



SREE NARAYANA MANGALAM COLLEGE

MALANKARA P.O.-683516

(Via) MOOTHAKUNNAM, ERNAKULAM Dist., KERALA

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(Affiliated to Mahatma Gandhi University, Kottayam)

Re-accredited by NAAC with 'B++' Grade with a CGPA of 2.81

Management : HMDP Sabha, Moothakunnam

(Founded on Thursday the 8-June 1882)

Directorate Zone:

Deputy Director of Collegiate Education, Ernakulam

HAND BOOK & CALENDAR 2018-19

Name.....

Class.....Subject.....

Address.....

.....Phone.....

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About the College...

S.N.M. College Maliankara symbolises the steady advancement of an underdeveloped village, with its vast population belonging to the backward classes, towards social and cultural regeneration. Its mission has been, as enunciated by the great social revolutionary of Kerala, Sree Narayana Guru, emancipation through education. The institution upholds the message of the great Guru and strives to be a source of enlightenment to the people at large and poor and socially backward, in particular. From its inception in 1964, the college has been rendering commendable service as a centre of learning and culture.

The academic community of the college is totally committed to help evolve a new generation of young people who are just, kind and responsible. The institution's thrust is to impart holistic education to young men and women from all strata of society and develop in them employability and the other skills necessary for being successful in life. The area, where the college is situated, is no more an isolated, underdeveloped part and is on the wings of development and progress.

The college is the legacy of the Vadakkekara Hindu Matha Dharma Paripalana Sabha, a voluntary organisation formed in 1882, by the spirited youth of the backward Ezhava community in the Vadakkekara region. The H.M.D.P. Sabha, Moothakunnam as it is popularly known, launched a vigorous campaign for social

justice and liberation from social bondage. The message and benediction of Sree Narayana Guru provided inspiration and the right direction to the activities. As part of the movement, the Sabha took initiative in the establishment of educational institutions. The institutions, run by the Sabha, have played a leading role in fighting the evils of illiteracy and ignorance among the poor and downtrodden and raising the cultural standards of the masses. The S.N.M. College, Maliankara is another link in the tradition.

The College was inaugurated in 1964 by Sri.Sahodaran Ayyappan, an ardent disciple of Sree Narayana Guru and also a leading public figure championing the cause of social liberty. It was in a cluster of thatched sheds near the Moothakunnam temple that the classes were held in the beginning. The foundation stone for the college building at Maliankara was also laid at the time by Sahodaran Ayyappan himself. The College was shifted to the new campus at Maliankara in 1965.The present massive building was constructed in subsequent years, providing facilities for the expansion of the College.

Degree Courses were started in 1972, Post Graduate Courses in 1983 and Research Centre in 2011. The college has a student strength of 2068 at the Under Graduate and Post Graduate levels comprising of 13 Degree Courses and 8 P G Courses and 2 research centres. The college has been re-accredited by NAAC with 'B++' grade with a CGPA at 2.81. Efforts are being made to secure more Under Graduate courses, Post-Graduate courses and Resarch Centers to make the College a leading centre of higher education in the state.



OUR VISION

"Liberation through Education and empowerment through organisation"

OUR MISSION

- ✓ To institutionalize Guru's philosophy: One Caste, One Religion, One God for Man
- ✓ To Provide value and need based education to all
- ✓ To infuse the spirit of nationalism and patriotism in young minds.
- ✓ To bring about an overall development of the students as a whole, especially those who hail from backward sections.
- ✓ To contribute to the moral and ethical enrichment of the society

OUR MOTTO

"Enlightenment through Education"

OFFICE BEARERS OF THE H. M. D. P. SABHA

Phone: 0484-2482360 (Office)

PRESIDENT	SRI. B. RAJEEV Ph: 9446364681
SECRETARY	SRI BIJILKUMAR T.S. Ph: 9496269626
COLLEGE MANAGER	SRI. M.R. BOSE Ph: 9447702858

SUCCESSION LIST OF PRINCIPALS

Prof. P. KOCHUNNI PANIKKAR	1964-1965
Prof. E. RAGHAVA WARRIER	1965-1966
Prof. C. K. D. PANICKER	1966-1968
Prof. M. KRISHNA MENON	1968-1969
Prof. K. V. RAVI VARMA PANDALA	1969-1973
Prof. K. N. VIDYASAGARAN	1973-1990
Prof. P. V. MADHUSUDHANAN	1990-1995
Prof. C. G. DHARMAN	1995-1999
Sri. V. R. AJITHKUMAR (Senior Grade Lecturer in Charge)	1999-2004
Prof. P. M. SURESH	2004-2007
Dr. C.S. GEETHALAKSHMI	2007-2008
Prof. K.M. CHANDRAHASAN	2008-2009
Prof. T.P. KAIRALI	2009-2012
Dr. K.K. RADHA	2012-2014
Smt. T.H. HARIPRIYA	2014-2014
Smt. M.R. USHA	2014-2015
Dr. BEENA T. ABRAHAM	2015-2015
Dr. K.K. THAMPI	2015-2016
Sri. T.S. RAJEEV	April 2016 - September 2016
Dr. CIBI KOMALAN	2016-2018
Sri. T.S. RAJEEV	2018-2019
Dr. C.M. SREEJIT	May 2019 Onwards

COLLEGE PRAYER

ദൈവദർശനം

ദൈവമേ! കാത്തുകൊൾകങ്ങളു കൈവിടാതിങ്ങു ഞങ്ങളെ;
 നാവികൻ നീ ഭവാബീധിക്കൊരാവിവൻതോണി നിൻപദം
 ഒന്നൊന്നായെണ്ണിയെണ്ണിതെന്തൊട്ടെണ്ണും പൊരുളൊടുങ്ങിയാൽ
 നിന്നിടും ഭൃക്കുപോലുള്ളും നിന്നിലസ്പന്ദമാകണം
 അന്നവസ്ത്രാഭിമുട്ടാതെ തന്നുരക്ഷിച്ചു ഞങ്ങളെ
 ധന്യരാകുന്ന നീയൊന്നുതന്നെ ഞങ്ങൾക്കു തമ്പുരാൻ
 ആഴിയും തിരയും കാറ്റും ആഴവും പോലെ ഞങ്ങളും
 മായയും നിൻമഹിമയും നീയുമെന്നുള്ളിലാകണം.
 നീയല്ലോ സൃഷ്ടിയും സ്രഷ്ടാവായതും സൃഷ്ടിജ്വാലവും
 നീയല്ലോ ദൈവമേ, സൃഷ്ടിക്കുള്ള സാമഗ്രിയായതും
 നീയല്ലോ മായയും മായാവിയും മായാവിനോദനും
 നീയല്ലോ മായയെ നീക്കി സായുജ്യം നൽകുമാര്യനും
 നീ സത്യം ഇതൊന്നമാനന്ദം നീ തന്നെ വർത്തമാനവും
 ഭൂതവും ഭാവിയും വേറല്ലാതും മൊഴിയുമോർക്കിൽ നീ
 അകവും പുറവും തിങ്ങും മഹിമാവാർന്ന നിൻപദം
 പുകഴ്ത്തുന്നു ഞങ്ങളങ്ങു ഭഗവാനേ, ഇയിക്കുക
 ഇയിക്കുക മഹാദേവ, ദീനാവനപരായണ
 ഇയിക്കുക ചിദാനന്ദ, ദയാസിന്ധോ, ഇയിക്കുക.
 ആഴമേറും നിൻമഹസ്സാമാഴിയിൽ ഞങ്ങളാകവേ
 ആഴണം വാഴണം നീത്യം വാഴണം വാഴണം സുഖം.

ശ്രീനാരായണഗുരു

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COURSES OF STUDY

I U. G COURSE (3Years- 6 Semesters)

1. B A Economics
2. B A Malayalam
3. B.A. English (Vocational- TELC)
4. B.Sc. Mathematics
5. B.Sc. Physics
6. B.Sc. Chemistry
7. B.Sc. Botany
8. B.Sc. Zoology
9. B.Com. (Finance and Taxation)

II P. G. COURSES (2 Years - 4 Semesters)

1. M.A. Economics
2. M.A. Malayalam
3. M.Sc. Mathematics
4. M.Sc. Physics
5. M.Sc. Chemistry
6. M.Sc. Botany

III Ph. D (by Research)

1. Botany
2. Chemistry

IV SELF FINANCING U G COURSES (3Years - 6 Semesters)

1. B.Com (Computer Application)
2. B.Com (Taxation)
3. B.Com (Office Management & Secretarial Practice)
4. BBA

V SELF FINANCING P G COURSES (2Years - 4 Semesters)

1. M.Sc. Zoology (Environmental Science)
2. M. Com. (Finance)

COURSE STRUCTURE AND COURSE CODES OF CBCSS UG COURSES

1 Common Courses

Semester	Code No.	Title of papers
English for BA/BSc Model I		
Semester I	EN1CC01	Fine-time Your English
	EN1CC02	Pearls from the deep

Semester II	EN2CC03	Issues that Matter
	EN2CC04	Savouring the Classics
Semester III	EN3CC05	Literature and/as Identity
Semester IV	EN4CC06	Illuminations

English for BCom Model I

Semester I	EN1CC01	Fine-tune Your English
Semester II	EN2CC03	Issues that Matter
Semester III	EN3CC07	Germs of Imagination
Semester IV	EN4CC08	Revisiting the clarics

English for BA Model II and BCom Model II

Semester I	EN1CC01	Fine-tune Your English
Semester II	EN2CC03	Issues that Matter Writing and Presentation Skills
Semester III	EN3CC05	Literature and/as Identity
Semester IV	EN4CC06	Illuminations

Hindi for B A/B Sc Model I

Semester I	HN1CCT01	Paper I - गद्य और एकांकी (Prose and One Act Plays) साहित्य दर्पण (Text Book)
Semester II	HN2CCT02	Paper II - कहानी और उपन्यास (Short stories and Novel)
Semester III	HN3CCT03	कविता, व्याकरण और अनुवाद Poetry, Grammer and Translation
Semester IV	HN4CCT04	नाटक और लंबी कविता Drama and Long Poem

Hindi for B Com Model I

Semester I	HN1CCT01	Paper I - गद्य और संचार मीडिया (Prose and Mass Media)
Semester II	HN2CCT02	Paper II - कविता, व्यवसायिक पत्रलेखक और अनुवाद साहित्य सागर (Text Book)

Hindi for BA Model II

Semester I	HN1CCT01	Paper I - कविता और एकांकी (Poetry and one act play)
Semester II	HN2CCT02	Paper II - गद्य और उपन्यास (Prose and Short stories)

Hindi for B Com Model II

Semester I	HN1CCT01	गद्य, व्यावसायिक पत्रलेखन और अनुवाद Prose, Commercial Correspondence & Translation
Semester II	HN2CCT02	कविता और संचार मीडिया Poetry and Mass Media

Malayalam for BA/B Sc Model I

Semester I	ML1CCT01	കഥാസാഹിത്യം
Semester II	ML2CCT02	കവിത
Semester III	ML3CCT03	ദൃശ്യകലാസാഹിത്യം
Semester IV	ML4CCT04	മലയാള ഗദ്യരചനകൾ

Malayalam for B Com Model I

Semester I	ML1CCT05	കഥയും കവിതയും
Semester II	ML2CCT06	ആത്മകഥ, ലേഖനം

Malayalam for B A Model II

Semester I	ML1CCT07	കഥ, നോവൽ
Semester II	ML2CCT08	കവിതയും നാടകവും

Malayalam for B Com Model II

Semester I	ML1CCT11	കവിത, നാടകം
Semester II	ML2CCT12	ഗദ്യം, യാത്രാവിവരണം

2. Core and Complementary Courses**BA Economics**

Semester I	Core 1	EC1CRT01	Perspective and Methodology of Economics.
Complementary 1 (History)		HY1CMT02	Social formations in Pre - Modern India
Semester II	Core 2	ECICRT02	Micro Economic Analysis I
Complementary 2(History)		HY1CMT02	Transition to the Contemporary World
Semester III	Core 3	EC3CRT03	Micro Economic Analysis II
	Core 4	EC3CRT04	Economics of Growth and Development
Complementary		PS3CMT01	An introduction to Political Science

Semester IV Core 5	EC4CRT05	Macro Economics 1
Core 6	EC4CRT06	Public Economics
Complementary 4	PS4CMT05	Indian Constitution Social Issues in India
Semester V	EC5CRT07	Quantitative Techniques
	EC5CRT08	Macro Economics-II
	EC5CRT09	Environmental Economics
	EC5CRT10	Introductory Econometrics
(Open Course)	EC5OPT01	Fundamentals & Economics
Semester VI	EC6CRT11	Quantitative Methods
	EC6CRT12	International Economics
	EC6CRT13	Money & Financial Markets
	EC6CRT14	Indian Economy
	EC6CBT02	Business Economics (Choice Based Elective)
	EC6PR01	Project

BA Malayalam

Semester I Core 1	ML1CRT01	നവീന കവിത
Complementary 1	ML1CMT01	മലയാളപഠനത്തിന്റെ രീതിരീതി
Complementary 2	ML1CMT02	നാടകവും സിനിമയും
Semester II Core 2	ML2CRT02	മലയാള കവിത എഴുത്തച്ഛൻ മുതൽ കവിത്രയം വരെ
Complementary 3	ML2CMT03	ആധുനിക ലോക കവിത
Complementary 4	ML2CMT04	ഹോക്ലോർ വിജ്ഞാനം
Semester III Core 3	ML3CRT03	കേരള സംസ്കാരം - പൂർവ്വഘട്ടം
Complementary 5	ML3CMT05	ഒരു എഴുത്തുകാരൻ/ എഴുത്തുകാരി - മാധവിക്കുട്ടി
Complementary 6	SC3CMT01	സംസ്കൃതം - Poetry Rhetorics and Basics of Grammar
Semester IV Core 4	ML4CRT04	കേരള സംസ്കാരം - ഉത്തരഘട്ടം

Complementary 7	ML4CMT06	ആധുനിക മലയാള ഭാഷ
Complementary 8	SC3CMT02	സംസ്കൃതം - Prose, Vrutha Alankara, Theories of poetics and Grammar
Semester V Core 5	ML5CRT05	പരിസ്ഥിതി വിജ്ഞാനവും മനുഷ്യാവകാശ പഠനവും
Core 6	ML5CRT06	സാഹിത്യമീമാംസ
Core 7	ML5CRT07	ചെറുകഥ, നോവൽ
Core 8	ML5CRT08	ഭാഷാശാസ്ത്രം
Open Course	ML5OPT01	പുതുപ്രവർത്തനം
Semester VI	ML6CRT09	കേരളീയവ്യക്തികൾ
	ML6CRT10	പ്രാചീനസാഹിത്യം
	ML6CRT11	മലയാള നിരൂപണം
	ML6CRT12	വ്യാകരണം, ഭാഷാചരിത്രം
	ML6CBT01	മലയാളത്തിലെ സ്ത്രീചെറുകഥകൾ
	ML6PRT01	Project
B A English (Vocational) Model II		
Semester I Core	ENICR01	Methodology of literary Studies
Complementary	ENICR01(T)	Education in India
Vocational	ENIVO01(T)	School organization
Semester II Core	EN2CR02	Introduction to language ... and literature
Complementary 2	EN2CM02(T)	Educational Psychology
Vocational 2	EN2CM02(T)	Conversational English
Semester III Core	ENCR03	Harmony of Prose
Core	ENCR04	Symphony of Verse
Complementary	EN3CM03	Evolution of literary Movement: The Shapers of Destiny
Vocational	EN3VO03T(C)	Methodology of Teaching English
Semester IV Core	EN4CR05	Modes of Fiction
Core	EN4CR06	Language & Linguistics

Complementary	EN4CM04	Evolution of literary Movements: The Cross Currents of Charge
Semester V		
	EN5CR07	Acts on the Stage
	EN5CR08	Literary Criticism & Theory
	EN5CROP03	Open Course (English for careers)
	EN5CR09	Indian Writing in English
	EN5CREN01	Environmental Science & Human Rights
Semester VI		
	EN6CB01	Choice Based Course (comparative Literature)
	EN6CR10	Postcolonial Literatures
	EN6CR11	Women Writing
	EN6CR12	American Literature
	EN6CR13	Modern World Literature
	EN6PR01	Project
B Sc Mathematics		
Semester I	Core 1	MM1CRT01
Complementary		PH1CMT01
Complementary		ST1CMT01
Semester II	Core 2	MM2CRT02
Complementary		PH2CMT01
Complementary		ST1CMT02
Semester III	Core 3	MM3CRT03
Complementary		PH3CMT01
Complementary		ST3CMT03

Semester IV	Core 4	MM4CRT04	Vector Calculus, Theory of Numbers and Laplace Transform
Complementary		PH4CMT01	Optics and Electricity
Complementary		ST4CMT04	Statistical Inference
Semester V	Core 5	MM5CRT01	Mathematical Analysis
	Core 6	MM5CRT02	Differential Equations
	Core 7	MM5CRT03	Abstract Algebra
	Core 8	MM5CRT08	Human rights and Environmental Mathematics
			Open course
Semester VI	Core 9	MM6CRT01	Real Analysis
	Core 10	MM6CRT02	Graph Theory and Metric Spaces
	Core 11	MM6CRT03	Complex Analysis
	Core 12	MM6CRT04	Linear Algebra
Choice Based Course		MM6PRT01	Operations Reserch Project
B Sc Physics			
Semester I	Core 1	PH1CRT01	Methodology and Perspective of Physics
Complementary		MM1CMT01	Partial Differentiation Matrices, Trigonometry and Numerical Methods
Complementary		ST1CMT01	Descriptive Statistics
Semester II	Core 2	PH2CRT02	Mechanics and properties of matter
Complementary		MM2CMT02	Integral Calculus and Differential Equations
Complementary		ST2CMT02	Probability Theory
Semester III	Core 3	PH3CRT03	Optics, Laser & Fiber Optics
Complementary		MM3CMT03	Vector Calculus, Analytic Geometry and Abstract Algebra
Complementary			Probability Distribution
Semester IV	Core 4	PH4CRT04	Semiconductor Physics

Complementary	MM4CMT04	Fourier Series, Laplace Transform and Complex Analysis
Complementary Semester V	PH5OPT02	Statistical Inference Physics in daily life (Open Course)
	PH5CRT05	Electricity and Electrodynamics
	PH5CRT06	Classical and Quantum Mechanics
	PH5CRT07	Digital Electronics and programming
	PH5CRT08	Environmental Physics and Human Rights
Semester VI	PH6CRT09	Thermal and Statistical Physics
	PH6CRT10	Relativity and Spectroscopy
	PH6CRT11	Nuclear, Particle and Astrophysics
	PH6CRT12	Solid State Physics
	PH6CBT03	Computational Physics (Choice Based Course)
B Sc Chemistry		
Semester I Core 1	CH1CRT01	General and Analytical Chemistry
Complementary	MM1CMT01	Partial Differentiation, Matrices, Trigonometry and Numerical Methods
Complementary	PH1CMT02	Properties of matter, and Thermodynamics
Semester II Core 2	CH2CRT02	Theoretical and Inorganic Chemistry
Complementary	MM1CMT02	Integral Calculus and Differential Equations
Complementary	PH2CMT02	Mechanics and Super Conductivity
Semester III Core 3	CH3CRT03	Organic Chemistry-I

Complementary	MM3CMT03	Vector Calculus, Analytic Geometry and Abstract Algebra
Complementary	PH3CMT02	Modern Physics and Magnetism
Semester IV Core 4 Complementary	CH4CRT04	Organic Chemistry-II
	MM4CMT04	Fourier Series, Laplace Transform and Complex Analysis
Complementary Semester V	PH4CMT02	Optics and solid state Physics
	CH5CRT05	Environment, Ecology and Human rights
	CH5CRT06	Organic Chemistry-III
	CH5CRT07	Physical Chemistry-I
	CH5CRT08	Physical Chemistry-II
OPEN COURSE Semester VI	CH5OPT01	Chemistry in everyday life
	CH6CRT09	Inorganice chemistry
	CH6CRT10	Organic Chemistry-IV
	CH6CRT11	Physical Chemistry-III
	CH6CRT12	Physical Chemistry-IV
Choice Based Course	CH6CBT02	Nanochemistry and Nanotechnology
B Sc Botany		
Semester I Core 1	BO1CRT01	Methodology Science and an introduction to Botany
Complementary	CH1CMT01	Basic Theoretical and Analytical Chemistry
Complementary Semester II Core2	ZY1CMT01	Non Chordata diversity
	BO2CRT02	Microbiology, Mycology & Plant Pathology
Complementary	CH2CMT02	Basic Organic Chemistry
Complementary	ZY2CMT02	Chordata Diversity
Semester III Core 3	BO3CRT03	Phycology & Bryology
Complementary	CH3CMT04	Inorganic and Organic Chemistry
Complementary	ZY3CMT03	Physiology and Immunology

Semester IV	Core 4	BO4CRT04	Pteridology, Gymnosperms and Paleobotany
Complementary		CH4CMT06	Advanced Bio- Organic Chemistry
Complementary		ZY4CMT04	Applied Zoology
Semester V	Core	BO5CRT05	Anatomy, Reproductive Botany & Microtechnique
	Core	BO5CRT06	Research Methodology, Biophysics and
Biostatistics			
	Core	BO5CRT07	Plant Physiology & Biochemistry
	Core	BO5CRT08	Environmental Science & Human Rights
	Open	BO5OPP01	Agri-based microenterprises
Semester VI	Core	BO6CRT09	Genetics, Plant Breeding & Horticulture
	Core	BO6CRT10	Cell & Molecular Biology
	Core	BO6CRT11	Angiosperm Morphology, Taxonomy & Economic Botany
	Core	BO6CRT12	Biotechnology & Bioinformatics
	Elective	BO6PET03	Phytochemistry & Pharmacognosy
B Sc Zoology			
Semester I	Core 1	ZY1CRT01	General Perspectives in Science and Protistan Diversity
Complementary		BOICMT01	Cryptogams, Gymnosperms and Plant Pathology
Complementary		BC1CMT01	Elementary Biochemistry
Semester II	Core 2	ZY2CRT02	Animal Diversity - Non Chordata
Complementary		BO2CMT02	Plant Physiology
Complementary		BC2CMT02	Bio-Molecules
Semester III	Core 3	ZY3CRT03	Animal Diversity-Chordata

Complementary		BC3CMT03	Enzymology & Metabolism
Complementary		BOTCMT03	Angiosperm Taxonomy and Economic Botany
Semester IV	Core 4	ZY4CRT04	Reach Methodology, Bio-Physics and Biostatistics
Complementary		BC4CMT04	Nutritional and Chemical Bio-Chemistry
Complementary		BO4CMT04	Anatomy and Applied Botany
Semester V	Core 5	ZY5CRT05	Environmental Biology & Human rights
	Core 6	ZY5CRT06	Cell Biology & Genetics
	Core 7	ZY5CRT07	Evolution, Ethology & Zoogeography
	Core 8	ZY5CRT08	Human Physiology, Biochemistry & Endocrinology
Semester VI	Core 9	ZY6CRT09	Developmental Biology
	Core 10	ZY6CRT10	Microbiology and Immunology
	Core 11	ZY6CRT11	Biotechnology, Bioinformatics & Molecular Biology
	Core 12	ZY6CRT12	Occupational Zoology (Aquaculture, Apiculture, Vermiculture & Quail farming)
	Core 13	ZY6CBT03	Nutrition, Health & Life Style Management

B Com Model I Finance & Taxation

Semester I	Core – 1	CO1CRT01	Dimensions & Methodology of Business studies
	Core - 2	COICRT02	Financial Accounting
	Core - 3	COICRT03	Corporate Regulations & Administration
Common course 1		COICMT01	Banking & Insurance

Semester II	Core - 4	CO2CRT04	Financial Accounting II
	Core - 5	CO2CRT05	Business Regulatory Frame work
	Core - 6	CO2CRT06	Business Management
Common course 2		CO2CRT02	Principles of Business Decision
Semester III	Core - 7	CO3CRT07	Corporate Accounting-1
	Core - 8	CO3CRT08	Quantitative Techniques for Business-I
	Core - 9	CO3CRT09	Financial Markets and Operations
	Core - 10	CO3CRT10	Marketing Management
Optional I		CO3OCT01	Goods and Services Tax
Semester IV	Core - 11	CO4CRT11	Corporate Accounting-II
	Core - 12	CO4CRT12	Quantitative Techniques for Business-II
		CO4CRT13	Entrepreneurship Development and Project Management
Opeional 2		CO4OCT01	Financial Services
Semester V		CO5CRT14	Cost Accounting -1
		CO5CRT15	Environment Management and Human Rights
		CO5CRT16	Financial Management
		CO5OCT01	Income Tax-1
		CO5OP03	Fundamentals of Accounting
Semester VI		CO6CRT17	Cost Accounting -2
		CO6CRT18	Advertisement and Sales Management
		CO6CRT19	Auditing and Assurance
		CO6CRT20	Management Accounting
		CO6OCT01	Income Tax II
		CO6PR01	Project and Viva

B Com (SF) Computer Application Model II

Semester I	Core-1	COICRT01	Dimensions and Methodology of Business Studies
	Core-2	COICRT02	Financial Accounting I
	Core-3	COICRT03	Corporate Regulation and Administration
	Complementary	COICMT01	Banking and Insurance
Semester II	Core-4	CO2CRT04	Financial Accounting II
	Core-5	CO2CRT05	Business Regulatory Framework
	Core-6	CO2CRT06	Business Management
	Complementary2	CO2CMT02	Principles of Business decisions and Management Information System
Semester III	Language		English I
	Core-7	CO3CRT07	Corporate Accounts I
	Core-8	CO3CRT08	Quantitative Techniques for Business I
	Core-9	CO3CRT09	Financial Markets and Operations
	Core-10	CO3CRT10	Marketing Management
	Optional	CO3OCT02	Information Technology for Business (Theory)
		CO3OCP01	Information Technology for Business (Practical)
Semester IV	Language	CO4CRT01	English I
	Core-11	CO4CRT11	Corporate Accounting II
	Core-12	CO4CRT12	Quantitative Techniques for Business II
	Core-13	CO4CRT13	Entrepreneurship Development and Project Management
	Optional	CO4OCT02	Information Technology For Office (Theory)
		CO4OCP01	Information Technology For Office (Practical)
Semester V		CO5CRT14	Cost Accounting
		CO5CRT15	Environment and Human Rights

		CO5CMT08	Programming in C
		CO5OCT02	Computerised Accounting (Theory)
		EC5OPT01	(Open Course) Fundamentals of Economics
Semester VI		CO6CRT17	Cost Accounting II
		CO6CRT18	Advertisement and Sales Management
		CO6CMT10	Database Management System
		CO6CRT20	Management Accounting
		CO6OCT02	Software for Business and Research (Theory)
		CO6PR01	Project And Viva
		CO56OCP01	Computerised Accounting and Software for Business and Research (Practical)
		CO56CMP01	Programming in C and Database Management system (Practical)
BBA (SF)			
Semester I	Common course		English
	Core	BAICRT01	Fine tune your English Principles and Methodology of Management
	Core	BAICRT02	Business Accounting
Complementary		BAICMT03	Fundamental Business Mathematics
Complementary		BAICMT04	Fundamentals of Business Statistics
Semester II	Common Course		English-2
	Core	BA2CRT06	Issues That Matter Cost and management Accounting
	Core	BA2CRT07	Business Communication
Complementary		BA2CMT08	Mathematics for Management

Complementary	BA2CMT09	Statistics for Management
Semester III Core	BA3CRT11	Human Resource Management
Core	BA3CRT12	Marketing Management
Core	BA3CRT13	Research Methodology
Core	BA3PR15	Personality Development and Management skills (Minor Project)
Complementary	BA3CMT14	Business Laws
Semester IV Core	BA4CRT16	Financial Management
Core	BA4CRT17	Managerial Economics
Core	BA4CRT18	Entrepreneurship
Complementary	BA4CMT19	Basic Informatics for Management
	BA4CMT20	Corporate Law
Semester V	BA5CRT21	Organisational Behaviour
	BA5OPT22	Open Course
	BA5CRT23	Environment Science and Human Rights
	BA5CMT24	Intellectual Property Rights and Industrial Laws
	BA5CRT25	Operations Management
	BA5CRT26	Industrial Relations
Semester VI	BA6OCT27	Optional-I
	BA6OCT28	Optional-II
	BA6CRT29	Strategic Management
	BA6CRT30	Communication Skills and Personality development

**B.Com PROGRAMME (VOCATIONAL)-OFFICE
MANAGEMENT AND SECRETARIAL PRACTICE (SF)**

Semester I	Common-1	(i) Language English	
Complementary Course-1	COICMT03	Business Communication and MIS	
	Core	COICRT01	Dimensions and Methodology of Business
	Core	COICRT02	Financial Accounting I

	Core	COICRT03	Corporate Regulations and Administration
Complementary		COICMT01	Banking and Insurance
Semester II	Common-2		(i) Language English
Complementary		CO2CMT04	Business Environment
	Core	CO2CRT04	Financial Accounting II
	Core	CO2CRT05	Business Regulatory Frame Work
	Core	CO2CRT06	Business Management
Complementary		CO2CMT02	Principles of Business disitions
Semester III	Core 7	CO3CRT07	Corporate Accounts-I
	Core-8	CO3CRT08	Quantitative Techniques for Business-I
	Core-9	CO3CRT09	Financial Markets and Operations
	Core-10	CO3CRT10	Marketing Management
Core (Optional)		CO3OCT02	Information technology for Business
Complementary		CO3CMT05	Business Ethics and Corporate Social Responsibility
Semester IV	Core-11	CO4CRT11	Corporate Accounts-11
	Core-12	CO4CRT12	Quantitative Techniques for Business-II
	Core-13	CO4CRT13	Entrepreneurship Development and Project Management
Core (Optional)		CO4OCP01	Information technology for office
Complementary	Core-6	CO4CMT06	Logistics and Supply Chain Mangement
Semester V		CO5CRT14	Cost Accounting 1
		CO5CRT15	Environment Management and Human Rights
		CO5CMT07	E-Commerce
		CO5OCT07	Office Management and Administration
		EC5OPT01	Fundamentals of Economics
Semester VI		CO6CRT17	Cost Accounting 2

CO6CRT18	Advertisement and Sales Management
CO6CRT20	Management Accounting
CO6CMT12	Consumer Behaviour
CO6OCT07	Secretarial Practice
CO6PR01	Project and Viva

M.com Programme (Finance)

Semester I	CM010101	Specialised Accounting
	CM010102	Organisational Behaviour
	CM010103	Marketing Management
	CM010104	Management Optimisation Techniques
	CM010105	Methodology for Social Science Research
Semester II	CM010201	Advanced Corporate Accounting
	CM010202	Human Resource Management
	CM010203	International Business and Finance
	CM010204	Quantitative Techniques
	CM010205	Strategic Management
Semester III	CM010301	Strategic Financial Management
	CM010302	Income Tax-Law and Practice
	CM010303	Security Analysis and portfolio Management
	CM800301	Indirect Tax Laws
Semester IV	CM010401	Advanced Cost and Management Accounting
	CM010402	Income Tax - Assessment and Procedure
	CM800401	Derivatives and Risk Management
	CM800402	Personal Investment and Behavioural Finance

CM010403	Project Report
CM010404	Comprehensive Viva Voce

MSC Zoology (Environmental Science)

Semester I	ZL010101	Animal Diversity : Phylogenetic and Taxonomic Approaches
	ZL010102	Evolutionary Biology and Ethology
	ZL010103	Biochemistry
	ZL010104	Biostatistics and Research Methodology
	ZL010105	PRACTICAL I :Animal Diversity: Evolutionary, Ethological and Biochemical methods & Approaches
Semester II	ZL010201	Field Ecology
	ZL010202	Developmental Biology
	ZL010203	Genetics and Bioinformatics
	ZL010204	Microbiology and Biotechnology
	ZL010205	PRACTICAL II : Diversity of Life : Ecological, Embryological, Hereditary and Microbial Methods and Approaches
Semester III	ZL010301	Animal Physiology
	ZL010302	Cell and Molecular Biology
	ZL010303	Biophysics, Instrumentation and Biological Techniques
	ZL010304	Immunology
	ZL010305	Practical 3 : Molecular, Physiological and Immunological Methods and Approaches in Biosciences
Semester IV	ZI810401	Environmental Science: Concepts and Approaches

	ZI810402	Environmental Pollution and Toxicology
	ZI810403	Environmental Management and Development
	ZI810404	Practical: Environmental Science
	ZL010401	Project
	ZL010402	Viva-voce
MA Economics		
Semester I		
	EC010101	Microeconomics I
	EC010102	Macroeconomics I
	EC010103	Development Economics
	EC010104	Indian Economy I
	EC010105	Mathematical Methods for Economic Analysis
Semester II		
	EC010201	Microeconomics II
	EC010202	Macroeconomics II
	EC010203	Public Economics
	EC010204	Indian Economy II
	EC010205	Statistical Methods for Economics Analysis
Semester III		
	EC010301	International Economics
	EC010302	Econometrics I
	EC010303	Heterodox Economics
	EC010304	Environment Economics
	EC010305	Kerala Economy
Semester IV		
Elective	EC010401	International Finance
	EC010402	Econometrics II
GROUP A	EC800401	Agricultural Economics
	EC800402	Industrial Economics
	EC800403	Labour Economics
	EC010403	Project/Dissertation
	EC010404	Comprehensive Viva-Voce
MA Malayalam		
Semester I		
	ML010101	കവിത: പ്രാചീനം, മധ്യകാലം
	ML010102	മലയാളഭാഷ - ചരിത്രവും വർത്തമാനവും

	ML010103	മലയാള ചെറുകഥ
	ML010104	സാഹിത്യചൈനാസങ്കേതങ്ങൾ
	ML010105	സംസ്കൃതം - ഭാഷയും സാഹിത്യവും
Semester II	ML010201	ആധുനികമലയാള കവിത - ഒന്നാം ഘട്ടം
	ML010202	ഭാഷാശാസ്ത്രം
	ML010203	കേരളസംസ്കാരം
	ML010204	മലയാളനോവൽ
Semester III	ML010205	ഭാരതീയസാഹിത്യ സിദ്ധാന്തങ്ങൾ
	ML010301	ആധുനിക മലയാള കവിത - രണ്ടാം ഘട്ടം
	ML010302	മലയാളഭാഷാവാക്യരചന
	ML010303	മലയാളനിരൂപണം
	ML010304	ദ്വ്യകലാസാഹിത്യം
Semester IV	ML010305	പാശ്ചാത്യ സാഹിത്യ സിദ്ധാന്തങ്ങൾ
	ML010401	നാടകവും സിനിമയും
	ML010402	സാഹിത്യ ചരിത്ര വിജ്ഞാനീയവും തവേഷണത്തിന്റെ രീതിശാസ്ത്രവും
Elective A	ML800401	വിവർത്തനസാഹിത്യം
	ML800402	ദളിത് - സ്ത്രീ - പരിസ്ഥിതി സാഹിത്യവിചാരം
	ML800403	സൈബർസംസ്കാരവും സാഹിത്യവും
	ML8004P1	പ്രോജക്ട്/പ്രബന്ധം
	ML8004VV	Comprehensive Viva
MSC Botany		
Semester I	BY010101	Microbiology & Phycology
	BY010102	Mycology & Crop Pathology
	BY010103	Bryology & Pteridology
	BY010104	Gymnosperms, Plaeobotany & Evolution
Semester II	BY010201	Plant Anatomy, Development Biology and Horticulture
	BY010202	Cell Biology, Genetics & Plant Breeding

	BY010203	Plant Physiology & Biochemistry
Semester III	BY010204	Molecular Biology
	BY010301	Research Methodology, Microtechnique, Biostatistics & Biophysical Instrumentation
	BY010302	Biotechnology, Bioinformatics & Bionanotechnology
	BY010303	Angiosperm Taxonomy, Economic Botany & Ethnobotany
Semester IV	BY010304	Environmental Science
	BY820401	Environmental Science - Basic Concepts in Environmental Studies
	BY820402	Environmental Science - Natural Resources and their Management
	BY820403	Environmental Science - Environmental Monitoring & Management
M.Sc Mathematics		
Semester I	ME010101	Abstract Algebra
	ME010102	Linear Algebra
	ME010103	Basic Topology
	ME010104	Real Analysis
	ME010105	Graph Theory
Semester II	ME010201	Advanced Abstract Algebra
	ME010202	Advanced Topology
	ME010203	Numerical Analysis with Python
Semester III	ME010204	Complex Analysis
	ME010205	Measure and Integration
	ME010301	Advanced Complex Analysis
	ME010302	Partial Differential Equations

	ME010303	Multivariate Calculus and Integral Transforms
	ME010304	Functional Analysis
	ME010305	Optimization Technique
Semester IV	ME010401	Spectral Theory
	ME010402	Analytic Number Theory
	ME810401	Probability Theory
	ME810402	Operations Research
	ME810403	Coding Theory
MSc Physics		
Semester I	PH010101	Mathematical methods in physics- I
	PH010102	Classical Mechanics
	PH010103	Electrodynamics
	PH010104	Electronics
Semester II	PH010201	Mathematical methods in Physics- II
	PH010202	Quantum Mechanics - I
	PH010203	Statistical Mechanics
	PH010204	Condensed Matter Physics
	PH010105	General Physics Practicals
	PH010205	Electronics Practicals
Semester III	PH010301	Quantum Mechanics-II
	PH010302	Computational Physics
	PH010303	Atomic and Molecular Spectroscopy
	PH800301	Digital Signal Processing
Semester IV	PH010401	Nuclear and Particle Physics
	PH800402	Micro Electronics and Semi Conductor Devices
	PH800403	Communication Systems
	PH800302	Advanced Practicals in Electronics
	PH010402	Computational Physics Practicals
	PH010403	Project
	PH010404	Comprehensive Viva Voce

MSC Chemistry		
Semester I	CH500101	Organometallics and Nuclear chemistry
	CH500102	Structural and Molecular Organic Chemistry
	CH500103	Quantum Chemistry and Group Theory
	CH500104	Thermodynamics, Kinetic Theory and Statistical Thermodynamics
Semester II	CH500201	Coordination Chemistry
	CH500202	Organic Reaction Mechanisms
	CH500203	Chemical Bonding and Computational Chemistry
	CH500204	Molecular Spectroscopy
	CH500205	Inorganic Chemistry Practical-1
	CH500206	Organic Chemistry Practical -1
	CH500207	Physical Chemistry Practical-1
Semester III	CH500301	Structural Inorganic Chemistry
	CH500302	Organic Syntheses
	CH010301	Chemical Kinetics, Surface Chemistry and Crystallography
	CH500303	Spectroscopic Methods in Chemistry
	Semester IV	CH800401
CH800402		Advanced Organic Chemistry
CH800403		Advanced Physical Chemistry
CH010401		Inorganic Chemistry Practical-2
CH010402		Organic Chemistry Practical-2
CH010403		Physical Chemistry Practical-2
CH010404		Project
CH010405		Viva

3. Open Courses (Students can choose any one course other than their core subject from the following in the V Semester)

1. EC5OPT01 Fundamentals of Economics
2. ML5OPT01 പത്രപ്രവർത്തനം
3. EN5CROP03 English for Careers
4. MM5GET02 Applicable Mathematics
5. PH5OPT02 Physics in Daily Life
6. CH5OPT01 Chemistry in Everyday Life
7. BO5OPP01 Agri-based Microenterprises
8. ZY5OPT01 Vocational Zoology
9. CO5OP03 Fundamentals of Accounting
10. PE5OPT01 Physical health and life skill education.

PROCEDURES

RULES OF ADMISSION

- 1 All candidates seeking admission in the college must acquaint themselves with the rules and regulations of the M G University and College and is committed to the observance of the serules, if admitted.
2. Centralized Allotment Process(CAP) (For details visit www.mgu.ac.in) for general merit seats of both UG & PG Courses was introduced by M G University.
- 3 Application for admission to Community Merit and Management Quota must be made in the prescribed form available from the college office. Registration of an application does not guarantee selection for admission. In all future references Registration number has to be quoted.
- 4 Candidate for admission to 1st DC and 1st PG classes should produce besides intimation cards, the following certificates in original
 - i) The Allotment Memo received online.
 - ii) Receipt of fee remitted in the Bank.
 - iii) Certificate to prove date of birth.
 - iv) Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
 - v) Mark Lists of all part of the Qualifying Examination (for UG admission) / Mark Lists of all part of the Degree Examination and Provisional/Degree Certificate (for P.G. admission)
 - vi) Eligibility Certificate from M G University, in case of candidates who have passed their qualifying examination from other Universities (for P.G. admission).
 - vii) Migration Certificate, if applicable.
 - viii) Any other documents required to be produced by the Head of Institution.
- 4 Immediately after the interview the candidates if selected will be enrolled for the course on payment of the 1st instalment of fees and submission of the certificates. Students are advised to have sufficient number of attested copies of the mark list and other official documents before the original certificates are submitted to the office.
- 5 At the time of admission the candidate will be given an identity card with his or her photograph attested by the Principal. Students should carry this card with them when they attend college and should produce it on demand.

ATTENDANCE AND LEAVE OF ABSENCE

- a) The working day is divided into two sessions, three hours in the F.N. (9.45 to 12.45) and two hours in the A.N.(1.30 to 3.30). Attendance will be taken at the beginning of every theory or practical session.
- b) No student shall absent himself from class without leave.
- c) Absence from class for one hour in one session will be considered as absence in that session.
- d) Application for leave should be made in advance in the form given in the calendar to the Principal through the Tutor.
- e) In the case where absence is due to unforeseen causes the application should be submitted immediately after joining the class.
- f) In the case of illness for more than five days the leave application should be submitted along with a Medical Certificate.
- g) If a student absent himself or herself without leave for 5 consecutive working days, his/her name will be struck off from the roll unless the Principal is satisfied that the failure to obtain leave was unavoidable.
- h) Disciplinary action including infliction of fine will be taken against those who repeatedly absent themselves on insufficient grounds.
- i) Absence without leave on the re-opening day and from test papers and N.C.C. parades will be seriously dealt with fine or any other appropriate form of punishment according to the direction of the Principal.
- j) Application for exemption from attendance at examination and test papers should be made direct to the Principal. Such application should be presented in person at least two days before the commencement of the examination or test.

If the reason for exemption is illness, the application should be accompanied by a Medical Certificate. Absence from examination and test papers without leave will be seriously punished, which may even go to the extent of holding of term certificate.

When a re-examination is offered, absence of the concerned students therefrom will be regarded as equivalent to failure.

- k) Students are informed that they should get 75 % of attendance of the year, and should they fall short, they will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student. Exemption will not be granted for more than one academic year during any course of study.

ISSUE OF CERTIFICATES

- a) After the completion of the course, Transfer and Course Certificates will be issued to students without fee for one year.
A fee of Rs.15/ will be levied from those who applied for these documents after this period. Duplicate T.C. will be issued only after the original T.C. was irrecoverably lost, as certified by a Judicial Magistrate.
- b) Students have to settle their accounts before the discharge certificates are issued.
- c) The Conduct Certificate is a document which a student has to earn. It will not be issued as a matter of course.
- d) The S.S.L.C. Book and other official documents submitted by students on admission will be returned to them on completion of their respective University examination, or when the T.C. is being issued, but in no case during the course of study. If however a student requires SSLC Book for producing it elsewhere, he/she will have to apply to the Principal, clearing all his/her dues as per rules.
- e) Ordinarily a notice of 3 days is necessary for the issue of a certificate. Application for certificates received after 1 p.m. will be considered only on the next day.
- f) S.S.L.C. Book, Mark List etc. have to be claimed at least within one year after leaving the college. The college office cannot hold itself responsible for any damage or loss to the certificates left unclaimed by students indefinitely.

GENERAL RULES OF DISCIPLINE

1. The day begins with a prayer at the college. During prayer, all the members of staff and students shall stand up and observe silence till the prayer is over. There shall be no movement of any kind in the college campus at this time.
2. All the students who are present in the campus should wear the identity tag. Those who fail to wear the tag are liable to pay a fine of Rs.10/-.
3. Every student must be present in the class room by 9.25 am before the morning prayer.
4. The student who reach the college late after 10.00 am have to sign in the late comer's register at the main gate of the college.
5. During free periods the students are not expected to indulge in any games. (indoor or outdoor) or wander about the verandhas. They

should make use of the library during free time. Those who prefer to sit in the clas room to do academic work should not cause disturbance in any way to the neighbouring classes.

6. Students are expected to wear clean and respectable dress in the college campus.
7. No political activities shall be permitted in the campus.
8. No student shall be called during class time without a call slip signed by the Principal.
9. Smoking is strictly prohibited in the college campus. Entering the college campus consuming liquor and other intoxicating drugs is also strictly prohibited.
10. There shall be no movement of students on the corridors of the college buildings while lecture is in progress in the class rooms.
11. Movement of vehicles in the college shall be at a moderate speed. Two wheelers should be parked only in the parking area. Students may not park four -wheelers or three wheelers in the college campus.
12. Every student should handle with care the property of the college and shall do everything in his power to preserve the cleanliness of building and furniture.
13. Disfiguring the walls, doors, windows, black board, furniture etc. with graffitt, engravings etc. sticking posters and bills and scribbling on any part of the building or compound walls are strictly forbidden.
14. Unauthorised entry of outsiders into the campus is strictly prohibited, unless permitted by the college authorities, students shall not bring or entertain outsiders within the campus.
15. No one shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus and shall not exhibit any type of banners, flags, posters etc. without the prior sanction of the Principal.
16. Nobody shall collect money from others, either by request or by coercion, in the campus except by specific permission of the Principal.
17. All are strictly prohibited from taking part or participating in any agitation, demonstration, strike, dharna, gherao, and such activities which will disturb the classes or cause threat to the peaceful atmosphere of the college campus.
18. It is forbidden to organise or attend meetings other than the official ones which are specifically permitted by the Principal.
19. All expressions of activities which are immoral, antisocial, communal and antinational are strictly prohibited in the college campus.

20. Any student who is persistently insolent or insubordinate or willfully and repeatedly commit mischief or is guilty of fraud or malpractice or who in the opinion of the Principal is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls. The removal shall be either temporary or permanent subject to the gravity of the misconduct.
21. Students and staff shall co-operate with the college authorities to ensure peaceful atmosphere congenial to the academic activities and overall development of the students and for the maintenance of discipline in the campus.
22. Megaphone, loudspeakers etc. should not be used and posters, banners or boards should not be put up on the campus without the permission of the Principal, in accordance with the order of Hon. High Court of Kerala.
23. Every student should carry his identity card and produce it on demand by the authorities or persons authorised to do that.
24. In case students have any grievance or complaint they shall approach the Tutor first. If they are not satisfied they may approach the H.O.D and then if needed appeal to the Principal.
25. The Principal shall be the final authority in the interpretation of the college rule. Matters not covered by these rules are left to the discretion of the Principal and his decision shall be final.
26. As per circular No. 30115/K3/09/H.Edu.Dept dated 10.02.2010 from the Principal Secretary, Higher Education Department, Mobile phone use and obscene Cinematic Dance and Fashion Shows are strictly prohibited in the college campus
27. As per circular No.G2/22995/2001 dated 23.11.05 from the Director of Collegiate Education, Ragging is strictly prohibited in the college.

MAHATMA GANDHI UNIVERSITY

(Abstract)

Maintenance of discipline in college campus-Framing and implementation of rules-approved-orders issued.

ELECTION SECTION

No.162/2004/2/Elen. Priyadarshini Hills, dated 16th February 2005

Read:- 1. The Guidelines enunciated in para 7 of the affidavit filed by government in RP No.435/2003

2. Judgement of the Hon: High Court of Kerala in RP No.437 2003

ORDER

As per paper (2) read above, the Hon. High Court of Kerala had directed the State Government and all the Universities in Kerala to lay down rules, for maintaining discipline in all the colleges including Government owned and affiliated, which will be binding on all the students in these institutions.

In exercise of the powers conferred under section 10(17) of the Mahatma Gandhi University Act 1985, the Vice Chancellor, subject to ratification by the Syndicate, has approved the Mahatma Gandhi University Students' Code of Conduct Rules-2005 (appended) to be implemented, for maintaining discipline in the campus immediately.

Orders are issued accordingly.

JOINT REGISTRAR IN CHARGE OF THE REGISTRAR

(See U.O. No.162/2004/2/Elen. dated 16.02.2005)

MAHATMA GANDHI UNIVERSITY

STUDENT'S CODE OF CONDUCT RULES-2005

1. **Title:** These rules shall be known as Mahatma Gandhi University Student's Code of Conduct Rules-2005. It shall come into force with immediate effect.
2. **Object:** These rules are framed with a view to maintaining and enforcing good conduct inside the class rooms research and self financing schools of the Mahatma Gandhi University.
3. **Application:** These rules shall be applicable to all the affiliated Colleges under the University, University Departments of teaching and research and self financing school of the University.
4. **Definitions:**
 - a) *College:* College means a college as defined in section 2(2) and section 2 (7) of the M.G. University.

- b) *Vice Chancellor*: Vice Chancellor means the Vice Chancellor of the Mahatma Gandhi University.
- c) *Students' Grievance Redressal Committee*: Students' Grievance Redressal Committee constituted as per Rule 8 of these rules.
- d) *Student*: Student means a part-time or full-time student as defined in section 2(26) of Mahatma Gandhi University act.
- e) *Principal*: Principal means Head of the College as defined in section 2(16) of Mahatma Gandhi University act 1985
- f) *Political activity*: Political activity means any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication, whatsoever in case of definitions not mentioned above, the definitions in the University Act and Statutes shall prevail.

5. Prohibition on Political activity inside the campus

- a) No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b) Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4(6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties sister organizations or student's wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

6. Procedure for imposition of punishment

- a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b) If it comes to the notice of the Principal that a student or a class of students have committed misconducts as referred to the Rule 5 above and that the Principal is satisfied that is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending the student/ students from the college.
- c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above, the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- d) The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complaint as well as the person against whom the allegations/delinquency were made. The enquiry Officer also shall give fair report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider and take appropriate action, which he deems fit, including the imposition of the following punishments.
 - i. Imposition of fine
 - ii. Issuance of compulsory transfer certificate
 - iii. Dismissal from the College

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

7. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipments and other materials in side the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of damage to Public Properties Act. The damage so

fixed by the Principal shall be recovered as arrears of land revenue and in the event of nonpayment, recovery proceedings shall be taken against the person responsible.

8. Student's Grievance Redressal Committee

In every College there shall be Student's Grievance Redressal Committee constituted by the Principal. The committee shall consist of three teachers nominated by the College Council of whom one shall be a lady teacher. The Chairman of the College Union as well as the Secretary shall be the ex-officio members of the said committee. The committee shall meet once in every month and evaluate the steps taken or frame guideline or general instructions or directions for the maintenance of peaceful atmosphere in the campus. The Committee shall generally discuss various basic problems of the student and any unhealthy relationship between the students and teachers or students and non-teaching staff of the college and suggest and implement remedial measures.

9. Right to Appeal

A student against whom the disciplinary orders had been passed shall have a right to appeal to the Board for Adjudication of student's Grievances as provided in Chapter 27 of Mahatma Gandhi University statute 1997. The appellate authority shall have the power to set aside, modify or cancel the order provided the appeal is found to be genuine and filed within a period of 30 days from the date of receipt of the order.

The appellate authority shall also have the power to condone the delay in filing the appeal if it is proved to satisfaction of the appellate authority by the appellant that he was prevented by sufficient cause from preferring the appeal within the time.

LIBRARY RULES

Students should observe strict silence in the library and reading room. All students of the college shall have books issued to them from the library. The library and reading room will be open on all working days from 9.00 a.m to 4.00 p.m.

Application for books should be made in the form available in the library. A Degree student can take three books and a P.G. student can take ten books at a time. Books taken should not be retained for more than 14 days from the date of issue. Defaulters will have to pay a fine of 1 Rs. per day.

Internet facility is available in the library. Students can browse during library hours.

Books should be kept in good condition. No subletting of books is allowed. Students may consult their Tutors in the selection of books. If a book becomes due on a holiday it can be returned on the next working day without payment of fine.

All books taken out are liable to be recalled on short notice whenever required.

Borrowers are responsible for the loss of, or damage to books so long as they are in their custody. The marking of books with ink or pencils will be considered as damage. Students on receiving books, are advised to examine them and report any damage found to the Librarian before they leave the library. Failure to do so will render them responsible for any damage that may be detected after words.

No books shall be removed from its place in the library without the knowledge and consent of the Librarian.

Loss of a book should be reported to the Librarian immediately. The student must pay the cost of replacing the book together with any default fine that may be due from him.

TUTORIAL SYSTEM

Each member of the staff has on an average 30 to 40 students assigned to him/her for tutorial supervision. The Tutor without necessarily giving ordinary tuition keeps himself/herself in touch with students, monitor progress in studies and their activities in general. Students shall refer to their Tutor for advise and information generally on all matters connected with them in the college.

THE COLLEGE MAGAZINE

The aim of the College Magazine is to stimulate interest in literary subjects among students. The magazine deals mostly with subjects of literary and academic interests.

The management of the College Magazine shall be vested in a Magazine Committee consisting of the following members:

- 1) The Principal - President
- 2) The Student Editor - Convener
- 3) The Chairman of the College Union
- 4) The General Secretary of the College Union
- 5) Three student members nominated by the Executive Committee of the College Union
- 6) Two staff members nominated by the Principal

The Principal shall be the final authority in all matters pertaining to the Magazine.

THE KERALA PROHIBITION OF RAGGINGACT, 1998*

(Act 10 of 1998)

An Act to Prohibit ragging in educational institutions in the State of Kerala. Preamble.- WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala.

BE it enacted in the Forty-Ninth Year of the Republic of India as follows:

1. **Short title, extent and Commencement.** (1) This Act may be called the Kerala Prohibition of Ragging Act, 1998. (2) It extends the whole of the State of Kerala. (3) It shall be deemed to have come into force on the 23rd day of October, 1997.
2. **Definition-In this Act, unless the context otherwise required,-**
 - (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution;
 - (b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-
 - (i) teasing, abusing or paying practical jokes on, or causing hurt to, such student; or
 - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.
3. **Prohibition of ragging.-** Ragging within or without any educational institution is prohibited.
4. **Penalty for ragging.-** Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
5. **Dismissal of student.-** Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a periods of three years from the date of order of such dismissal.
6. **Suspension of student.-** (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complaints, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without

prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, "suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

7. **Deemed abetment.**- If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

REGULATIONS FOR UNDER GRADUATE PROGRAMMES
UNDER CHOICE BASED CREDIT SYSTEM 2017

PROGRAMME STRUCTURE

Model I BA/BSc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	22
d	Credits required from common courses II	16
e	Credits required from Core course and Complementay courses including Project	79
f	Open Course	3
g	Minimum attendance required	75%

Model I/II B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	14
d	Credits required from common courses II	8
e	Credits required from Core and Complementay /Vocational courses including Project	95
f	Open Course	3
g	Minimum attendance required	75%

Model II BA/B.Sc.

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common course I	16
d	Credits required from common course II	8
e	Credits required from Core + Complementay + Vocational Courses including Project	93
f	Open Course	3
g	Minimum attendance required	75%

Model III BA/B.Sc./B.Com

a	Programme Duration	6 Semesters
b	Total Credits required for successful completion of the programme	120
c	Credits required from common courses I	8
d	Credits required from Core + Complementay + Vocational Courses including Project	109
f	Open Course	3
g	Minimum attendance required	75%

9. EXAMINATIONS.

9.1 The evaluation of each course shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

9.2 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:-

Percentage of Marks	Grade	Grade Point
95 and above	S Outstanding	10
85 to below 95	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 programme.

Grade Point Average (GPA) of different category of course viz. Common Course I, Common Course II, Complementary Course II, Vocational course, 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:

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	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 EXAMINATION AND INTERNAL EVALUATION

The external examination of all semesters shall be conducted by the University 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

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

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

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

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

Components Internal Evaluation of Practical	Marks
Attendance	2
Test papers (1x4)	4
Record*	4
Total	10

* Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

For Project

- 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

(Decimals are to be rounded to the next higher whole number)

ASSIGNMENTS

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

SEMINAR/VIVA

A student shall present a seminar in the 5th semester for each paper and appear for Viva-voce in the 6th semester for each course.

INTERNALASSESSMENT 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 years and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher (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: Dept. Level: The department cell chaired by the Head; and 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.

The college council shall nominate a Senior Teacher 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 should reach the University before the 4th week of October and March in every academic year.

External examination

The external examination of all semesters shall be conducted by the University 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 period of the programme 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 teacher. 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 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 registering 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 teacher 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 setter shall ensure that questions covering all skills are set. She/He shall also submit a detailed scheme of evaluation along with the question paper. 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 should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

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) Without 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 BOS shall specify the length of the answers in terms of number of words. Pattern of questions for external examination of practical papers will be decided by the concerned Board of Studies/Expert Committees.

MARK CUM GRADE CARD

The University under its seal shall issue to the students a MARK CUM GRADE CARD on completion of each programme, which shall contain the following information:

- (a) Name of the University
- (b) Name of the College
- (c) Title & Model of the Undergraduate Programme
- (d) Name of the Semester

- (e) Name and Register Number of the student
- (f) Date of publication of result
- (g) Code, Title, Credits and Maximum Marks (Internal, External & Total) of each course opted in the semester.
- (h) Internal, External and Total Marks awarded, Grade, Grade point and Credit point in each course opted in the semester.
- (i) The total credits and total credit points in the semester.
- (i) Semester Grade Point Average (SGPA) and corresponding Grade.
- (k) Cumulative Grade Point Average (CGPA), GPA corresponding to Common Courses I and II, Core Course, Complementary Courses, Vocational Courses and Open Course.
- (l) The final Mark cum Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade(SGPA) scored by the candidate from 1st to 5th semesters, and the overall Grade for the total programme.

There shall be 3 level monitoring committees for the successful conduct of the scheme. They are -

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior- most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, College Council secretary and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice-Chancellor, Pro-Vice-Chancellor, Conveners of Syndicate Standing Committee on Examination, Academic Affairs and Registrar as members and the Controller of Examinations as member-secretary.

TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of one year from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

The Vice Chancellor is authorized to make necessary criteria for eligibility for higher education in the grading scheme, if necessary, in consultation with other Universities. The Vice Chancellor is also authorized to issue orders for the perfect realization of the Regulations.

Annexure I – Model Mark cum Grace Card

Mahatma Gandhi University

Section : Priyadarshni Hills P.O.

Student ID : Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate :

Name of College :

Permanent Register Number (PRN): Degree:

Name of the Programme :

Name of Examination : First Semester Examination
Month and Year

Date of publication of result :

Course Code	Course Title	Credit (C)	Marks						Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (CxGP)	Result
			External		Internal		Total						
			Awarded (E)	Maximum	Awarded (I)	Maximum	Awarded (E+I)	Maximum					
	Common Course I												
	Common Course II												
	Core Course												
	Complementary Course I												
	Complementary Course II/												
	Vocational Course												
	Total												
	Total credit points (TCP)												
	Total credit (TC)												
	SGPA:												
	Grade:												

Annexure II – Model Mark cum Grace Card (VI Semester)

Mahatma Gandhi University

Section : Priyadarshni Hills P.O.

Student ID : Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate :

Name of College :

Permanent Register Number (PRN) : Degree:

Name of the Programme :

Name of Examination : First Semester Examination

Month and Year

Date of publication of result :

Course Code	Course Title	Credit (C)	Marks						Percentage of total marks	Grade awarded (G)	Grade point (GP)	Credit point (CxGP)	Result
			External		Internal		Total						
			Awarded (E)	Maximum	Awarded (I)	Maximum	Awarded (E+I)	Maximum					
	Core 9												
	Core 10												
	Core 11												
	Core 12												
	Choice Based Course												
	Project												
	SGPA												
	Grade												

		Credit	GPA	Grade	Month & Year	Result
	Semester I Semester II Semester III Semester IV Semester V Semester VI					
	Common Course I Common Course II Complementary Course I Complementary Course II Core Course Open Course					
	Overall Programme CGPA:					

Annexure III

Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS) Description of the Evaluation Process

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1.

(Decimals are to be rounded to the next whole number)

Credit point and Credit point average Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Table 1

% of marks	Grade	GP
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	
	Ab Absent	

Credit point (CP) of a paper is calculated using the formula $CP=C \times GP$,

where **C is the Credit; GP is the Grade Point**

Grade Point Average (GPA) of a Course/ Semester or Programme (cumulative) etc. is

$$\text{GPA} = \frac{\text{TCP}}{\text{TC}}$$

Where **TCP is the Total Credit Point; TC is the Total Credit**

CPA	
Equal to 9.5 and above	S Outstanding
Equal to 8.5 and < 9.5	A+ Excellent
Equal to 7.5 and < 8.5	A Very Good
Equal to 6.5 and < 7.5	B+ Good
Equal to 5.5 and < 6.5	B Above Average
Equal to 4.5 and < 5.5	C Satisfactory
Equal to 4.5 and < 4.5	D Pass
Below 3.5	F Failure

Note: 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 paper. For a pass in a programme, a separate minimum of **Grade D** is required for all the individual papers. If a candidate secures **F Grade** for any one of the paper 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.

**REGULATIONS OF THE POST GRADUATE PROGRAMS
UNDER CREDIT SEMESTER SYSTEM, 2019
(MGU-PG-CSS 2019)**

PROGRAMME STRUCTURE

Students shall be admitted to post graduate programme under the various faculties. The programme shall include three types of courses, Core Courses, Elective Courses and Common core courses. There shall be a project with dissertation and comprehensive viva-voce as core courses for all programmes. The programme shall also include assignments / seminars / practicals etc.

No regular student shall register for more than 25 credits and less than 16 credits per semester unless otherwise specified. The total minimum credits, required for completing a PG programme is 80. However for MPED programme the total programme credit shall be in accordance with NCTE regulations and for MSW programme total programme credit shall be in accordance with the UGC model curriculum prescriptions and for MBA it shall be in accordance with AICTE regulations.

Elective courses and Groups

There shall be at least two and not more than four elective groups (Group A, Group B, Group C, etc.) comprising of three courses each for a programme and these elective courses shall be included either in fourth semester or be distributed among third and fourth semesters. This clause is not applicable for MEd (Education and Special Education), MPED, MFA, MSW, MBA and for programmes defined by the Expert Committees of Music and Performing Arts.

The number of elective courses assigned for study in a particular semester shall be the same across all elective groups for the programme concerned.

The colleges shall select any one of the elective groups for each programme as per the interest of the students, availability of faculty and academic infrastructure in the institution.

The selection of courses from different elective groups is not permitted.

The elective groups selected by the College shall be intimated to the Controller of Examinations within two weeks of commencement of the semester in which the elective courses are offered. The elective group selected by the college for the students who are admitted in a particular academic year shall not be changed

Project work

Project work shall be completed in accordance with the guidelines given in the curriculum.

Project work shall be carried out under the supervision of a teacher of the department concerned.

A candidate may, however, in certain cases be permitted to work on the project in an Industrial/Research Organization on the recommendation of the supervising teacher.

There shall be an internal assessment and external assessment for the project work.

The Project work shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce on the project.

The external evaluation of project work shall be conducted by two external examiners from different colleges and an internal examiner from the college concerned.

The final Grade of the project (External) shall be calculated by taking the average of the Weighted Grade Points given by the two external examiners and the internal examiner.

A separate course shall be included instead of the project for students undergoing private study.

Assignments: Every college going student shall submit atleast one assignment as an internal component for each course.

Seminar Lecture: Every college going student shall deliver one seminar lecture as an internal component for every course with a weightage of two. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the various resources, editing, document writing, and presentation.

Test Papers (Internal): Every college going student shall undergo at least two class tests as an internal component for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests.

No courses shall have more than 5 credits unless otherwise specified.

Comprehensive Viva-Voce -Comprehensive Viva-Voce shall be conducted at the end of fourth semester of the programme and its evaluation shall be conducted by the examiners of the project evaluation.

Comprehensive Viva-Voce shall cover questions from all courses in the programme.

There shall be an internal assessment and an external assessment for

the comprehensive Viva-Voce.

Comprehensive Viva-Voce shall be included for students undergoing private study.

ATTENDANCE

The minimum requirement of aggregate attendance during a semester for appearing at the end-semester examination shall be 75%. 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 the programme maybe granted by the University.

If a student represents his/her institution, University, State or Nation in Sports, NCC, or Cultural or any other officially sponsored activities such as college union / university union etc., he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum 15 days in a Semester based on the specific recommendations of the Head of the Department or teacher concerned.

Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering sanctioned strength, subject to the existing University Rules and Clause 7.2

A Regular student who has undergone a programme of study under earlier regulation / Scheme and could not complete the Programme due to shortage of attendance may repeat 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 MGU-PG-CSS2019 regulations and conditions specified in 6.3.

A Regular student of Programmes without Practicals in MGU-PG-CSS2019 can switch over to Private registration under MGU-PG-CSS2019 regulations subject to Clause 7.2

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

REGISTRATION / DURATION

A student shall be permitted to register for the programme at the time of admission.

A student who has registered for the programme shall complete the programme within a period of four years from the date of commencement of the programme.

Students are eligible to pursue studies for additional post graduate

degree. They shall be eligible for award of degree only after successful completion of two years (four semesters of study) either as college going student or through private study.

ADMISSION

The admission to all regular PG programmes shall be through PG-CAP(Centralized Allotment Process) of the Mahatma Gandhi University unless otherwise specified.

The eligibility criteria for admission to PG Programmes shall be published by the University along with the notification for admission.

There shall be provision for inter collegiate transfer and inter University transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.

Inter University transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.

There shall be provision for credit transfer subject to the conditions specified by the Board of Studies / Expert Committee concerned.

ADMISSION REQUIREMENTS

Candidates for admission to the first semester of the PG 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 eligible thereto.

Students admitted under this programme are governed by the Regulations in force.

PROMOTION:

A student who registers for a particular semester examination shall be promoted to the next semester.

A student having 75% attendance and who fails to register for examination of a particular semester will be allowed to register notionally and is promoted to the next semester, provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

The medium of Instruction shall be English except programmes under faculty of Language and Literature.

EXAMINATIONS

There shall be University examinations at the end of each semester.

Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.

End-Semester Examinations: The examinations shall normally be conducted at the end of each semester for college going student. For private students examination for both semesters shall be conducted at the end of the academic year.

There shall be one end-semester examination of 3 hours duration for each lecture based and practical courses.

A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage.

EVALUATION AND GRADING

Evaluation: The evaluation scheme for each course shall contain two parts; (a) End Semester Evaluation(ESE) (External Evaluation) and (b) Continuous Evaluation(CE)(Internal 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 End Semester Evaluation(ESE) and Continuous Evaluation(CE) shall be carried out using direct grading system.

Private students will have to answer an additional question paper with objective type questions as part of internal evaluation along with the external examinations within the prescribed time.

Direct Grading: The direct grading for CE (Internal) and ESE(External Evaluation) shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5, 4,3,2, 1 and 0 respectively.

Grade Point Average (GPA):Internal and External components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization provided in 12.16.

Internal evaluation for Regular programme: The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva-voce etc.

Components of Internal (CE) and External Evaluation(ESE): Grades shall be given to the evaluation of theory / practical / project / comprehensive viva-voce and all internal evaluations are based on the Direct Grading System.

Proper guidelines shall be prepared by the BOS for evaluating the assignment, seminar, practical, project and comprehensive viva- voce within the framework of the regulation.

There shall be no separate minimum grade point for internal evaluation.

The model of the components and its weightages for Continuous Evaluation(CE) and End Semester Evaluation(ESE) are shown in below:

a) For Theory (CE) (Internal)

	Components	Weightage
i.	Attendance	1
ii.	Seminar	2
iii	Best Two Test papers	2 (1 each)
Total		5

(Grades of best two test papers shall be considered. For test papers all questions shall be set in such a way that the answers can be awarded A+, A, B, C, D, E grade.)

b) For Theory (ESE) (External)

Evaluation is based on the pattern of question specified in 12.16.5

c) For Practical (CE) (Internal)

Components	Weightage
Written/Lab test	2
Lan involvement and Record	1
Viva	2
Total	5

(The components and the weightage of the components of the practical (internal) can be modified by the concerned BOS without changing the total weightage 5.)

d) For Practical (ESE) (External)

Components	Weightage
Written/Lab test	7
Lan involvement and Record	3
Viva	5
Total	15

(The components and the weightage of the of the practical (External) can be modified by the concerned BOS without changing the total weightage 15.)

e) For Project (CE) (Internal)

Components	Weightage
Relevance of the topic and analysis	2
Project content and presentation	2
Project Viva	1
Total	5

(The components and the weightage of the components of the Project (Internal) can be modified by the concerned BOS without changing the total weightage 5.)

f) For Project (ESE) (External)

Components	Weightage
Relevance of the topic and analysis	3
Project content and presentation	7
Project Viva	5
Total	15

(The components and the weightage of the components of the Project (External) can be modified by the concerned BOS without changing the total weightage 15.)

g) Comprehensive viva-voce (CE) (Internal)

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

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)

h) Comprehensive viva-voce (ESE) (External)

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

(Weightage of the components of the Comprehensive viva-voce (internal) shall not be modified.)

All grade point averages shall be rounded to two digits.

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

External Evaluation. The external examination in theory courses is to be conducted by the University at the end of the semester. The answers may be written in English or Malayalam except those for the Faculty of Language. 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.

Photocopies of the answer scripts of the external examination shall be made available to the students on request as per the rules prevailing in the University

The question paper should be strictly on the basis of model questions paper set and directions prescribed by the BOS.

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. Due weightage shall be given to each module based on content/teaching hours allotted to each module.

The question setter shall ensure that questions covering all skills are set.

A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E grades. ; Weight : Different types of questions shall be given different weights to quantify their range as follows:

Sl. No.	Type of Questions	Weight	Number of questions to be answered
1.	Short Answer type questions	1	8 out of 10
2.	Short essay/problem solving type questions	2	6 out of 8
3.	Long Essay type questions	5	2 out of 4

Pattern of question for practical. The pattern of questions for external evaluation of practical shall be prescribed by the Board of Studies.

Direct Grading System.

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

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

Performance Grading Students are graded based on their performance (GPA/SGPA/CGPA) at the examination on a 7-point scale as detailed below.

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)

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

Improvement of Course- The candidates who wish to improve the grade / grade point of the external examination of a course / courses he/ she has passed can do the same by appearing in the external examination of the semester concerned along with the immediate junior batch. This facility is restricted to first and second semesters of the programme.

One Time Betterment Programme - A candidate will be permitted to improve the CGPA of the programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The CGPA for the betterment appearance will be computed based on the SGPA secured in the original or betterment appearance of each semester whichever is higher.

If a candidate opts for the betterment of CGPA of a programme, he/she has to appear for the external examination of the entire semester(s) excluding practicals / project/ comprehensive viva-voce. One time betterment programme is restricted to students who have passed in all courses of the programme at the regular(First appearance).

Semester Grade Point Average (SGPA) and Cumulative Grade PointAverage (CGPA) Calculations. The SGPA is the ratio of sum of the credit points of all courses taken by a student in the semester to the total credit for that semester. After the successful completion of a semester,

Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{Semester Grade Point Average -SGPA (S)}_j = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

(SGPA= Total credit Points awarded in a semester / Total credits of the semester)

Where 'S_j' is the jth semester, 'G_i' is the grade point scored by the student in the ith course 'c_i' is the credit of the ith course.

Cumulative Grade Point Average (CGPA) of a Programme is calculated using the formula:-

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

GPA= Total credit points awarded in all semesters / Total credits of programme)

Where 'C_i' is the credits for 'ith' the semester 'S_i' is the SGPA for the 'ith' semester. The SGPA and CGPA shall be rounded off to 2 decimal points .

For the successful completion of semester, a student shall pass all courses and score a minimum SGPA of 2.0. However, a student is permitted to move to the next semester irrespective of her/his SGPA.

GRADE CARD

The University under its seal shall issue to the students, a consolidated grade card on completion of the programme, which shall contain the following information.

- a) Name of the University.
- b) Name of College
- c) Title of the PG Programme.
- d) Name of the Semesters
- e) Name and Register Number of the student
- f) Code, Title, Credits and Max GPA (Internal, External & Total) of each course (theory & Practical), project, viva etc. in each semester.
- g) Internal, external and total grade, Grade Point (G), Letter Grade and Credit Point (P) in each course opted in the semester.
- h) The total credits and total credit points in each semester.
- i) Semester Grade Point Average (SGPA) and corresponding Grade in each semester.

- j) Cumulative Grade Point Average (CGPA), Grade for the entire programme.
- k) Separate Grade card will be issued at the request of candidates and based on University Guidelines issued from time to time.
- l) Details of description of evaluation process- Grade and Grade Point as well as indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the grade card.

AWARD OF DEGREE

The successful completion of all the courses with 'C' grade within the stipulated period shall be the minimum requirement for the award of the degree.

MONITORING COMMITTEE

There shall be a Monitoring Committee constituted by the Vice-chancellor to monitor the internal evaluations conducted by institutions.

RANK CERTIFICATE

The University shall publish the list of top 10 candidates for each programme after the publication of the programme results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the list. Position certificate shall be issued to candidates on their request.

Candidates shall be ranked in the order of merit based on the CGPA secured by them. Grace grade points awarded to the students shall not be counted for fixing the rank/position, Rank certificate and position certificate shall be signed by the Controller of Examinations.

GRIEVANCE REDRESSAL COMMITTEE

Department level: The College shall form a Grievance Redressal Committee in each Department comprising of the course teacher and one senior teacher as members and the Head of the Department as Chairperson. The Committee shall address all grievances relating to the internal assessment grades of the students.

College level: There shall be a college level Grievance Redressal Committee comprising of faculty advisor, college co-ordinator, one senior teacher and one staff council member and the Principal as Chairperson.

University level: The University shall form a Grievance Redressal Committee as per the existing norms.

TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three year from the date of coming into force of these regulations, have the power to provide by order that these

regulations shall be applied to any programme with such modifications as may be necessary.

REPEAL

The Regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the Credit Semester System in their application to any course offered in a College, the latter shall prevail.

Credits allotted for Programmes and Courses.

Total credit for each programme shall be 80 except MPEd, MSW and MBA programmes.

Semester-wise total credit can vary from 16 to 25 .

The minimum credit of a course is 2 and maximum credit is 5 except for MEd, MFA, MBA and MSW.

Common Course: If a course is included as a common course in more than one programme, its credit shall be same for all programmes.

Course codes : The course codes assigned for all courses(core courses, elective courses, common courses etc.) shall be unique.

Models of distribution of courses, course codes, type of the course, credits, teaching hours for a programme are given in the following tables.

(Example: Programmes with practical Total Credits 80- Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours Per Week	Credit	Total Credits
I	Course.code1	Name1	core	4	4	19
	Course.code2	Name2	core	4	4	
	Course.code3	Name3	core	4	4	
	Course.code4	Name4	core	3	3	
	Practical Course.code5	Name5	core	10	4	
II	Course.code6	Name6	core	4	4	20
	Course.code7	Name7	core	4	4	
	Course.code8	Name8	core	4	4	
	Course.code9	Name9	core	3	4	
	Practical-Course.code10	Name10	core	10	4	
III	Course.code11	Name11	core	4	4	20
	Course.code12	Name12	core	4	4	
	Course.code13	Name13	core	4	4	
	Course.code14	Name14	core	3	4	
	Practical Course.code15	Name15	core	10	4	
IV	Course.code16	Name16	Elective	5	3	21
	Course.code17	Name17	Elective	5	3	
	Course.code18	Name18	Elective	5	3	
	Practical-Course.code19	Name19	core	10	5	
	Project-Course.code20	Name20	core		5	
	Comprehensive viva-voce -Course.code 21	Name 21	core		2	
	Total					80

Example: Programmes without practical Total Credits 80- Scheme of the syllabus

Semester	Course-code	Course name	Type of the course	Teaching Hours Per Week	Credit	Total Credits
I	Course.code1	Name1	core	5	4	20
	Course.code2	Name2	core	5	4	
	Course.code3	Name3	core	5	4	
	Course.code4	Name4	core	5	3	
	Course.code5	Name5	core	5	4	
II	Course.code6	Name6	core	5	4	20
	Course.code7	Name7	core	5	4	
	Course.code8	Name8	core	5	4	
	Course.code9	Name9	core	5	4	
	Course.code10	Name10	core	5	4	
III	Course.code11	Name11	core	5	4	20
	Course.code12	Name12	core	5	4	
	Course.code13	Name13	core	5	4	
	Course.code14	Name14	core	5	4	
	Course.code15	Name15	core	5	4	
IV	Course.code16	Name16	Elective	5	3	20
	Course.code17	Name17	Elective	5	3	
	Course.code18	Name18	Elective	5	3	
	Course.code19	Name19	core	5	5	
	Project-Course.code20	Name20	core	5		
	Comprehensive viva- voce - Course.code 21	Name 21	core		2	
Total						80

Appendix: Evaluation first stage - Both Internal and External (to be done by the teacher)

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

The final Grade range for course, SGPA and CGPA

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
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
Upto 1.99	D	Deficient (Fail)

Theory-External - ESE

Maximum weight for external evaluation is 30. Therefore Maximum Weighted Grade Point (WGP) is 150

Type of Question	Qn. No's	Grade Awarded	Grade point	Weights	Weighted Grade Point
Short Answer	1	A+	5	1	5
	2	-	-	-	-
	3	A	4	1	4
	4	C	2	1	2
	5	A	4	1	4
	6	A	4	1	4
	7	B	3	1	3
	8	A	4	1	4
	9	B	3	1	3
	10	-	-	-	-
Short Essay	11	B	3	2	6
	12	A+	5	2	10
	13	A	4	2	8
	14	A+	5	2	10
	15	-	-	-	-
	16	-	-	-	-
	17	A	4	2	8
	18	B	3	2	6
Long Essay	20	A+	5	5	25
	21	-	-	-	-
	22	-	-	-	-
	23	B	3	5	15
			TOTAL	30	117

Calculation :

Overall Grade of the theory paper = Sum of Weighted Grade Points / Total weight 117/30 = 3.90 = Grade B

Theory-Internal - CE

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Assignment	1	A	4	4	WGP/Total weight = 24/5 = 4.8
Seminar	2	A+	5	10	
Test paper 1	1	A+	5	5	
Test paper 2	1	A+	5	5	
Total	5			24	A+

Practical-External-ESE

Maximum weight for external evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Written/Lab test	7	A	4	28	WGP/Total weight = 58/15 = 3.86
Lab involvement & record	3	A+	5	15	
Viva	5	B	3	15	
Total	15			58	B

Practical-Internal-CE

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Written/Lab test	2	A	4	8	WGP/Total weight = 17/5 = 3.40
Lab involvement & record	1	A+	5	5	
Viva	2	C	2	4	
Total	5			17	B

Practical-External-ESE

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic & Analysis	2	C	2	4	WGP/Total weight = 59/15=3.93
Project content & presentation ¹	8	A+	5	40	
Project viva-voice	5	B	3	15	
Total	15			59	B

Project - Internal - CE

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic & Analysis	2	B	3	6	WGP/Total weight = 21/5=4.2
Project content & presentation	2	A+	5	10	
Project viva-voice	1	A+	5	5	
Total	5			21	A

Comprehensive Viva-Voce - External - ESE

Maximum weight for Internal evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic &	15	A	4	60	WGP/Total weight = 60/15=4
Total	15			60	

Comprehensive viva-Internal-CE

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Comprehensive viva-voce	5	A+	5	25	WGP/Total weight = $25/5 = 5$
Total	5			25	A+

Evaluation second stage - (to be done by the University)

Consolidation of the Grade (GPA) of a Course PC-1

The End Semester Evaluation (ESE) (External evaluation) grade awarded for the course PC-1 is A and its Continuous Evaluation (CE) (Internal Evaluation) grade is A. The consolidated grade for the course PC-1 is as follows

Components	Weight	Grade Awarded	Grade Point	Weighted Grade Point
External	3	A	4.20	12.6
Internal	1	A	4.40	4.40
Total	4			17
Grade of a Course	GPA of the course = Total weighted Grade Point / Total weight $17/4=4.25 = \text{Grade A}$			

Evaluation Third Stage - (to be done by the University)

Semester Grade Point Average (SGPA).

Course code	Title of the course	Credits (C)	Grade Awarded	Grade Point (G)	Credit Points (CP=CxG)
01	PC-1	5	A	4.25	21.25
02	-----	5	A	4.00	20.00
03	-----	5	B+	3.80	19.00
04	-----	2	A	4.40	8.80
05	-----	3	A	4.00	12.00
TOTAL		20			81.05
SGPA	Total credit point / Total credits = $81.05/20 = 4.05 = \text{Grade-A}$				

Evaluation - fourth Stage - (to be done by the University)**Cumulative Grade Point Average (CGPA)**

If a candidate is awarded three A+ grades in semester 1 (SGPA of semester 1), semester 2 (SGPA of semester 2) and semester 4 (SGPA of semester 4) and a B grade in semester 3 (SGPA of semester 3). Then the CGPA is calculated as follows:

Components	Weight	Grade Awarded	Grade Point	Weighted Grade Point
I	20	A+	4.50	90
II	20	A+	4.60	92
III	20	B	3.00	60
IV	20	A+	4.50	90
TOTAL	80			332

CGPA = Total credit points awarded / Total credit of all semesters = 332/80 = 4.15 (Which is in between 4.00 and 4.49 in 7 point scale)

Therefore the overall Grade awarded in the programme is A

SCHEDULE OF FEES**TUITION FEE (Admission 2009-10 onwards)**

	<i>Odd Semester</i>	<i>Even Semester</i>
B.A./B.Sc./B.Com.	500.00	500.00
M.A./M.Sc.	900.00	900.00

ADMISSION FEE: Rs.75/- for Degree and Rs. 150/- for PG to be paid at the beginning of the course.

SPECIAL FEES Rs.**UNIVERSITY AFFILIATION FEE**

D.C.	200.00
P.G.	250.00
Athletic fee	100.00
Association fee	50.00
College Calendar	30.00
Stationery	50.00
College Magazine	50.00
Audio Visual fee	25.00
Sports Affiliation fee	75.00
University Union fee	30.00
Student's Welfare	10.00
Medical Inspection	5.00
Student's Aid Fund	5.00
Student's Insurance	2.00
Women Study	5.00
Library Fee	100.00
For Registration as Matriculate (for I D.C./P.G. Students coming from other Universities)	100.00
Recognition fee (for Students from other Universities)	150.00

LABORATORY FEE

Degree Maths	150.00
Physics	400.00
Chemistry, Botany & Zoology Main	550.00
Degree - For each additional subject	100.00
M.Sc. Maths, Physics, Chemistry & Botany	900.00

CAUTION DEPOSIT

(To be paid at the time of admission. S.C./S.T./O.E.C./ Xian converts from S.C./S.T. are exempted from payment of Caution Deposit)

Degree Course	360.00
P.G. Course	600.00

PAYMENT OF FEES

- 1 Each instalment shall be paid on the dates notified in the Calendar or Notice Board.
- 2 A receipt signed by the Head Accountant shall be given for every payment made, which the student shall preserve and produce whenever required by the Principal.
- 3 Mistake, if any in the receipts issued for payments made, should be pointed out then and there and should be got corrected on the spot. Complaints made later will not be entertained.
- 4 All cash transactions from the students will be closed for the day at 2.00 p.m.
- 5 Defaulters of fees have to remit a fine of Rs 5/- for succeeding 10 days after due date and thereafter Rs. 10/- for each instalment of fees.

FEE CONCESSION

- 1 Students belonging to Scheduled Caste, Scheduled Tribes, O.E.C. including Kudumbies and converts from them are eligible for full fee concession, Lumpsum grant for purchase of books, actual boarding and lodging charges in collegiate Hostels or other Government Hostels or monthly stipend at rate fixed by the Government from time to time. (The concession shall be granted by the District Development Office on proper application with necessary certificate to be submitted at the prescribed time.)
- 2 Harness fee concession: Students who are children of Kerala Government Servants who died in harness or within six months after retirement will be eligible for full fee concession for one year in each class, provided, their annual income is below Rs. 4200/-
- 3 Educational concession to the children of political sufferers will be awarded to the children and grand children of political sufferers provided the annual income does not exceed Rs. 6000/-

CONCESSION UNDER

KUMARAPILLAI COMMISSION REPORT

- 4 Students belonging to the backward class and socially and educationally backward classes and other communities whose family income does not exceed Rs. 25000/- and Rs. 42000/- in the case of B.A/B.Sc/B.Com.and M.A./M.Sc.respectively are eligible for full fee concession. They have to produce caste and citizenship certificate.

Income certificate issued by the Village Officer in the form prescribed by the Board of Revenue at the time of admission and also

produce salary/pension certificate issued by the competent authority. A holder of the concession under O.B.C. and K.P.C.R. scheme shall not hold any other scholarships, stipend, remuneration or concession excepts cholarship for proficiency in sports sanctioned by the D.C.E. and financial assistance given by the Kerala Sports Council for providing special diet and Fisheries scholarships by the Managing Director, Kerla Fishermen's Welfare Corporation.

SCHOLARSHIPS

- 1 **National Scholarship:** Given to Indian National for all courses after Matriculation or S.S.L.C. leading to Ist Degree, Post Graduate and for post M.A./M.Sc. stages. Those who gain 50% aggregate marks in the qualifying examination are eligible. Income limit is Rs.6000/- for Under Graduate. For others there is no income limit. Students who get scholarships/stipends under any other scheme are not eligible. Forms of applications may be obtained from the Director of Collegiate Education on payment of Rs. 2/-
- 2 **Government of India Scholarships to the students from non Hindi speaking States:** Awarded strictly on merit basis.
- 3 **National Merit Scholarship:** Strictly on merit basis. If the income exceeds Rs.500 per month Certificate of merit and national prize of Rs.100/- will be awarded. Income limit is not applicable to Post-Graduate Students.
- 4 **State Concession & Fisherman Scholarship:** Awarded to the children of bonafide fisherman.
- 5 **Scholarships to the bright Students among the children of Ex-Servicemen:** This scholarship will be given to those students whose annual income limit(including the income of the parents and in case where parents are dead including the income of the guardian) does not exceed Rs. 8000/-
- 6 **Suvarna Jubilee Scholarship:** Eligibility: 50% marks in qualifying exam., Income limit. - should belong to BPL family. Amount of Scholarship for UG & PG: Rs.10,000/.a. Time to apply: After the completion of first year admissions
- 7 **State Merit Scholarship:** Eligibility: 50% marks in qualifying Exam., Income limit: Rs.1.0 lakh. But for the first 3 students in the UG level and the first student in the PG level, scholarships are awarded without considering income criterion. Amount of Scholarship: Degree Rs.1250/- and PG Rs.1500/(per Year). Time to apply: Soon after the completion of admissions.

- 8 Muslim Girl's Scholarship:** Eligibility: Only Muslim girls are eligible. Should be a student in Govt./Aided institution or should have secured admission under Govt. quota in unaided colleges income limit Rs.4.5 lakhs. Amount of Scholarship: Degree Rs.4000/- and PG Rs.5000/-. The amount is being credited to the SB a/c of the applicant. Students are advised to submit Bank account number of any nationalized Bank with IFSC code. When to apply: After the completion of first year admissions.
- 9 Stipend For Muslim Girls Residing In Hostels:** Eligibility: Should be residing in Govt./Govt. approved hostels. Income limit: Rs.4.5lakh. Amount of Scholarship: Max. Rs 12000/p.m or Rs 10000/p.a. Time to apply: After the completion of first year admissions.
- 10 Muslim Nadar Scholarship:** Eligibility: Girls students belonging to OBC communities and girl students belonging to BPL families of forward castes can apply. 50% marks in qualifying exam. Income limit Rs.18000 per year. Amount of Scholarship Rs125/per year. Time to apply: After the completion of first year admissions.
- 11 Scholarship For Blind/Deaf/Physically Challenged Students:** Eligibility: Students of Govt/aided colleges are eligible. Amount of Scholarship: Fee and Hostel Charges. Fee concession only to those whose annual income are below Rs.25,000/p.a. Time to apply: After the completion of first year admissions
- 12 Post Metric Scholarship For Minority:** Eligibility: 50% marks in qualifying exam. Income limit Rs.2 lakh. Only Muslim and Christian students are eligible from the state of Kerala. Amount of Scholarship: Degree & PG- Rs185/ for day scholars and Rs.355/ for hostellers. Time to apply Decided by GOI
- 13 Higher Education Scholarship:** Eligibility: Marks in qualifying exam ST – Pass, SC – For science subjects 45%, SC – All other subjects 40%, Gen. Category – Science 50%, Gen. Category – Others 45%. Should be a first year UG student in Govt./Aided college. Amount of Scholarship: Under Graduate Course Rs. 12000/- (first year), Rs.18,000/- (second year), Rs.24,000/- (third year), Post Graduate Course Rs. 40000/- (first year) and Rs.60,000/- (second year). Time to apply: Soon after the completion of admissions.
- 14 Mahatma Gandhi University Merit Scholarship:** Eligibility: On the basis of merit in their qualifying exam. Amount of Scholarship: UG courses Rs. 900/- and for PG course Rs. 1200/-
For further details log on to

www.collegiateedu.kerala.gov.in
<http://minorityaffairs.gov.in/newsite/index.asp>
<http://www.dcescholarship.kerala.gov.in/dce/main/index.php>
http://kshec.kerala.gov.in/scholarship/notification_scholarship.ht
<http://www.mguniversity.edu/studentcorner.htm>

- 15 **C.H. Muhammad Koya Scholarship** for the first year degree girl students belong to Muslim/Latin/Converted Christian community. The candidate should have secured 50% or above in the qualifying examination and the annual family income should not exceed Rs.4.5 Lakhs.
- 16 **Central Sector Scheme of Scholarships** for first year U.G./P.G. students belonging to minority community. The student should have secured not less than 50% marks in the previous board/university examination and the annual family income should not exceed Rs. 2 Lakhs.
- 17 **Post-Graduate Indira Gandhi Scholarship** of Rs. 3,100/- per month for single girl child. Girl students without having any brother or the girl students who are twin daughters/fraternal daughter may also apply for scholarship under the scheme.
- 18 **'Snehapoorvam' Scholarship** by Kerala Social Security Mission, Govt. of Kerala to Degree students who has lost either father or mother or both, and who belongs to BPL category. For students belonging to APL category, annual income should be below Rs. 20,000/- rural areas and Rs. 22,375/- in urban areas.
- 19 **Aspire Scholarship** for P.G Students introduced by the Govt. of Kerala to provide opportunities to pursue short term internships/projects in institutions other than their parent college/university departments. The monthly rate of scholarship within the state will be Rs. 8,000/- and for internships undertaken outside the state will be Rs. 10,000/-.

ENDOWMENTS AND PRIZES

- 1 Cash Award instituted by the PTA for the toppers and second place winners for all Subjects in the Final year University Exam.
- 2 Cash Awards instituted by the PTA in the name of Prof. K N Vidyasagaran (Former Principal) to final year Degree and P G Botany Students who secure highest marks in the University Examination.
- 3 Parent-Teacher Association gives proficiency prizes to the top ranking students and second place winners of all classes.
- 4 Prof. C. Sivasankaran memorial Cash Award instituted by the members of the teaching staff to two students of II B.A./B.Sc./B.Com. who secure highest marks in Part I English in the University Examination every year.

- 5 Silver Jubilee Memorial Endowment Instituted by the B.Sc. Physics Main students for giving cash prize to the student who secure highest marks in B.Sc.(Physics)Main in the University Examination every year.
- 6 Silver Jubilee Memorial Rolling Trophy instituted by the B.Sc.Chemistry Main students to the winner of Inter Departmental Quiz Competition.
- 7 Cash Award instituted by Prof. P G Sunanda (former Head, Department of Zoology) to the students of Final year B.Sc. Zoology Main, who secures highest marks in Zoology in the university Examinations.
- 8 Prof. M S Sugathan Memorial Cash Award instituted by Prof. A R Madhurabashini (former Head, Department of Hindi) to the Student of II B.A./B.Sc. who secures highest Marks in Part I English in the University Examination.
- 9 P V Raman (former Manager SNM Group of Educational Institutions) Memorial Endowment instituted by V R Ajithkumar former Selection Grade Lecturer Department of Chemistry, S N M College Maliankara for giving cash award to the student, who secures highest marks in B.Sc. (Chemistry main) in the University Examination every year.
- 10 Mr. S. G. Sugeeth Memorial Award : Permanent Endowment Instituted by his parents Dr. K. P. Subhash and Prof. B. Geethadevi (Retired HOD., Dept. of Physics, SNMC) to award a prize money to the best outgoing M.Sc. Physics student of the college. Mr. S.G. Sugeeth was a Pre Degree student of the college during 1993-95.
- 11 Cash Award instituted by Prof. C. P. Lalitha(former Head, Department of Economics) to the students of Final year MA Economics, who secures highest marks in the University Examinations.
- 12 Dr. Saravana Rajan a medical practitioner of U S A and a native of Perinjanam offers a comprehensive scholarship programme for the U G students of the College. It is unique programme envisaging not only financial assistance to the students but also aims at the all round deveopment of personality and abilities of the students. Twenty Other Backward Hindu students from economically backward families and of good academic merits will be awarded the scholarship.
- 13 Cash Award instituted by Smt. M.R. Usha,former H O D,Dept. of Commerce, to the students of Final yearBCom, who secures highest marks in the University Examinations.

- 14 Award instituted by SAGA (SNMC Alumini Global Association) to the toppers of all the subjects
- 15 K A Kumaran and Cheramma Kumaran memorial award for the final year B.Sc. Mathematics and Physics students who secure more than 90% in the university examinations
- 16 Cash Award instituted for ever by Prof. K.K. Soumyavathy, former & first H O D, Dept. of Malayalam, for the toppers of MA Malayalam and BA Malayalam who secures highest marks in the University Examinations.
- 17 Cash Award instituted by Prof. T.S. Ajithkumar former H.O.D., Dept. of Malayalam to the first year MA Malayalam Student who secures highest marks in BA Malayalam programme from SNM College Maliankara.
- 18 Endowment Sponsored by Smt. V.P. Asadevi in memory of Sri. V.S. Ponnappan for the student securing highest marks in B.A. Degree Economics.
- 19 Endowment Sponsored by Dr. K. Padmaja in memory of Smt. Kamalakshy Chathunni for the student securing highest marks in M.A. Degree Economics.

OTHER ACTIVITIES AND FACILITIES

For the smooth and harmonious functioning of the College academic and extra-academic activities, the following committees are constituted w.e.f.2000-2001. The Committees shall meet at least once a month to transact their business. Proper records regarding the activities of the committees shall be maintained by the conveners.

1. COLLEGE COUNCIL

- | | |
|---------------------------|-----------|
| 1. Dr. C.M. Sreejit | Principal |
| 2. Sri. Ajan K.A. | HOD |
| 3. Dr. Jeeju P.P. | HOD |
| 4. Dr. M.G. Bhuvaneshwary | HOD |
| 5. Dr. M.G. Sanilkumar | HOD |
| 6. Smt. Minu M. | HOD |
| 7. Dr. S.P. Sudheer | HOD |
| 8. Dr. U.R. Krishnakumar | HOD |
| 9. Smt. Binsha B. | HOD |
| 10. Smt. P.R. Sreeja | HOD |
| 11. Sri. Akhil J | HOD |
| 12. Dr. Babitha K. | HOD |

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|-----|--------------------------|-----------------------|
| 13. | Sri. B.S. Shaji | Librarian |
| 14. | Sri. Sunilkumar C.P | Staff Union Rep. |
| 15. | Dr. P.G. Renjith | Staff Union Rep. |
| 16. | Sri. K.A. Sudheesh Kumar | Co-ordinator SF |
| 17. | Smt. Seena K.P. | Junior Superintendent |

2. PLANNING BOARD

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|-----|-----------------------|------------------|
| 1. | Dr. C.M. Sreejit | Chairman |
| 2. | Sri. M.R. Bose | Convener |
| 3. | Dr. P.P. Jeeju | Coordinator |
| 4. | Sri. T.B. Harisarma | Head Accountant |
| 5. | DCDC, M.G. University | |
| 6. | Smt. Priya S. Nair | IQAC-Coordinator |
| 7. | Sri. K.A. Ajan | |
| 8. | Dr. M.G. Bhuvanewary | |
| 9. | Dr. T.H. Jitha | |
| 10. | Dr. C.A. Neelima | |
| 11. | Sri. Ajeesh S. | |
| 12. | Sri. M.B. Nikhil | |
| 13. | Sri B.S. Shaji | Librarian |

3. LIBRARY COMMITTEE

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|----|---------------------------------|----------|
| 1. | Dr. C.M. Sreejit | Chairman |
| 2. | Sri. B S Shaji | Convener |
| 3. | Smt. P.V. Athma | |
| 4. | Dr. S P Sudheer | |
| 5. | Dr. T.H. Jitha | |
| 6. | Sri. U.r. Krishnakumar | |
| 7. | Smt. Viji M.P. | |
| 8. | Sri. Ajeesh S. | |
| 9. | Sri. Harilal (IIIrd BA Ecomics) | |

4. PURCHASE COMMITTEE

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|----|-------------------|-----------------------|
| 1. | Dr. C.M. Sreejit | Chairman |
| 2. | Smt. Seena K.P. | Junior Superintendent |
| 3. | Sri. S.P. Sudheer | Convener |
| 4. | Smt. M.S. Asha | |
| 5. | Smt. T S Reena | |

5. BUILDING COMMITTEE

1. Dr. C.M. Sreejit Chairman
2. Sr. B. Rajeev President, H M D P Sabha
3. Sri. Bijil Kumar T.S. Secretary, HMDP Sabha
4. Sri. M.R. Bose College Manager
5. Sri. U.R. Krishnakumar
6. Sri. Akhil J
7. Smt. Seena K.P. Junior Superintendent
8. Sri. T.B. Harisarma
9. Assistant Registrar (SDE), MG University, Kottayam
10. PWD Building Assistant Engineer, N.Parur
11. Sri. Sajeev Architect

6. ANTI-RAGGING COMMITTEE

An anti-ragging cell is constituted prohibit any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from Universities, Deemed Universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

1. Dr. C.M. Sreejit Chairman
2. Sri. M.R. Bose College Manager
3. President, Vadakkekara Panchayat
4. CI of Police Vadakkekara
5. SI of Police Vadakkekara
6. Sri. T C Premkumar (Mathrbhumi) Media Rep.
7. Sri. Cheriyan Jose (Malayala Manorama) Media Rep.

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|-----|------------------------------|------------|
| 8. | Sri. Rajesh (Kerala Kaumudi) | Media Rep. |
| 9. | Dr. S P Sudheer | Convener |
| 10. | Dr. T.R. Bindu | |
| 11. | Sri U.R. Krishnakumar | |
| 12. | Sri. Akhil J. | |
| 13. | President, PTA | |
| 14. | Student Union Chairman | |
| 15. | Student Union Vice Chairman | |

7. ETHICS COMMITTEE

An Ethics Committee ensures adherence to values in the usage of IT resources and performance of cultural activities in the college campus.

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|----|---------------------------------------|----------|
| 1. | Dr. C.M. Sreejit | Chairman |
| 2. | Dr. M G Bhuvaneswari | Convener |
| 3. | P T A President | |
| 4. | Smt. T S Reena | |
| 5. | Smt. M P Viji | |
| 6. | Sri. Ajeesh S. | |
| 7. | Dr. E.C. Baiju | |
| 8. | Sri. Harilal (Student Union Chairman) | |

8. DISCIPLINE COMMITTEE

A discipline committee is constituted to ensure discipline in the class rooms and campus by conducting enquiry and recommending suitable punishment. Any serious misbehaviour by any student reported by the members of the staff or other students may be referred to the committee by the Principal. The committee has the power to summon any staff or student and collect evidence from him / her. After proper enquiry the committee will make necessary recommendations to the Principal. The Principal will have the final authority to decide upon the nature of the punishment.

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|----|------------------------|----------|
| 1. | Dr. C.M. Sreejit | Chairman |
| 2. | Dr. S.P. Sudheer | Convener |
| 3. | P T A President | |
| 4. | Smt. K S Preetha | |
| 5. | Sri. K A Sudheeshkumar | |
| 6. | Dr. P.G. Renjith | |
| 7. | Dr. Baiju E.C. | |
| 8. | Sri. Akhil J. | |

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|-----|---------------------|--------------------|
| 9. | Sri S K Sudhi | Non Teaching Staff |
| 10. | Sri. C.S. Jaikishan | Non Teaching Staff |

9. INTERNAL QUALITY ASSURANCE CELL

- | | | |
|-----|-----------------------------------|---------------------------------|
| 1. | Dr. C.M. Sreejit | Principal, Chairman |
| 2. | Sri M.R. Bose | College Manager |
| 3. | Smt. Priya S. Nair | Coordinator |
| 4. | Sri. Ajan K.A. | NAAC. Coordinator |
| 5. | Dr. Sunil K. Narayanankutty | Controller of Examination CUSAT |
| 6. | Dr. Edwin Xavier, Rtd. Principal, | St. Pauls College, Kalamassery |
| 7. | Dr. Neelima C.A. | |
| 8. | Dr, P.G. Renjith | |
| 9. | Sri. U.R. Krishnakumar | |
| 10. | Sri. Ajeesh S. | |
| 11. | Smt. Minu M. | |
| 12. | Sri. M.P. Rajesh | Office Administration |
| 13. | Sri. Madhu | Alumini President |
| 14. | Sri Harilal | College Union Chairman |

10. COLLEGE ELECTION COMMITTEE

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|----|-------------------|---------------------|
| 1. | Dr. C.M. Sreejit | Principal, Chairman |
| 2. | Dr. Jeeju P.P. | R.O. |
| 3. | Sri. Nikhil M.B. | |
| 4. | Smt. Anusree K.U. | |

11. JOURNAL COMMITTEE

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|----|-------------------------|-----------------------|
| 1. | Dr. C.M. Sreejit | Principal, Chairman |
| 2. | Dr. PP Jeeju | Convener/Chief Editor |
| 3. | Dr. E.C. Baiju | Associate Editor |
| 4. | Dr. S.P. Sudheer | |
| 5. | Dr. T H Jitha | |
| 6. | Dr. Neena P. | |
| 7. | Dr. Rekha Parthasarathy | |

12. EXAMINATION AND ACADEMIC AFFAIRS COMMITTEE

The responsibility of this committee is to allot duties to the Lecturer-in-charge and Teacher-in-charge, to ensure proper internal assessment, to collect termwise attendance of students from the office and the marks of internal assessment and to display it on the notice board, to conduct

terminal examinations, to recommend necessary punishment or action against the students with attendance shortage, to the Principal. The committee also has to organise "Parent – Teacher interaction opportunities" so that the mark lists of the students may be handed over to parents directly and the parents' queries about their wards may be directed to the Lecturer-in-charge.

1. Dr. C.M. Sreejit Principal, Chairman
2. Smt. Ragi Sekharan K. Convener
3. Smt. Preena N.

13. ADMISSION COMMITTEE

1. Dr. C.M. Sreejit Principal, Chairman
2. Dr. P.G. Renjith Convener
3. Sri. K.A. Sudheesh Kumar Joint Convener
4. Dr. M.G. Sanilkumar
5. Sri. Akhil J.

14. GRIEVANCE REDRESSAL CELL

1. Dr. C.M. Sreejit Principal, Chairman
2. Sri. Sunilkumar C.P. Convener
3. Smt. Nimu S. Lal
4. Smt. MP Viji
5. Dr. M G Sanilkumar
6. Smt. Priya S Nair
7. Dr. Rekha Parthasarathy

15. GRIEVANCE REDRESSAL CELL FOR NON TEACHING

1. Smt. Seena K P Convener
2. Sri. S.K. Sudhi
3. Sri. C.S. Jaikishan

16. CASH MEMBERS (Cell Against Sexual Harassment)

1. Dr. C.M. Sreejit Principal, Chairman
2. Dr. M.G. Bhuvaneshwary Convener
3. Dr. M.G. Sanilkumar
4. Smt. M.P. Viji
5. Smt. Priya S. Nair
6. Smt. Archana. K. S

17. ANTI NARCOTIC AND DRUG ABUSE CELL

1. Dr. C.M. Sreejit Convener
2. Sri.Nikhil.M.B
3. Smt.Anupa Asok K

18. GENDER EQUALITY FORUM

Gender Equality Forum aims at developing integral awareness of equality among the students. The socio-cultural, economic, political and intellectual growth of students is essential to ensure the holistic development of their lives. The Forum organises various programmes, orientation classes, seminars and workshops in this context.

1. Dr.C.M.Sreejit Principal, Chairman
2. Smt.Sreeja V S Convener
3. Smt.Theertha Joy
4. Smt.Ragi Sekharan
5. Smt. Binsha B
6. Smt.Nimu.S.Lal
7. Dr.Urmila K.S
8. Smt.Priya.S.Nair
9. Smt.Asha A
10. Smt.Archana.K.S
11. Dr.Gayathri T H
12. Sri Akhil J

19. CAREER GUIDANCE AND PLACEMENT CELL

A Career Guidance Cell affiliated to M G University is functioning in the college. The cell gives information to students about various courses offered by the colleges under the Universities in Kerala and the neighbouring States and offers advice regarding job prospects of each course.

1. Dr. C.M. Sreejit Principal, Chairman
2. Sri. Vipin K.D. Convener
3. Sri. B S Shaji

20. COUNSELLING AND GUIDANCE CELL

The Lecturer- in- charge cum-counsellor is in charge of a class. He / She shall monitor the attendance and progress of students of the class. He / She directs group activities like excursion and get-together. Applications for leave, financial help, conduct certificate etc. should

be forwarded through him/ her. Training is given periodically to help students to face the tests and interviews held by the major recruiting agencies. The Cell is constituted for giving personal counselling and academic counselling to students.

1. Dr. C.M. Sreejit Principal, Chairman
2. Smt. Sreeja P.R. (Mal) Convener
3. Smt. Theertha Joy
4. Smt. Anusree K.U.

21. SCIENCE FORUM

Science Forum promotes awareness among students about the recent developments in the field of Science and Technology through seminars, workshops and lectures. It also conducts surveys and follow up projects in order to improve local life conditions.

1. Dr. C.M. Sreejit Principal, Chairman
2. Dr. Lakshmi Bose Convener
3. Smt. C A Neelima
4. Smt. Ninu S. Lal
5. Dr. Resmi V.C.
6. Sri. C.P. Sunilkumar
7. Dr. E C Baiju
8. Smt. Archana K.S.

22. STAFF ADVISORS TO THE STUDENTS UNION

1. Dr. C.M. Sreejit Principal, Chairman
2. Sri. Akhil J.
3. Smt. Binsha B.
4. Smt Theertha Joy

23. ARTS AND CULTURAL CLUB/CULTURAL PROGRAMME

1. Sri. UR Krishnakumar Convener
2. Smt. Ninu S. Lal
3. Dr. Babitha K.
4. Smt Bindu T.R.
5. Smt. Viji M.P.
6. Smt. Binsha B.
7. Sri. Akhil J.
8. Smt. Archana K.S.
9. Sri Nikhil M.B.

10. Smt. Nitha A.U.
11. Smt. Saipriya Sudarsan

24. ASAP

1. Dr. C.M. Sreejit Principal
2. Smt. Binsha B.
3. Sri. Shamkumar M.A.

25. CANTEEN COMMITTEE

1. Dr. C.M. Sreejit Convener
2. Smt. K.S. Preetha
3. Smt. G. Jyothsna

26. ANTI-ALCOHOLIC FORUM & DRUG

1. Sri. Nikhil M.B. Convener
2. Sri. Akhil J
3. Sri. Harilal Student Rep.

27. PARENT – TEACHER ASSOCIATION (PTA)

The aim of PTA is to foster a feeling of friendship, co-operation and involvement among the parents in matters pertaining to the discipline and efficient functioning of the College. It has instituted cash awards to students who secure highest marks in various disciplines. It also extends financial assistance to the deserving students admitted to the College. The PTA may undertake projects with the consent of the authorities for the benefit of the students and staff. The general body meets once a year to transact business and to elect office bearers. In addition to this meeting, separate parent-teacher meetings will be held for various classes.

1. Sri. Jayaprasad President
2. Dr. C.M. Sreejit Convener
3. Smt. Saipriya Sudarsan Treasurer

28. FIST IMPLEMENTATION COMMITTEE

The P.G and Research Departments of Botany, Physics and Chemistry have jointly received a financial assistance of RS.90 lakhs from the Department of Science and Technology under the scheme of the fund for infrastructure development. The fund will be utilised for the development of a PhytoChemistry Lab ,a Centralised Instrumentation

Lab and a Common Computer Center for the benefit of the students and faculty of all science departments . The implementation of the same will be monitored by the committee as mentioned below.

- | | |
|------------------------|-----------------|
| 1. Dr. C.M. Sreejit | Convener |
| 2. Sri. M.R. Bose | College Manager |
| 3. Dr. P.P. Jeeju | |
| 4. Dr. Cibi Komalan | |
| 5. Dr. M.G. Sanilkumar | |
| 6. Dr. Neena P. | |

29. SCHOLAR SUPPORT PROGRAMME (S S P)

The Scholar support programme (ssp) implemented by The Directorate of Collegiate Education aims at imparting personalized additional support to needy students through tutorials ,study materials, additional lectures,question banks and interactive sessions, formation of quality circles in the college for the programme and dissemination of classes through personal and web based modes .Students who have lowest aggregate marks in the qualifying examination and who need some additional support in identified subjects alone are included in the programme.

- | | |
|--------------------------|-----------------|
| 1 Smt. Sreejamol PR | Co-ordinator |
| 2 Smt. Greeshma M S | Resource Person |
| 3 Smt. Shiji T S | Resource Person |
| 4 Smt. Saipriya Sudarsan | Resource Person |
| 5 Dr. Neelima C A | Resource Person |
| 6 Smt. Archana K S | Resource Person |
| 7 Smt. Gayathri V M | Resource Person |
| 8 Sri. Vipin V | Resource Person |
| 9 Smt. Sreeja V S | Resource Person |
| 10 Smt. Manju N | Resource Person |
| 11 Dr. Urmila K S | Resource Person |

30. WALK WITH A SCHOLAR (W W S)

Walk with a scholar (W W S) scheme implemented by Directorate of Collegiate Education ,Govt.of Kerala , proposes to arrange specialized mentoring programs for students in the U G to provide guidance for their future. The scheme aims at giving necessary orientation to needy students to prepare them for employment and give them necessary guidance, motivation and necessary mental support to identify appropriate areas for

higher study as well as employment.

1	Dr. Babitha K	Co-ordinator
2	Dr. Jitha T H	Mentor
3	Dr. Bindu T R	Mentor
4	Smt. Drisya Dileep	Mentor
5	Smt. Ninu S Lal	Mentor
6	Sri. Nikhil M B	Mentor
7	Dr. Rekha Parthasarathy	Mentor
8	Smt. Theertha Joy	Mentor
9	Smt. Asha A	Mentor
10	Smt. Nitha A U	Mentor
11	Dr. Gayathri T H	Mentor
12	Smt. Reena T S	Mentor
13	Dr. Linu M N	Mentor
14	Smt. Anupa Asok K	Mentor
15	Smt. Viji M P	Mentor
16	Dr. Resmi V C	Mentor

31. ALUMNI ASSOCIATION

This Association helps the former students of the College to keep in touch with their alma mater. This allows the spiritual and financial participation of old students in the development of the College. It extends financial assistance to the poor and needy students. The Former Students' Day is celebrated every year on the second Saturday of December.

1	Sri. Madhu D.	President
2	Sri. Nikhil M.B.	Secretary
3	Dr. Jeeju P.P.	Treasurer

32. SREE NARAYANA STUDY AND RESEARCH CENTRE

This is a cultural and research organisation intended to give general awareness to students on topics of common interest and help them to study and conduct research on the Teachings and Philosophy of Sree Narayana Guru. The Centre conducts seminars and classes frequently.

1.	Dr. C.M. Sreejit	Patron
2.	Dr. Jitha T.H.	President
3.	Smt. Ragi Sekharan K	Secretary
4.	Smt. Binsha B.	
5.	Dr. Renjith P.G.	
6.	Smt. Reena T.S.	

7. Dr. E.C. Baiju
8. Smt. Archana C.S.
9. Sri. Nikhil M.B.
10. Smt. Ninu S. Lal
11. Dr. Neena P.
12. Smt. Sreeja P.R.
13. Dr. Babitha K.
14. Smt. Leena T.G.
15. Sri. Jaikishan C.S.

33. NATIONAL CADET CORPS (NCC)

No.4, Coy SNM College, the Senior Division NCC sub-unit in the college is attached to the 22 Kerala Bn .NCC, Eloor. NCC affords opportunities for military training and social service to students without imposing on them any obligation for active military service. The main aims of NCC are to develop character, comradeship, idea of service, dignity of labour and development of leadership qualities among youth. On completion of two year training, the weightage Certificate issued by the Director of NCC fetches bonus marks for admission to degree and post graduate courses.

1. Lt. Dr. CM Sreejit NCC Officer

34. NATIONAL SERVICE SCHEME (NSS)

NSS is an all India scheme initiated by the Union Ministry of Education and Youth Services for the implementation in colleges affiliated to all universities. It is voluntary and selective. It promotes social outlook in students and trains them aware of social problems and sets them to serve the society and the nation. The NSS volunteers who undergo training are given certificates by the university and they are given bonus marks for admission to higher courses of studies.

1. Sri C.P. Sunil Programme Officer
2. Smt. K.U. Anusree Programme Officer

35. YOUTH RED CROSS

1. Dr. Rekha Parthasarathy Co-ordinator
2. Smt. Anusree K.U.

36. STAFF CONVENERS OF VARIOUS ASSOCIATIONS

- 1 Smt. B Binsha Convener, English Association
2. Smt. Viji M.P. Convener, Malayalam Association

- | | |
|----------------------|-----------------------------------|
| 3. Smt. Manju N. | Convener, Mathematics Association |
| 4. Dr. Urmila K.S. | Convener, Physics Association |
| 5. Dr. Resmi V.C. | Convener, Chemistry Association |
| 6. Smt. Lakshmi P. | Convener, Botany Association |
| 7. Smt. Minu M. | Convener, Zoology Association |
| 8. Smt. Sreeja V.S. | Convener, Economics Association |
| 9. Smt. Theertha Joj | Convener, Commerce Association |

37. SNM College Staff Co-operative Society Ltd. NO. E 766

This Society is affiliated to the Ernakulam District Co-operative Bank. It grants loans at moderate interest rates to all the permanent staff members of the College and offers SB a/c facility to them.

- | | |
|--------------------------|-----------|
| 1. Dr. SP Sudheer | President |
| 2. Dr. U.R. Krishnakumar | Secretary |
| 3. Sri. B.S. Shaji | |
| 4. Dr. Neelima CA | |
| 5. Smt. P.R. Sreeja | |
| 6. Smt. Bindu K.V. | |

38. S.N.M. COLLEGE STAFF RETIREMENT BENEFIT SCHEME (SRBS)

This is a voluntary organisation of the members of the staff. It intends to make the event of retirement of each staff member, a memorable experience, by arranging a grand farewell party and offering a valuable gift to the outgoing member. Everyone subscribes regularly to this fund.

- | | |
|-------------------------|-----------|
| 1. Dr. C.M. Sreejit | President |
| 2. Dr. U R Krishnakumar | Convener |
| 3. Dr. S.P. Sudheer | |
| 4. Sri. Rajesh M.P. | |
| 5. Sri. Sudhi S.K. | |
| 6. Sri. Jaikishan C.S. | |

39. STAFF CLUB

The objective of this club is to provide social, cultural, recreational and intellectual activities among its members and create a healthy and supportive working environment.

- | | |
|------------------------|-----------|
| 1. Dr.M G Bhuvaneswary | President |
| 2. Dr P G Renjith | Secretary |

3. Smt. T S Reena

Treasurer

40. BHOOMITHRASENA CLUB

The Bhoomithrasena Club is to encourage the students to appreciate environment and environmental issues at the locality

1. Dr. Rekha Parthasarathy

Faculty In Charge

41. ENERGY CONSERVATION SOCIETY - STUDENT CHAPTER

1. Dr. Neena P.

Co-ordinator

2. Dr. Athma P.V.

3. Dr. Jeeju P.P.

4. Smt. Priya S. Nair

5. Sri. Sunilkumar C.P.

6. Dr. Lakshmi S. Bose

7. Dr. Urmila K.S.

8. Sri. Namith Nava Krishnan

COLLEGE CALENDAR 2018-2019

JUNE

2018

JULY

	1	Fri		
	2	Sat		
	3	Sun	1	
College reopens	4	Mon	2	
World Environment Day	5	Tue	3	
	6	Wed	4	Budha Sangamam
	7	Thu	5	
	8	Fri	6	
	9	Sat	7	
	10	Sun	8	III/V Sem Internal Examination
	11	Mon	9	III/V Sem Internal Examination
	12	Tue	10	III/V Sem Internal Examination
	13	Wed	11	III/V Sem Internal Examination
	14	Thu	12	
Eid Fitr	15	Fri	13	
	16	Sat	14	
	17	Sun	15	
	18	Mon	16	Karkkidakamasacharanam
Vayana Dinacharanam	19	Tue	17	
	20	Wed	18	
	21	Thu	19	
	22	Fri	20	
	23	Sat	21	Anganwadi Visit
	24	Sun	22	
Aasvadanakurippumalsaram	25	Mon	23	
Prathibhakale Aadarikka	26	Tue	24	
	27	Wed	25	
	28	Thu	26	
	29	Fri	27	
	30	Sat	28	
		Sun	29	
		Mon	30	III Sem PG Internal Exam
		Tue	31	III Sem PG Internal Exam

COLLEGE CALENDAR 2018-2019

AUGUST

2018

SEPTEMBER

III Sem PG Internal Exam	1	Wed		
III Sem PG Internal Exam	2	Thu		
Bridge Course First Years	3	Fri		
	4	Sat	1	
Life Science: The Treasure of Opportunities" (Entrepreneurship programme)	5	Sun	2	Srikrishna Jayanti
	6	Mon	3	II Sem PG Internal Exam
	7	Tue	4	II Sem PG Internal Exam
	8	Wed	5	II Sem PG Internal Exam
	9	Thu	6	II Sem PG Internal Exam
	10	Fri	7	
	11	Sat	8	
	12	Sun	9	
	13	Mon	10	Extension Activity of English
	14	Tue	11	
Independence Day	15	Wed	12	
	16	Thu	13	
	17	Fri	14	
	18	Sat	15	
	19	Sun	16	
University Exams starts	20	Mon	17	
	21	Tue	18	OZONE DAY CELEBRATIONS
Bakrid	22	Wed	19	
	23	Thu	20	Talk on "Human Rights" by Dept. of Mathematics
Onam Vacation	24	Fri	21	
Onam Vacation	25	Sat	22	
Onam Vacation	26	Sun	23	
Sree Narayana Guru Jayanti	27	Mon	24	

Ayyankali Jayanti	28	Tue	25	
Onam Vacation	29	Wed	26	
Onam Vacation	30	Thu	27	
Onam Vacation	31	Fri	28	
		Sat	29	
		Mon	30	

COLLEGE CALENDAR 2018-2019

OCTOBER

2018

NOVEMBER

	1	Mon		
Gandhi Jayanti	2	Tue		
	3	Wed		
	4	Thu	1	Keralappiravi
	5	Fri	2	
	6	Sat	3	
	7	Sun	4	
	8	Mon	5	University Exams Starts
	9	Tue	6	Deepavali
Seminar on 'Social Responsibility and the Student Community'	10	Wed	7	
	11	Thu	8	
	12	Fri	9	
	13	Sat	10	Poorvavidyarthi Sangamam
	14	Sun	11	
Malayanma Association Inauguration	15	Mon	12	
	16	Tue	13	
	17	Wed	14	Public speaking skills-talk
Mahanavami	18	Thu	15	
Vijayadesmi	19	Fri	16	
	20	Sat	17	
	21	Sun	18	
	22	Mon	19	
	23	Tue	20	
	24	Wed	21	
	25	Thu	22	
	26	Fri	23	
	27	Sat	24	
	28	Sun	25	
	29	Mon	26	
Invited talk on 'Methodology of Teaching English'	30	Tue	27	
	31	Wed	28	
		Thu	29	
		Fri	30	

COLLEGE CALENDAR 2018-2019

DECEMBER 2018 JANUARY 2020

	1	Sat		
	2	Sun		
	3	Mon		
	4	Tue	1	
	5	Wed	2	Mannam Jayanti
	6	Thu	3	
	7	Fri	4	
	8	Sat	5	
	9	Sun	6	
	10	Mon	7	
	11	Tue	8	
	12	Wed	9	
	13	Thu	10	
	14	Fri	11	Padanayathra
	15	Sat	12	
	16	Sun	13	
	17	Mon	14	University Exams starts
	18	Tue	15	
	19	Wed	16	
	20	Thu	17	
Christmas Vacation starts	21	Fri	18	I Sem UG Internal Exam
	22	Sat	19	I Sem UG Internal Exam
	23	Sun	20	I Sem UG Internal Exam
	24	Mon	21	I Sem UG Internal Exam
	25	Tue	22	
	26	Wed	23	Republic Day
	27	Thu	24	
	28	Fri	25	
	29	Sat	26	
	30	Sun	27	
College Re-opens	31	Mon	28	
		Tue	29	
		Wed	30	

COLLEGE CALENDAR 2018-2019

FEBRUARY

2019

MARCH

	1	Fri		
	2	Sat	1	
	3	Sun	2	
Nattupacha	4	Mon	3	
University Exams starts	5	Tue	4	
	6	Wed	5	
	7	Thu	6	
Frukto	8	Fri	7	
	9	Sat	8	
Moothakurnain Temple Festival	10	Sun	9	II/IV/VI Sem Internal Exam
Moothakunnam Temple Festival	11	Mon	10	II/IV/VI Sem Internal Exam
	12	Tue	11	II/IV/VI Sem Internal Exam
	13	Wed	12	II/IV/VI Sem Internal Exam
	14	Thu	13	
	15	Fri	14	
	16	Sat	15	
	17	Sun	16	University Exams Starts
	18	Mon	17	VI Sem PG Internal Exam
	19	Tue	18	VI Sem PG Internal Exam
	20	Wed	19	VI Sem PG Internal Exam
International Mother tongue Day Celebration	21	Thu	20	VI Sem PG Internal Exam
	22	Fri	21	
	23	Sat	22	
	24	Sun	23	I Sem PG Internal Exam
	25	Mon	24	I Sem PG Internal Exam
	26	Tue	25	I Sem PG Internal Exam
	27	Wed	26	I Sem PG Internal Exam
National Science Day	28	Thu	27	
	29	Fri	28	
		Sat	29	
		Sun	30	
		Mon	31	

COLLEGE CALENDAR 2018-2019

APRIL

2019

MAY

	1	Tue		
	2	Wed		
	3	Thu	1	
	4	Fri	2	
	5	Sat	3	
	6	Sun	4	
	7	Mon	5	
	8	Tue	6	
	9	Wed	7	
Good Friday	10	Thu	8	
	11	Fri	9	
Easter Sunday	12	Sat	10	
	13	Sun	11	
Vishu	14	Mon	12	
	15	Tue	13	
	16	Wed	14	
	17	Thu	15	
	18	Fri	16	
	19	Sat	17	
	20	Sun	18	
	21	Mon	19	
	22	Tue	20	
	23	Wed	21	
	24	Thu	22	
	25	Fri	23	
	26	Sat	24	
	27	Sun	25	
	28	Mon	26	
	29	Tue	27	
	30	Wed	28	
		Thu	29	
		Fri	30	
		Sat	31	