radio DiST
16-Mar-24	Saturday		
17-Mar-24	Sunday		
18-Mar-24	Monday	IMCA 22 sem 4 IInd internal examination, MSW 22 IV sem 2nd Internal, 2nd Internal Examination - 4th Sem M Com, 2022 batch begins, 4th sem Second internal exam, 2nd Class Committee BA 23 Sem2	P.G. 4th sem(2022 Batch) Second Internal begins
19-Mar-24	Tuesday	Alumni Talk, 4th sem Second internal exam, 2nd Class Committee BA 23 Sem2	Snehaswaram Club-Beneficiaries Calling Program(March)
20-Mar-24	Wednesday	4th sem Second internal exam	Dance club- monthly program Launch short dance video, Video Initiative
21-Mar-24	Thursday	International Day for Elimination of Racial Discrimination , 4th sem Second internal exam,	YES - Youth Empowerment Series

		Department Magazine Lanterns 23	
22-Mar-24	Friday	IMCA 22 sem 4 assignment II submission ,IMCA'20 SEM 8 Commencement of 2nd internal, MBA23 - CLASS COMMITTEE MEETING; MBA22 - Sem 4 classes ends; MA(HRM)23 - CLASS COMMITTEE MEETING; MA(HRM)22 - Sem 4 classes ends, 4th sem Second internal exam	World water day beach cleaning, Radio DiST
23-Mar-24	Saturday		
24-Mar-24	Sunday		
25-Mar-24	Monday		
26-Mar-24	Tuesday	Talk Series	
27-Mar-24	Wednesday	MBA23 - Business Analytics Basics, MA(HRM)22 Business Analytics Basics, MA(HRM)23 - Business Analytics Basics	
28-Mar-24	Thursday	Maundy Thursday	Maundy Thursday
29-Mar-24	Friday	Good Friday	Good Friday
30-Mar-24	Saturday		
31-Mar-24	Sunday	Easter	Easter
01-Apr-24	Monday	MCA22 Project Document Submission - Soft copy, MBA23 - INTERNSHIP BEGINS; MBA22 - Project begins; MA(HRM)22 - Project begins, Univesity Examinations, 5th sem begins for BA mm 22	Monthly Habit
02-Apr-24	Tuesday	World Water Day Celebration , University Examinations, BCA21 (Sem 6), BCA (Sem 4) - Issue of Internal II Progress Report	Department Meeting
03-Apr-24	Wednesday	University Examinations	
04-Apr-24	Thursday	MCA22 Complete Project Document Approval, Malayalam	

		Journalism Workshop, University Examinations	
05-Apr-24	Friday	PTA Meeting Sem6, IMCA 22 sem 4 lab record submission, University Examinations, Orientacao Alumni Talk	Radio DiST
06-Apr-24	Saturday		
07-Apr-24	Sunday		
08-Apr-24	Monday	IMCA 22 Semester 4 Ends, University Examinations	
09-Apr-24	Tuesday	MCA22 Project Document Submission - Hard copy, University Examinations	Quiz Club-Cognitio(April)
10-Apr-24	Wednesday	Eid-ul-Fitr (Ramzan)	Eid-ul-Fitr (Ramzan)
11-Apr-24	Thursday	University Examinations, Pathayam	
12-Apr-24	Friday	MCA22 Review 3 with Project demo, Industry Interaction, University Examinations	Radio DiST
13-Apr-24	Saturday		
14-Apr-24	Sunday	Vishu / Dr. B R Ambedkar Jayanthi	Vishu / Dr. B R Ambedkar Jayanthi
15-Apr-24	Monday	Commencement of Model examination-IMCA21- sem6, BBA23 - Sem 2 internal 2, University Examinations	
16-Apr-24	Tuesday	University Examinations	
17-Apr-24	Wednesday	BSW 23 IInd Sem 2nd Internal, MSW 23 IInd Sem 2nd Internal , 2nd Internal Examination - 2nd Sem B Com & M Com 2023 batches begins, 2nd Sem 2nd internal exam, University Examinations SEM II Second internal examination, BCA23 Sem 2 Internal II examination starts , 2nd Internal M A Sem 2	U.G. and P.G 2nd sem (2023 batch) 2nd Internal begins, Video Initiative
18-Apr-24	Thursday	IMCA 22 sem 4 IInd internal examination, 2nd Sem 2nd internal exam, University Examinations SEM II Second internal examination	

19-Apr-24	Friday	IMCA20 SEM 8 Submission of 2nd assignment, 2nd Sem 2nd internal exam, University Examinations SEM II Second internal examination, BCA23 Sem 2 class committee Second meeting	Radio DiST
20-Apr-24	Saturday		
21-Apr-24	Sunday		
22-Apr-24	Monday	Faculty Development Programme, Earth Day - will be observed in association with Nature Club , 2nd Sem 2nd internal exam, University Examinations SEM II Second internal examination	
23-Apr-24	Tuesday	2nd Sem 2nd internal exam, University Examinations SEM II Second internal examination	Snehaswaram Club-Beneficiaries Calling Program(April)
24-Apr-24	Wednesday	University Examinations, BCA23 Sem 2 Student Second Feedback	YES - Youth Empowerment Series
25-Apr-24	Thursday	University Examinations	
26-Apr-24	Friday	University Examinations	Radio DiST
27-Apr-24	Saturday		
28-Apr-24	Sunday		
29-Apr-24	Monday	BBA23 - class committee meeting, University Examinations	Short Film Production
30-Apr-24	Tuesday	Talk Series, University Examinations	Dance club- monthly program Launch short dance video
01-May-24	Wednesday	May Day	May Day
02-May-24	Thursday	MA(HRM)23 - Internship Begins, BCA23 Sem 2 Issue of Progress Report of the 2nd Internal Examination	Monthly Habit
03-May-24	Friday		Radio DiST
04-May-24	Saturday		
05-May-24	Sunday		

06-May-24	Monday		
07-May-24	Tuesday	Swa - Le Activities	Department Meeting
08-May-24	Wednesday		
09-May-24	Thursday		
10-May-24	Friday	Industry Interaction	Quiz Club- Cognitio(May), Radio DiST
11-May-24	Saturday		
12-May-24	Sunday		
13-May-24	Monday	5-day FDP, 5th sem 1st internal for BA mm 22	
14-May-24	Tuesday	5-day FDP	
15-May-24	Wednesday	5-day FDP	Video Initiative
16-May-24	Thursday	5-day FDP	
17-May-24	Friday	IMCA20 SEM 8 Ends., 5-day FDP, BCA23 Second Semester University Sessional Mark Preparation & Submission	Radio DiST
18-May-24	Saturday		
19-May-24	Sunday		
20-May-24	Monday		
21-May-24	Tuesday		Snehaswaram Club- Beneficiaries Calling Program(May)
22-May-24	Wednesday	BCA23 Sem 2 Publication of University Sessional Marks	
23-May-24	Thursday		
24-May-24	Friday		Radio DiST
25-May-24	Saturday		
26-May-24	Sunday		
27-May-24	Monday		

28-May-24	Tuesday	Talk Series	
29-May-24	Wednesday		YES - Youth Empowerment Series
30-May-24	Thursday		Dance club- montly program Launch short dance video
31-May-24	Friday		Radio DiST

## National Anthem

Jana-gana-mana-adhinayaka, jaya he  
Bharata-bhagya-vidhata  
Punjab-Sindhu-Gujarata-Maratha-  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-Jaladhi-taranga  
Tava shubha name jage  
Tava shubha ashish maange  
Gahe tava jaya-gatha  
Jana-gana-mangala-dayaka jaya he  
Bharata-bhagya-vidhata  
Jaya he, jaya he, jaya he  
Jaya jaya jaya, jaya he !