



## **JAI BHARATH ARTS & SCIENCE COLLEGE**

**VENGOLA P O ,ARACKAPADY,  
ERNAKULAM DISTRICT-683 556**

**AFFILIATED TO MG UNIVERSITY**

## **JAI BHARATH DIARY-2021**

### **TELEPHONES**

|                               |          |                    |
|-------------------------------|----------|--------------------|
| <b>OFFICE</b>                 | <b>:</b> | <b>04842656388</b> |
| <b>CHAIRMAN</b>               | <b>:</b> | <b>9447188020</b>  |
| <b>PRINCIPAL</b>              | <b>:</b> | <b>9388670063</b>  |
| <b>VICE PRINCIPAL</b>         | <b>:</b> | <b>9061681231</b>  |
| <b>DIRECTOR</b>               | <b>:</b> | <b>7293229051</b>  |
| <b>ADMINISTRATIVE OFFICER</b> | <b>:</b> | <b>9747583603</b>  |
| <b>PLACEMENT CELL</b>         | <b>:</b> | <b>9947600897</b>  |
| <b>NSS OFFICER</b>            | <b>:</b> | <b>9961629909</b>  |
| <b>MOOC COORDINATOR</b>       | <b>:</b> | <b>7907620910</b>  |
| <b>FINANCE OFFICER</b>        | <b>:</b> | <b>9400118591</b>  |
| <b>HOSTEL WARDEN</b>          | <b>:</b> | <b>9400883812</b>  |

**Email:jaibharatharts@gmail.com**  
**www.jbasc.ac.in,www.jaibharathmba.com**

## **“JAI BHARATH”**

**The name "Jaibharath" creates a happy, versatile, and expressive nature, along with good judgement and a fine sense of responsibility. These qualities enable individuals with this name to establish congenial relationships in positions of trust, particularly when dealing with the public.**

### **CHAIRMAN**

Mr.A M KHARIM

JAI BHARATH EDUCATIONAL FOUNDATION

### **PRINCIPAL**

Prof(Dr.)MATHEW K A

JAI BHARATH ARTS & SCIENCE COLLEGE

### **VICE-PRINCIPAL**

Prof.MUHAMMED V P

JAI BHARATH ARTS & SCIENCE COLLEGE

## **VISION**

Jai Bharath aims to create an institution committed to academic excellence, producing students with the ability to think critically, creatively, become technologically literate, and communicate effectively. It also seeks to serve society by providing affordable, quality higher education to all at all times.

## **MISSION**

Empowering students with innovative and techno savvy, learning, teaching, mentoring, peer and co-interaction, experiential learning, industrial visits, yoga, meditation, and a variety of personal development programmes for the realization of the abundant potential of individuals. Jai Bharath envisages creating a teaching and research-oriented institution of higher-level learning. Jai Bharath provides the needs of the students to pursue their education goals, facilities to determine the direction of their profession and a respectable position in the community and society with superior intellectual and working skills. Jai Bharath aims to explore, develop and apply human and technological capabilities for the benefit of the regional, national and international community. Also aim to develop culture, character and competence. And to make students responsible and useful citizens of the country

## **PROFILE- JAIBHARATH ARTS & SCIENCE COLLEGE**

Jai Bharath Arts & Science College is an institute committed to provide world-class career-oriented Education and Training started in the year 2002 at Arackapady ,Perumbavoor .The college is affiliated to MG University ,Kottayam It is about having exceptional facilities and highly qualified dedicated faculty that stand behind its students. It is about achieving a rich and balanced teaching experience, inside and outside the classroom

The Institute is committed to maintain a position at the forefront of knowledge, graduate the most talented and qualified students in the region who are capable of playing an active role in the continuing development of their chosen profession and supporting the needs of the local industry and society. The outcome based education systems are introduced and it permits the students to learn and acquire specialized skill by studying job oriented and advanced learners courses along with their studies. Now the college offers 7 PG courses & 12 UG courses with more than 1500 students and over 75 faculty members spread over the UG and PG programs

## **PROGRAMS OF STUDY**

### **I.THREE YEAR UNDER GRADUATE PROGRAMS**

|                                     |            |
|-------------------------------------|------------|
| BACHELOR IN BUSINESS ADMINISTRATION | -100 SEATS |
| B.COM COMPUTER APPLICATION MODEL I  | -120 SEATS |
| B.COM COMPUTER APPLICATION MODEL II | -120 SEATS |
| B.COM FINANCE & TAXATION MODEL I    | -60 SEATS  |
| B.COM FINANCE & TAXATION MODEL II   | -120 SEATS |
| B.COM TRAVEL & TOURISM MODEL II     | -60 SEATS  |
| B.COM MARKETING MODEL II            | -60 SEATS  |
| BACHELOR IN COMPUTER APPLICATION    | -60 SEATS  |
| B.SC COMPUTER SCIENCE               | -60 SEATS  |

|                                               |           |
|-----------------------------------------------|-----------|
| B.SC CYBER FORENSIC                           | -36 SEATS |
| B.SC ELECTRONICS                              | -60 SEATS |
| BA ENGLISH LITERATURE & COMMUNICATION STUDIES | -60 SEATS |

## II.TWO YEAR POST GRADUATE PROGRAMS

|                                         |            |
|-----------------------------------------|------------|
| MBA                                     | -120 SEATS |
| MSW                                     | -50 SEATS  |
| MSC ELECTRONICS                         | -30 SEATS  |
| MSC COMPUTER SCIENCE                    | -15 SEATS  |
| M.COM FINANCE & TAXATION                | -48 SEATS  |
| M.COM MARKETING & INTERNATIONAL STUDIES | -20 SEATS  |
| MSc COMPUTER ENGG & NETWORK TECHNOLOGY  | -12 SEATS  |

### **COLLEGE COUNCIL**

|                         |                          |
|-------------------------|--------------------------|
| 1.Dr.MATHEW K A         | PRINCIPAL                |
| 2.Mr.MUHAMMED V P       | VICE PRINCIPAL           |
| 3.Dr.PRADEEP KUMAR C    | MBA DIRECTOR             |
| 4.Dr.SEBASTIAN P J      | HOD, COMMERCE            |
| 5.Mr.JITHESH KUMAR K    | HOD,ELECTRONICS          |
| 6.Mrs.SABIRA BEEGUM     | HOD,COMMERCE(PG)         |
| 7.Mrs.SAHALA BASHEER    | HOD ,COMPUTER            |
| 8.Mrs.DEEPTHY RAJ       | HOD,SOCIAL WORK          |
| 9.Dr.RAJESWARI R        | HOD,BBA                  |
| 10.Dr.NEENU WILSON      | HOD,MBA                  |
| 11.Mr.KHAIS A E         | HOD,ENGLISH              |
| 12.Mrs.BIBITHA O B      | CO-ORDINATOR,B.COM M1 CA |
| 13.Mrs.FESSIN M M       | CO-ORDINATOR,B.COM M2 CA |
| 14.Mrs.SHIMIMOL M H     | CO-ORDINATOR,B.COM TAX   |
| 15.Mrs.SREEJA M U       | CO-ORDINATOR,B.COM TT    |
| 16.Mrs.LIBINA T BASHEER | CO-ORDINATOR,B.COM MKT   |

## **INTERNAL QUALITY ASSURANCE CELL(IQAC)**

### **CHAIRPERSON**

Dr.**M**ATHEW K A, *Principal*

### **SENIOR ADMINISTRATIVE OFFICER**

Mr.**S**IDDIQUE P M, *Administrative Officer*

### **TEACHING FACULTY REPRESENTATIVES**

Mrs.**S**ABIRA BEEGUM, *Dept. of Commerce*

Dr.**R**AJESWARI, *Dept. of BBA*

Mrs.**D**EEPHY RAJ, *Dept. of Social work*

Mrs.**H**ASNA A E, *Dept. of Electronics*

Mrs.**S**AHALA K I, *Dept. of Computer*

Dr.**N**EENU WILSON, *Dept. of MBA*

Mr.**K**HAISA E, *Dept. of English*

### **MANAGEMENT REPRESENTATIVE**

Mr.**A**.M.KHARIM, *Chairman JBEF*

### **LOCAL BODY REPRESENTATIVE**

Ms.**A**NU PATHROSE, *Ward member*

### **STUDENT REPRESENTATIVE**

Ms.**R**ESHMA K S, *Student of MSc*

### **REPRESENTATIVE FROM ALUMNI/INDUSTRY/PTA**

Mr.**J**OSVIN PAUL KOIKKARA, *Alumni*

Mr.**Y**UFFAS SALIM, *Industrialist(Safa Traders)*

Mrs Seethalakshmi, *PTA*

### **IQAC COORDINATOR**

Mr.**J**ITHESH KUMAR K, *HOD, Dept of Electronics*

# FACULTY & STAFF

## **DEPARTMENT OF COMMERCE**

|                          |                   |            |
|--------------------------|-------------------|------------|
| Mrs.SABIRA BEEGUM        | M.Com.....        | 9388452440 |
| DR.P.J.SEBASTIAN         | Ph.D,M.Com.....   | 9495429631 |
| Mrs.LISHA MATHEW         | M.Com,M.Ed.....   | 9495162020 |
| Mr.SHIJAD P A            | M.ComMBA,B.Ed,NET | 9895694268 |
| Mrs.BIBITHA O B          | M.Com.....        | 8606442466 |
| Mrs.FESSIN M M           | M.Com.....        | 9048741250 |
| Mrs.SHIMI MOL M H        | M.Com,MBA,NET..   | 8089506462 |
| Mrs.THASMI N A           | M.Com, MBA.....   | 9539884386 |
| Mrs.ANCY T B             | M.Com, MBA.....   | 9846839047 |
| Mrs.AVANI WILSON         | M.Com.....        | 9495025898 |
| Mrs.KRISHNA B            | M.Com,M.Phil..... | 9645730110 |
| Mrs.LIBINA T BASHEER     | M.Com,NET.....    | 9744138508 |
| Mrs.SREEJA M U           | M.Com,B.Ed,MBA    | 8848808944 |
| MRS.DIVYA E R            | MCA.....          | 9745556675 |
| Mrs.REMYA SURENDRAN      | MBA.....          | 9846306212 |
| Mrs.GRANI MANIYAN        | MBA.....          | 9995111221 |
| Mrs.AFNITHA K M          | MCA.....          | 7994207637 |
| Mrs.SHABNA BANU. I       | M.Com.....        | 9633919082 |
| Ms.SANTHIKRISHNA K       | M.Com.....        | 8137893607 |
| Mrs.RAJANI M R           | MCA.....          | 9446956654 |
| Mrs.SUMITHA P S          | M.Com.....        | 7907629617 |
| Mrs.SALINI C             | M.Com.....        | 9539681627 |
| Mrs.SHEREENA K ALIYAR    | M.Com,CA(Inter).. | 8893958394 |
| Mrs.SABIRA PAREETH       | M.Com.....        | 9526359858 |
| Mr.ANSHAD PAREED         | M.Com.....        | 9747237932 |
| Mrs.MIDHUNA CHANDRAN     | M.Com.....        | 7012538275 |
| Mrs.RESHMA TH            | M.Com.....        | 9544734262 |
| Mrs.ASSELA M M           | M.Com.....        | 7591940431 |
| Mrs.RESHMI RADHAKRISHNAN | M.Com.....        | 8547912797 |
| Mrs.NEENU JACOB          | M.Com.....        | 9207139760 |
| Ms.EBNUL MAITHEEN        | M.Com.....        | 9446096627 |
| Ms.ROSNA TJ              | M.Com.....        | 7034281056 |
| Mrs.DIVYAROSE VARGHESE   | M.Com,B.Ed.....   | 9446966573 |

## **DEPARTMENT OF MANAGEMENT**

|                       |                 |            |
|-----------------------|-----------------|------------|
| DR.PRADEEP KUMAR A    | MBA,Ph.D.....   | 7293229051 |
| DR.RAJESWARI R        | MBA,Ph.D.....   | 7306801309 |
| DR.NEENU WILSON       | MBA,Ph.D,NET... | 8921373781 |
| Mrs.THASLIMA K.S      | MHRM.....       | 8943839341 |
| Mrs.SAMEENA V SADIQUE | MBA.....        | 9995687686 |
| Mr.SREEJITH SUKUMARAN | MBA,M.Com.....  | 9539210973 |
| Mrs.ARATHY SREEKUMAR  | MBA.....        | 9747312856 |

|                         |          |            |
|-------------------------|----------|------------|
| Mrs.SRUTHI CP           | MBA..... | 9526608777 |
| Mrs.NEETHU LAKSHMI V.H  | MBA..... | 7034011989 |
| Mrs.ANU KUNJUMON        | MBA..... | 9633919495 |
| Mr.BOBY VARGHESE        | MBA..... | 9895585005 |
| Mrs.ANSU TRESSA CHERIAN | MBA..... | 9746208727 |
| Mrs.ASHA ASOKAN         | MSc..... | 7559919909 |

### **DEPARTMENT OF COMPUTER**

|                       |                |            |
|-----------------------|----------------|------------|
| Mrs.SAHALA K I        | MCA.....       | 9847932712 |
| Mrs.SIGU K PAUL       | MCA.....       | 9497466734 |
| Mrs.SHABANA C A       | MCA.....       | 9048121127 |
| Mrs.DIMNA M M         | MCA.....       | 9895350380 |
| Ms.ATHIRA SAILAS      | MCA.....       | 8848882965 |
| Ms.DEVIKA S           | MCA.....       | 9048415723 |
| Mrs.SHEEJA JANARDANAN | MSc,,B.Ed..... | 9497368676 |
| Mrs.SULFATH C Y       | MCA.....       | 9048693083 |
| Ms.JISMY. N. A        | MCA.....       | 9947260197 |

### **DEPARTMENT OF ENGLISH**

|                       |                           |            |
|-----------------------|---------------------------|------------|
| Mr.KHAIS AHSANI       | MA,MA,B.Ed.....           | 8089953707 |
| Mr.M G BABY           | MA.....                   | 9496061822 |
| Mr.RAJESH MS          | MA,M.Phil,B.Ed,<br>MBA,SE | 9947736672 |
| Mr.JOSE K ANTONY      | MA.....                   | 7089272254 |
| Mr.GEETHAKRISHNAN S B | MA.....                   | 9495254209 |
| Ms.ANJU M M           | MA.....                   | 8281714693 |
| Mr.TERIS AMAL CA      | MA.....                   | 9995323244 |
| Ms.K S VINEETHA       | MA.....                   | 8075001788 |
| Ms.FARSANA T H        | MA.....                   | 9633439907 |
| Ms.SELMA PAUL         | MA.....                   | 8301045446 |
| Ms.SHAHANA MANSUR     | MA.....                   | 8891335161 |

### **DEPARTMENT OF LANGUAGE**

|                  |              |            |
|------------------|--------------|------------|
| Mr.V P MUHAMMED  | MA,B.Ed..... | 9061681231 |
| Mrs.SASIKALA P.S | MA,M.Ed..... | 9447938222 |

### **DEPARTMENT OF SOCIAL WORK**

|                     |                 |            |
|---------------------|-----------------|------------|
| Mrs.DEEPthy RAJ     | MSW,M.Phil..... | 9446688366 |
| Mrs.ANITHA MARY P V | MSW.....        | 9847632411 |
| Mr.JOHNyKUTTY K.A   | MSW.....        | 8921452916 |
| Ms.NIMITHA MATHEW   | MSW.,NET.....   | 8921517416 |
| Ms.DILNAS M A       | MSW,NET.....    | 7559047337 |

### **DEPARTMENT OF ELECTRONICS**

|                     |           |            |
|---------------------|-----------|------------|
| Mr.JITHESH KUMAR K  | M.Sc..... | 9744656669 |
| Mr.DILEEP AUGUSTINE | M.Sc..... | 7012538851 |
| Mrs.REMYA SREE K N  | M.Sc..... | 8547024595 |
| Mrs.UMAIBA K A      | M.Sc..... | 9947146670 |

|                 |                  |            |
|-----------------|------------------|------------|
| Mrs.SHAJANA A U | M.Sc,B.Ed.....   | 8078204921 |
| Mrs.REMYA RAJAN | M.Tech,M.Sc..... | 9947864086 |
| Mrs.HASNA AE    | M.Tech.....      | 8139863252 |

## **NON TEACHING STAFFS**

|                      |                       |            |
|----------------------|-----------------------|------------|
| Mr.SIDDIQUE P M      | Superintendent.....   | 9747583603 |
| Mr.SIRAJUDHEEN P I   | Head Accountant...    | 9656645328 |
| Mrs.LILLY THOMAS     | Accountant.....       | 9656645328 |
| Mrs.SOUFIA BEEVI C Y | Librarian.....        | 9400931471 |
| Mrs.AISHABEEVI P K   | Head Clerk.....       | 9605463240 |
| Mrs.RAJITHA K        | Clerk.....            | 9539347206 |
| Mrs.SUJA V CHACKO    | Asst.Librarian.....   | 8547590520 |
| Mrs.SUBAIDA B S      | Asst.Librarian.....   | 9496435202 |
| Mrs.SAFFIA C Y       | Cashier.....          | 9496652419 |
| Mr.ABDUL SHUKOOR     | Office Assistant..... | 9645876900 |
| Mrs.SHOBHA RUBEENA   | Office Assistant..... | 9961573127 |
| Mr.GEORGE            | CSO.....              | 9446434977 |
| Mrs.RASHEEDA E S     | LAB Assistant.....    | 9744236832 |
| Mr.ANTONY            | LAB Assistant.....    | 9605652596 |
| Mr.KUNJUMHAMMED      | Electrician.....      | 9400656357 |
| Mrs.SUBAIDHA C M     | Sweeper.....          | 9605673719 |
| Mrs.FATHIMA          | Sweeper.....          | 9605673719 |

## **GENERAL ADMINISTRATION**

|                                   |                      |
|-----------------------------------|----------------------|
| CHAIRMAN                          | : Mr.A M KHARIM      |
| MANAGER                           | : Mr.SAID RISWAN     |
| PRINCIPAL                         | : Dr.MATHEW K A      |
| VICE PRINCIPAL                    | : Mr.MUHAMMED V P    |
| DIRECTOR                          | : Dr.PRADEEP KUMAR C |
| LIAISON OFFICER FOR<br>MANAGEMENT | : Mr.JITHESH KUMAR K |
| STAFF SECRETARY                   | : Mrs.SABIRA BEEGUM  |
| SUPERINTENDENT                    | : Mr.SIDDIQUE P M    |
| CAMPUS DISCIPLINE                 | : Dr.P J SEBASTIAN   |
| IQAC COORDINATOR                  | : Mr.JITHESH KUMAR K |
| PUBLIC INFO OFFICER               | : Mrs.AISHABEEVI P K |
| ACADEMIC COORDINATOR              | : Mrs.SAHALA BASHEER |

## **ACADEMIC MONITORING CELL**

|                    |                        |
|--------------------|------------------------|
| Dr.MATHEW K A      | : PRINCIPAL            |
| Mr.MUHAMMED V P    | : VICE PRINCIPAL       |
| Mrs.SAHALA BASHEER | : ACADEMIC COORDINATOR |
| Mr.M G BABY        | : MEMBER               |

|                    |                          |
|--------------------|--------------------------|
| Mrs.LISHA MATHEW   | : MEMBER                 |
| Mr.JITHESH KUMAR K | : IQAC COORDINATOR       |
| Mrs.SABIRA BEEGUM  | : MEMBER                 |
| Dr.RAJESWARI R     | : MEMBER                 |
| Mrs.DEEPTHY RAJ    | : MEMBER                 |
| Mr.ADARSH C P      | : STUDENT REPRESENTATIVE |

## I.CURRICULAR ASPECTS

### Coordinators:-Mrs.Sabira Beegum,Mrs.Afnitha K A

|                          |                        |
|--------------------------|------------------------|
| CBCSS-PGCSS Coordinator  | : Mrs.SHIMIMOL M H     |
| VALUE EDUCATION          | : Mrs.LIBINA T BASHEER |
| COLLEGE CALENDAR         | : Mr.JITHESH KUMAR K   |
| WEBSITE                  | : Mrs.AFNITHA K A      |
| ADD ON COURSES           | : Mr.REMYA SURENDRAN   |
| SKILL ACQUISITION        | : Ms.ARATHY SREEKUMAR  |
| COACHING CLASSES         | : SHABANA BANU I       |
| ONLINE COURSES-          | : Mrs.SASIKALA P S     |
| MOOC, SWAYAM, NPTEL, ETC |                        |
| NEWS LETTER              | : ANJU M M             |
| CURRICULUM FEEDBACK      | : RESMI RADHAKRISHNAN  |
| INDUCTION PROGRAMS       | : JITHESH KUMAR K      |

## II.TEACHING ,LEARNING & EVALUATION

### Coordinators:-Prof.SahalaBasheer,AstProf.RemyaSree K N

|                                                |                       |
|------------------------------------------------|-----------------------|
| SUPERINTENDENT OF EXAMS                        | : Mr.JITHESH KUMAR K  |
| SENIOR SUPERINTENDENT OF EXAMS                 | : Mr.DILEEP AUGUSTINE |
| COORDINATOR OF INTERNAL ASSESSMENTS MONITORING | : Mrs.BIBITHA O B     |
| RESULT ANALYSIS                                | : Mr.JITHESH KUMAR K  |
| TEACHER EVALUATION                             | : Mrs.SIGU K PAUL     |
| CONVENER, GRIEVANCE REDRESSAL CELL             | : Dr.P J SEBASTIAN    |
| COURSE PLAN                                    | : Mrs.REMYA RAJAN     |
| FEEDBACKS FROM PARENTS                         | : Mrs.SHABANA C I     |
| MENTORING                                      | : Mrs.LISHA MATHEW    |
| REMEDIAL TEACHING                              | : Mrs.GRANIMANIYAN    |
| PEER TEACHING                                  | : Mrs.FESSIN M M      |
| BRIDGE COURSES                                 | : Mrs.SALINI C        |
| INSTITUTE TRAINING PROGRAMS                    | : Mrs.SRUTHI C P      |
| ACADEMIC CALENDAR                              | : Mrs.DIMNA M M       |
| TIME TABLE                                     | : Mrs.AVANI WILSON    |
| COURSE FILE                                    | : Mr.JITHESH KUMAR K  |
| COURSE EVALUATION                              | : Mr.JITHESH KUMAR K  |
| LANGUAGE LAB                                   | : Ms.SHAHANA MANSUR   |
| TEACHERS PERFORMANCE RECORD                    | : Mrs.THASMI N A      |

### III.RESEARCH,INNOVATION& EXTENSION

Coordinators:-Dr.NeenuWilson,AsstProf.Anitha Mary P V

#### EXTENSION & CONSULTANCY

##### SERVICES

|                         |                                        |
|-------------------------|----------------------------------------|
| CONSULTANCY SERVICE     | : Dr PRADEEPKUMAR C                    |
| BLOOD DONATION CLUB     | : Mrs.REMYA SURENDRAN                  |
| MEDIA & PUBLIC RELATION | : Mr.MUHAMMED V P &<br>Mrs.DEEPTHY RAJ |
| TALENT CORNER           | : Mr.SHIJAD P A &<br>Mrs.ROSNA T J     |
| AUDIO/VIDEO RECORDING   | : Mr.DILEEP AUGUSTINE                  |
| WEBINARS/SEMINARS       | : MR.TERIS AMAL C A                    |

#### RESEARCH COMMITTEE

Dr.MATHEW K A  
DR.RAJESARI R  
Mrs.DEEPTHY RAJ

#### INSTITUTIONAL INNOVATION COUNCIL

Dr.MATHEW K A  
Mr.DILEEP AUGUSTINE  
Mr.JITHESH KUMAR K  
Mr.SREEJITH SKUMARAN

### IV.INFRASTRUCTURE & LEARNING RESOURCES

Coordinators:-Prof.Deepthy Raj,Asst Prof.Pragathi P K

|                                           |                                   |
|-------------------------------------------|-----------------------------------|
| EQUIPMENT MAINTENANCE &<br>STOCK REGISTER | : Mr.ANSHAD PAREED &<br>Mr.ANTONY |
| CAMPUS BEAUTIFICATION                     | : Ms.ANCY T B,Ms.TASLIMA K S      |
| DISPLAY BOARDS                            | : Mrs.SREEJA M U                  |
| SMART CLASSROOMS                          | : Mrs.ATHIRA SAILAS               |
| COMPUTER LABS INCHARGE                    | : Mrs.RAJANI M R                  |
| DIGITAL DISPLAY & CCTV                    | : Mrs.UMAIBA K A                  |

#### BUILDING COMMITTEE

Mr.A M KHARIM  
Dr.MATHEW K A  
Mr.SAID RISWAN  
Mr.SIRAJUDHEEN  
Mr.SIDDIQUE P M

#### PURCHASE COMMITTEE

Mr.A M KHARIM  
Dr.MATHEW K A  
Mr.SAID RISWAN  
Mr.JITHESH KUMAR K  
Mr.SIRAJUDHEEN  
Mr.SIDDIQUE P M  
Mr.MUHAMMED V P

### **CAMPUS DEVELOPMENT COMMITTEE**

Mr.A M KHARIM  
Dr.MATHEW K A  
Mr.SAID RISWAN  
Mr.JITHESH KUMAR K  
Mr.MUHAMMED V P

### **LIBRARY ADVISORY COMMITTEE**

Mr.SAID RISWAN  
Dr.MATHEW K A  
Mr.MUHAMMED V P  
Mr.JITHESH KUMAR K  
Mrs.SOFIYA BEEVI C Y

## **V.STUDENT SUPPORT & PROGRESSION**

**Coordinators:-Prof.Khais AE,AstProf.K S Vineetha**

|                                      |                                                |
|--------------------------------------|------------------------------------------------|
| PLACEMENT OFFICER                    | : Mr.DILEEP AUGUSTINE                          |
| ASST.PLACEMENT OFFICER               | : Mrs.NEETHU LAKSHMI V.H                       |
| STAFF ADVISOR                        | : Mr.SHIJAD P A                                |
| RETURNING OFFICER                    | : Mr.DILEEP AUGUSTINE                          |
| ASST RETURNNG OFFICER                | : Mr. SHIJAD P A                               |
| OBSERVER                             | : Mrs.SABIRA BEEGUM                            |
| NSS PROGRAM OFFICERS                 | : Mrs REMYA SURENDRAN &<br>Mr.DILEEP AUGUSTINE |
| ARTS FESTIVAL &<br>CULTURAL PROGRAMS | : Mr.RAJESH M S<br>Mr.SHIJAD P A               |
| CAREER GUIDANCE                      | : Mrs.ARATHY SREEKUMAR &                       |
| COUNSELING CELL                      | : Mrs,DEEPTHY RAJ                              |
| SCHOLARSHIPS & GRANTS                | : Mrs.SHEREENA K ALIYAR                        |
| ENDOWMENTS & AWARDS                  | : Mrs.SHEEJA JANARDHANAN                       |
| WOMEN EMPOWERMENT                    | : Ms.NIMITHA MATHEW                            |
| STUDENTS UNIFORM                     | : Mr.MUHHAMMED V P                             |
| NATURE CLUB                          | : Ms.SULFATH C Y                               |
| DEBATE CLUB                          | : Mr.M G BABY                                  |
| QUIZ CLUB                            | : Mrs.KRISHNA B                                |
| HR CLUB                              | : Mrs.JOHNKYUTTY K A                           |
| ANTI DRUGS CELL                      | : Mr.SANTHIKRISHNA K                           |
| TOURISM CLUB                         | : Mrs.ASEELA M M&<br>Mr.ANSHAD PAREED          |
| ASAP                                 | : Mrs.SABIRA BEEGUM                            |
| REPORTS & NEWS                       | : Mrs.SELMA PAUL                               |
| COMPUTER LITERACY                    | : Mrs.SIGU K PAUL                              |
| MUSIC CLUB                           | : Dr.MATHEW K A                                |
| ANTI RAGGING CELL                    | : Mr.KHAIS A E                                 |
| LANGUAGE LAB                         | : Mr.GEETHAKRISHNAN                            |
| ICT ENABLED EDUCATION                | : Mrs.NEENU JACOB                              |

SPOKEN HINDI CLUB : Mrs.SASIKALA P S  
 LITERARY CLUB : Mr.GEETHA KRISHNAN

**SC/ST CELL**

Dr MATHEW K A  
 Mrs SARISANKAR  
 Mrs MIDHUNA CHANDRAN

**MINORITY CELL**

|                     |             |
|---------------------|-------------|
| Dr MATHEW K A       | Chairman    |
| Mr DILEEP AUGUSTINE | Coordinator |
| Mrs SHIMI MOL M H   | Member      |
| Mr M G Baby         | Member      |
| Ms SHABANA C A      | Member      |

**GRIEVANCE REDRESSAL CELL**

|                       |               |
|-----------------------|---------------|
| Dr MATHEW K A         | Chairman      |
| MrMUHAMMED V P        | Vice Chairman |
| DrP J SEBASTIAN       | Member        |
| MsDIVYA ROSE VARGHESE | Member        |

**ANTI RAGGING COMMITTEE**

|                        |                                         |
|------------------------|-----------------------------------------|
| Dr MATHEW K A          | Chairman                                |
| SUBINSPECTOR OF POLICE | Representative of Police Administration |

|                    |                   |
|--------------------|-------------------|
| DrP J SEBASTIAN    | FACULTY MEMBER    |
| MsSABIRA BEEGUM    | FACULTY Member    |
| MsDEEPTHY RAJ      | FACULTY Member    |
| MsKHAIS A E        | SQUAD Member      |
| DrRAJESWARI R      | FACULTY Member    |
| Mr MIDHUN K R      | STUDENT           |
| Ms DEVIKA GOPINATH | STUDENT           |
| Mrs.ANU PATHROSE   | LOCAL GOVT MEMBER |

**ANTI RAGING SQUAD**

|               |                        |
|---------------|------------------------|
| Dr MATHEW K A | NODAL OFFICER          |
| MrKHAIS A E   | CONVENOR               |
| MrsSAHALA K I | WOMEN CELL COORDINATOR |
| MrsEBINUL     | FACULTY REPRESENTATIVE |

**INTERNAL COMPLAINTS COMM**

|                   |                   |
|-------------------|-------------------|
| MrMUHAMMED V P    | PRESIDING OFFICER |
| MrsSABIRA PAREETH | MEMBER            |
| MrsSIGU K PAUL    | MEMBER            |
| MrsSASIKALA P S   | WOMEN CELL MEMBER |

**DISCIPLINE COMMITTEE**

|                        |               |
|------------------------|---------------|
| MrMUHAMMED V P         | CHAIRMAN      |
| MrsLISHA MATHEW        | VICE CHAIRMAN |
| MrKHAIS A E            | MEMBER        |
| MrsSHABANA C A         | MEMBER        |
| MrsREMYA RAJAN         | MEMBER        |
| MrsASHA ASOKAN         | MEMBER        |
| MrsANSU TREESA CHERIAN | MEMBER        |
| MrsDILNAS M A          | MEMBER        |
| MrsRESHMA T H          | MEMBER        |

**MINORITY CELL**

|                    |             |
|--------------------|-------------|
| Dr MATHEW K A      | Chairman    |
| Mr SHIJAD P A      | Coordinator |
| Ms UMAIBA K A      | Member      |
| Ms REMYA SURENDRAN | Member      |
| Ms DIMNA M M       | Member      |

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## **VI.GOVERNANCE, LEADERSHIP & MANAGEMENT**

Coordinators:-Dr.RajeswariR,Asst Prof.Rajani M R

## **VII.INSTITUTIONAL VALUES & BEST PRACTICES**

Coordinators:-Prof.GeethaKrishnan,Asst Prof.Hasna A E

# **UNDER GRADUATE PROGRAMS UNDER CHOICE BASED CREDIT SYSTEM**

Mahatma Gandhi University introduced Choice Based Course-Credit- Semester System and Grading in the colleges from the Academic year 2013-14 onwards, under Indirect Grading System.

## **1. DURATION**

The duration of U.G. programmes shall be 6 semesters. There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months' vacation during April/May.

## **2. PROGRAM STRUCTURE**

## **3. EXAMINATIONS**

The evaluation of each paper shall contain two parts:

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

The internal to external assessment ratio shall be 1:4.

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

| Percentage of Marks | Grade Point     | Grade |
|---------------------|-----------------|-------|
| 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     |
|                     | AbAbsent        | 0     |

Note: Decimals are to be rounded to the next whole number

#### 4. 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: -

$SGPA = \frac{TCP}{TC}$ , where TCP is the Total Credit Point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the formulas :-

$CGPA = \frac{TCP}{TC}$ , where TCP is the Total Credit Point of that programme.

Parton of mind is the most important aspect of education (2/380)

**Grade Point Average (GPA)** of different category of courses viz. Common

Course & Common Course II, Complementary Course I, Complementary Course II, Vocational course,

Core Course is calculated using the formula:-

$GPA = \frac{TCP}{TC}$ , 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.

# MODEL-I

## B.Com Degree Programme Model-I Course Structure

### Common Courses

| Sl No | Course Name                                                                        | Credit    | Hours per week |
|-------|------------------------------------------------------------------------------------|-----------|----------------|
| 1     | Language- English-I                                                                | 4         | 5              |
| 2     | Second Language-I                                                                  | 4         | 4              |
| 3     | Language- English-II                                                               | 4         | 5              |
| 4     | Second Language-II                                                                 | 4         | 4              |
| 5     | Language- English- III                                                             | 3         | 3              |
| 6     | Language- English -IV                                                              | 3         | 3              |
|       | <b>TOTAL – Common Course 1<br/>– 14 credits and Common<br/>Course 2- 8 credits</b> | <b>22</b> | <b>-</b>       |

### Complementary Courses

| Sl No | Course Name                      | Credit   | Hours per week |
|-------|----------------------------------|----------|----------------|
| 1     | Banking and Insurance            | 3        | 4              |
| 2     | Principles of Business Decisions | 3        | 4              |
|       | <b>TOTAL</b>                     | <b>6</b> |                |

### Core Courses

| Sl No | Course Name                                    | Credit | Hours per week |
|-------|------------------------------------------------|--------|----------------|
| 1     | Dimensions and Methodology of Business Studies | 2      | 3              |
| 2     | Financial Accounting I                         | 4      | 5              |
| 3     | Corporate Regulations and Administration       | 3      | 4              |
| 4     | Financial Accounting II                        | 4      | 5              |

|           |                                                     |           |          |
|-----------|-----------------------------------------------------|-----------|----------|
| <b>5</b>  | Business Regulatory Framework                       | <b>3</b>  | <b>4</b> |
| <b>6</b>  | Business Management                                 | <b>3</b>  | <b>3</b> |
| <b>7</b>  | Corporate Accounts I                                | <b>4</b>  | <b>5</b> |
| <b>8</b>  | Quantitative Techniques for Business- 1             | <b>4</b>  | <b>5</b> |
| <b>9</b>  | Financial Markets and Operations                    | <b>3</b>  | <b>4</b> |
| <b>10</b> | Marketing Management                                | <b>3</b>  | <b>3</b> |
| <b>11</b> | Optional - 1                                        | <b>4</b>  | <b>5</b> |
| <b>12</b> | Corporate Accounts II                               | <b>4</b>  | <b>6</b> |
| <b>13</b> | Quantitative Techniques for Business- II            | <b>4</b>  | <b>6</b> |
| <b>14</b> | Entrepreneurship Development and Project Management | <b>4</b>  | <b>5</b> |
| <b>15</b> | Optional - 2 -                                      | <b>4</b>  | <b>5</b> |
| <b>16</b> | Cost Accounting - 1                                 | <b>4</b>  | <b>6</b> |
| <b>17</b> | Environment Management and Human Rights             | <b>4</b>  | <b>5</b> |
| <b>18</b> | Financial Management                                | <b>4</b>  | <b>5</b> |
| <b>19</b> | Optional - 3                                        | <b>4</b>  | <b>5</b> |
| <b>20</b> | Cost Accounting - 2                                 | <b>4</b>  | <b>6</b> |
| <b>21</b> | Advertisement and Sales Management                  | <b>3</b>  | <b>4</b> |
| <b>22</b> | Auditing and Assurance                              | <b>4</b>  | <b>5</b> |
| <b>23</b> | Management Accounting                               | <b>4</b>  | <b>5</b> |
| <b>24</b> | Optional - 4                                        | <b>4</b>  | <b>5</b> |
| <b>25</b> | <b>Project and Viva</b>                             | <b>1</b>  | <b>-</b> |
|           | <b>TOTAL</b>                                        | <b>89</b> |          |

### Details of Optional Courses

| <b>Sl No</b>                 | <b>Course Name</b>                  | <b>Credit</b> | <b>Hours per week</b> |
|------------------------------|-------------------------------------|---------------|-----------------------|
| <b>FINANCE AND TAXATION</b>  |                                     |               |                       |
| <b>1</b>                     | Goods and Services Tax              | <b>4</b>      | <b>5</b>              |
| <b>2</b>                     | Financial Services                  | <b>4</b>      | <b>5</b>              |
| <b>3</b>                     | Income Tax- I                       | <b>4</b>      | <b>5</b>              |
| <b>4</b>                     | Income Tax - II                     | <b>4</b>      | <b>5</b>              |
| <b>COMPUTER APPLICATIONS</b> |                                     |               |                       |
| <b>1</b>                     | Information Technology for Business | <b>4</b>      | <b>5</b>              |
| <b>2</b>                     | Information Technology for Office   | <b>4</b>      | <b>5</b>              |
| <b>3</b>                     | Computerized Accounting             | <b>4</b>      | <b>5</b>              |
| <b>4</b>                     | Software for Business and Research  | <b>4</b>      | <b>5</b>              |

| <b>CO-OPERATION</b>       |                                        |   |   |
|---------------------------|----------------------------------------|---|---|
| 1                         | Basics of Co-operation                 | 4 | 5 |
| 2                         | Management of Co-operative Enterprises | 4 | 5 |
| 3                         | Co-operative Legal System              | 4 | 5 |
| 4                         | Accounting for Co-operative Societies  | 4 | 5 |
| <b>TRAVEL AND TOURISM</b> |                                        |   |   |
| 1                         | Fundamentals of Tourism                | 4 | 5 |
| 2                         | Travel and Tourism Infrastructure      | 4 | 5 |
| 3                         | Hospitality Management                 | 4 | 5 |
| 4                         | Tourism and Cultural Heritage of India | 4 | 5 |
| <b>MARKETING</b>          |                                        |   |   |
| 1                         | Customer Relationship Management       | 4 | 5 |
| 2                         | Services Marketing                     | 4 | 5 |
| 3                         | Marketing Research                     | 4 | 5 |
| 4                         | International Marketing                | 4 | 5 |

### **OPEN COURSES OFFERED**

| <b>Sl No</b> | <b>Course Name</b>                                       | <b>Credit</b> | <b>Hours per week</b> |
|--------------|----------------------------------------------------------|---------------|-----------------------|
| <b>1</b>     | <b>CO5OP01-</b> Fundamentals of Banking and Insurance    | 3             | 4                     |
| <b>2</b>     | <b>CO5OP02-</b> Capital Market and Investment Management | 3             | 4                     |
| <b>3</b>     | <b>CO5OP03-</b> Fundamentals of Accounting               | 3             | 4                     |
|              | <b>TOTAL</b>                                             | <b>3</b>      |                       |

### **Semester- wise details**

#### **Semester- 1**

| <b>Sl No</b> | <b>Course Code</b> | <b>Course Name</b>  | <b>Credit</b> | <b>Hours per week</b> |
|--------------|--------------------|---------------------|---------------|-----------------------|
| <b>1</b>     |                    | Language- English-I | 4             | 5                     |
| <b>2</b>     |                    | Second Language-I   | 4             | 4                     |

|          |          |                                                |           |           |
|----------|----------|------------------------------------------------|-----------|-----------|
| <b>3</b> | CO1CRT01 | Dimensions and Methodology of Business Studies | <b>2</b>  | <b>3</b>  |
| <b>4</b> | CO1CRT02 | Financial Accounting I                         | <b>4</b>  | <b>5</b>  |
| <b>5</b> | CO1CRT03 | Corporate Regulations and Administration       | <b>3</b>  | <b>4</b>  |
| <b>6</b> | CO1CMT01 | Banking and Insurance                          | <b>3</b>  | <b>4</b>  |
|          |          | <b>TOTAL</b>                                   | <b>20</b> | <b>25</b> |

## Semester- 2

| <b>Sl No</b> | <b>Course Code</b> | <b>Course Name</b>               | <b>Credit</b> | <b>Hours per week</b> |
|--------------|--------------------|----------------------------------|---------------|-----------------------|
| <b>1</b>     |                    | Language- English-I              | <b>4</b>      | <b>5</b>              |
| <b>2</b>     |                    | Second Language-I                | <b>4</b>      | <b>4</b>              |
| <b>3</b>     | CO2CRT04           | Financial Accounting II          | <b>4</b>      | <b>5</b>              |
| <b>4</b>     | CO2CRT05           | Business Regulatory Framework    | <b>3</b>      | <b>4</b>              |
| <b>5</b>     | CO2CRT06           | Business Management              | <b>3</b>      | <b>3</b>              |
| <b>6</b>     | CO2CMT02           | Principles of Business Decisions | <b>3</b>      | <b>4</b>              |
|              |                    | <b>TOTAL</b>                     | <b>21</b>     | <b>25</b>             |

## Semester 3

| <b>Sl No</b> | <b>Course Code</b> | <b>Course Name</b>                                                 | <b>Credit</b> | <b>Hours per week</b> |
|--------------|--------------------|--------------------------------------------------------------------|---------------|-----------------------|
| <b>1</b>     |                    | Language- English-I                                                | <b>3</b>      | <b>3</b>              |
| <b>2</b>     | CO3CRT07           | Corporate Accounts I                                               | <b>4</b>      | <b>5</b>              |
| <b>3</b>     | CO3CRT08           | Quantitative Techniques for Business- 1                            | <b>4</b>      | <b>5</b>              |
| <b>4</b>     | CO3CRT09           | Financial Markets and Operations                                   | <b>3</b>      | <b>4</b>              |
| <b>5</b>     | CO3CRT10           | Marketing Management                                               | <b>3</b>      | <b>3</b>              |
| <b>6</b>     |                    | Optional - 1                                                       |               |                       |
|              | CO3OCT01           | Finance and Taxation-Goods and Services Tax                        | <b>4</b>      | <b>5</b>              |
|              | CO3OCT02           | Computer Application- Information Technology for Business (Theory) | <b>3</b>      | <b>3</b>              |

|  |          |                                                                                    |           |           |
|--|----------|------------------------------------------------------------------------------------|-----------|-----------|
|  |          | Information Technology for Business<br>(Practical)- <b>Exam in semester 4 only</b> | -         | 2         |
|  | CO3OCT03 | Co-operation-<br>Basics of Co-operation                                            | 4         | 5         |
|  | CO3OCT04 | Travel and Tourism -<br>Fundamentals of Tourism                                    | 4         | 5         |
|  | CO3OCT05 | Marketing-<br>Customer Relationship<br>Management                                  | 4         | 5         |
|  |          | <b>TOTAL for streams other than Computer Applications</b>                          | <b>21</b> | <b>25</b> |
|  |          | <b>TOTAL for Computer Application Stream</b>                                       | <b>20</b> | <b>25</b> |

#### Semester- 4

| Sl No | Course Code | Course Name                                                                                                                                     | Credit | Hours per week |
|-------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| 1     |             | Language- English-I                                                                                                                             | 3      | 3              |
| 2     | CO4CRT11    | Corporate Accounts II                                                                                                                           | 4      | 6              |
| 3     | CO4CRT12    | Quantitative Techniques for Business- II                                                                                                        | 4      | 6              |
| 4     | CO4CRT13    | Entrepreneurship Development and Project Management                                                                                             | 4      | 5              |
| 5     | CO4         | Optional - 2 -                                                                                                                                  | 4      | 5              |
|       | CO4OCT01    | Finance and<br>Taxation-<br>Financial<br>Services                                                                                               | 4      | 5              |
|       | CO4OCT02    | Computer Application-<br>Information Technology for<br>Office (Theory)                                                                          | 3      | 3              |
|       |             | Information Technology for<br>Office (Practical)                                                                                                | -      | 2              |
|       | CO34OCP01   | <b>Computer Application<br/>Practical Examination</b> for<br>Information Technology for<br>Office and<br>Information technology for<br>Business | 2      | NA             |
|       | CO4OCT03    | Co-operation-                                                                                                                                   | 4      | 5              |

|  |          |                                                          |           |           |
|--|----------|----------------------------------------------------------|-----------|-----------|
|  |          | Management of Co-operative Enterprises                   |           |           |
|  | CO4OCT04 | Travel and Tourism-<br>Travel and Tourism Infrastructure | 4         | 5         |
|  | CO4OCT05 | Marketing-<br>Services Marketing                         | 4         | 5         |
|  |          | <b>TOTAL for streams other than Computer Application</b> | <b>19</b> | <b>25</b> |
|  |          | <b>TOTAL for Computer Application Stream</b>             | <b>20</b> | <b>25</b> |

### Semester- 5

| Sl No | Course Code | Course Name                                                                                | Credit    | Hours per week |
|-------|-------------|--------------------------------------------------------------------------------------------|-----------|----------------|
| 1     | CO5CRT14    | Cost Accounting - 1                                                                        | 4         | 6              |
| 2     | CO5CRT15    | Environment Management and Human Rights                                                    | 4         | 5              |
| 3     | CO5CRT16    | Financial Management                                                                       | 4         | 5              |
| 4     |             | Optional - 3                                                                               |           |                |
|       | CO5OCT01    | Finance and Taxation-<br>Income Tax- I                                                     | 4         | 5              |
|       | CO5OCT02    | Computer Application-                                                                      | 3         | 3              |
|       |             | Computerised Accounting(Theory)                                                            |           |                |
|       |             | Computerised Accounting (Practical)-<br><b>Examination in 6<sup>th</sup> Semester only</b> | -         | 2              |
|       | CO5OCT03    | Co-operation-<br>Co-operative Legal System                                                 | 4         | 5              |
|       | CO5OCT04    | Travel and Tourism-<br>Hospitality Management                                              | 4         | 5              |
|       | CO5OCT05    | Marketing-<br>Marketing Research                                                           | 4         | 5              |
| 5     |             | Open Course                                                                                | 3         | 4              |
|       |             | <b>TOTAL for streams other than Computer Application</b>                                   | <b>19</b> | <b>25</b>      |
|       |             | <b>TOTAL for Computer Application stream</b>                                               | <b>18</b> | <b>25</b>      |

### Semester- 6

| Sl No | Course Code | Course Name                                                                                                         | Credit | Hours per week |
|-------|-------------|---------------------------------------------------------------------------------------------------------------------|--------|----------------|
| 1     | CO6CRT17    | Cost Accounting - 2                                                                                                 | 4      | 6              |
| 2     | CO6CRT18    | Advertisement and Sales Management                                                                                  | 3      | 4              |
| 3     | CO6CRT19    | Auditing and Assurance                                                                                              | 4      | 5              |
| 4     | CO6CRT20    | Management Accounting                                                                                               | 4      | 5              |
| 5     | CO6OCT      | Optional - 4                                                                                                        | 4      | 5              |
|       | CO6OCT01    | Finance and Taxation- Income Tax- II                                                                                | 4      | 5              |
|       | CO6OCT02    | Computer Application- Software for Business and Research (Theory)                                                   | 3      | 3              |
|       |             | Software for Business and Research (Practical)                                                                      | -      | 2              |
|       | CO56OCP01   | <b>Computer Application- Practical Examination – Computerised Accounting and Software for Business and Research</b> | 2      | NA             |
|       | CO6OCT03    | Co-operation- Accounting for Co-operative Societies                                                                 | 4      | 5              |
|       | CO6OCT04    | Travel and Tourism- Tourism and Cultural Heritage of India                                                          | 4      | 5              |
|       | CO6OCT05    | Marketing- International Marketing                                                                                  | 4      | 5              |
| 6     | CO6PR01     | <b>Project and Viva</b>                                                                                             | 1      | -              |
|       |             | <b>TOTAL for streams other than Computer Application</b>                                                            | 20     | 25             |
|       |             | <b>TOTAL for Computer Application</b>                                                                               | 21     | 25             |
|       |             | <b>Stream</b>                                                                                                       |        |                |

## B.Com Degree Programme Model-II Course Structure

### Common Courses

| Sl No | Course Name            | Credit    | Hours per week |
|-------|------------------------|-----------|----------------|
| 1     | Language- English-I    | 4         | 5              |
| 2     | Second Language-I      | 4         | 5              |
| 3     | Language- English-II   | 4         | 5              |
| 4     | Second Language-II     | 4         | 5              |
| 5     | Language- English- III | 3         | 5              |
| 6     | Language- English -IV  | 3         | 5              |
|       | <b>TOTAL</b>           | <b>22</b> |                |

### Complementary Courses

| Sl No | Course Name                                            | Credit                                        | Hours per week |
|-------|--------------------------------------------------------|-----------------------------------------------|----------------|
| 1     | Banking and Insurance                                  | 3                                             | 3              |
| 2     | Principles of Business Decisions                       | 3                                             | 3              |
| 3     | Finance and Taxation-E- Commerce                       | 4                                             | 5              |
|       | Computer Application-<br>Programming in 'C' (Theory)   | 3                                             | 3              |
|       | Computer Application<br>Programming in 'C' (Practical) | 1( combined<br>practical exam<br>in even sem) | 2              |
|       | Travel and Tourism<br>E Commerce                       | 4                                             | 5              |
|       | Marketing<br>E Commerce                                | 4                                             | 5              |
|       | Logistics Management- E Commerce                       | 4                                             | 5              |

|   |                                                                |                               |   |
|---|----------------------------------------------------------------|-------------------------------|---|
| 4 | Finance and Taxation-Income Tax- Assessment and Planning       | 4                             | 5 |
|   | Computer Application-<br>Database Management System            | 3                             | 3 |
|   | Computer Application<br>Database Management System (Practical) | 1(combined<br>practical exam) | 2 |
|   | Travel and Tourism<br>Tourism Environment and Ecology          | 4                             | 5 |
|   | Marketing<br>Consumer Behaviour                                | 4                             | 5 |
|   | Logistics Management- Consumer Behaviour                       | 4                             | 5 |
|   | <b>TOTAL</b>                                                   | <b>14</b>                     |   |

### Core Courses

| Sl No | Course Name                                         | Credit | Hours per week |
|-------|-----------------------------------------------------|--------|----------------|
| 1     | Dimensions and Methodology of Business Studies      | 2      | 3              |
| 2     | Financial Accounting I                              | 4      | 5              |
| 3     | Corporate Regulations and Administration            | 3      | 4              |
| 4     | Financial Accounting II                             | 4      | 5              |
| 5     | Business Regulatory Framework                       | 3      | 4              |
| 6     | Business Management                                 | 3      | 3              |
| 7     | Corporate Accounts I                                | 4      | 4              |
| 8     | Quantitative Techniques for Business- 1             | 4      | 4              |
| 9     | Financial Markets and Operations                    | 3      | 4              |
| 10    | Marketing Management                                | 3      | 3              |
| 11    | Optional - 1                                        | 4      | 5              |
| 12    | Corporate Accounts II                               | 4      | 5              |
| 13    | Quantitative Techniques for Business- II            | 4      | 5              |
| 14    | Entrepreneurship Development and Project Management | 4      | 5              |
| 15    | Optional - 2 -                                      | 4      | 5              |
| 16    | Cost Accounting - 1                                 | 4      | 6              |
| 17    | Environment Management and Human Rights             | 4      | 5              |
| 18    | Optional - 3                                        | 4      | 5              |
| 19    | Cost Accounting - 2                                 | 4      | 6              |
| 20    | Advertisement and Sales Management                  | 3      | 4              |
| 21    | Management Accounting                               | 4      | 5              |
| 22    | Optional - 4                                        | 4      | 5              |

|    |                  |           |   |
|----|------------------|-----------|---|
| 23 | Project and Viva | 1         | - |
|    | <b>TOTAL</b>     | <b>81</b> |   |

### Details of Optional Courses

| Sl No                       | Course Name            | Credit | Hours per week |
|-----------------------------|------------------------|--------|----------------|
| <b>FINANCE AND TAXATION</b> |                        |        |                |
| 1                           | Goods and Services Tax | 4      | 5              |
| 2                           | Financial Services     | 4      | 5              |
| 3                           | Income Tax- I          | 4      | 5              |
| 4                           | Income Tax - II        | 4      | 5              |

| <b>COMPUTER APPLICATIONS</b> |                                                 |   |   |
|------------------------------|-------------------------------------------------|---|---|
| 1                            | Information Technology for Business             | 4 | 5 |
| 2                            | Information Technology for Office               | 4 | 5 |
| 3                            | Computerized Accounting                         | 4 | 5 |
| 4                            | Software for Business and Research              | 4 | 5 |
| <b>TRAVEL AND TOURISM</b>    |                                                 |   |   |
| 1                            | Fundamentals of Tourism                         | 4 | 5 |
| 2                            | Travel and Tourism Infrastructure               | 4 | 5 |
| 3                            | Hospitality Management                          | 4 | 5 |
| 4                            | Tourism and Cultural Heritage of India          | 4 | 5 |
| <b>MARKETING</b>             |                                                 |   |   |
| 1                            | Customer Relationship Management                | 4 | 5 |
| 2                            | Services Marketing                              | 4 | 5 |
| 3                            | Marketing Research                              | 4 | 5 |
| 4                            | International Marketing                         | 4 | 5 |
| <b>LOGISTICS MANAGEMENT</b>  |                                                 |   |   |
| 1                            | Introduction to Logistics Management            | 4 | 5 |
| 2                            | Principles of Logistics Information             | 4 | 5 |
| 3                            | Air Cargo Logistics Management                  | 4 | 5 |
| 4                            | Shipping and Ocean Freight Logistics Management | 4 | 5 |

### **OPEN COURSES OFFERED**

| <b>Sl No</b> | <b>Course Name</b>                                       | <b>Credit</b> | <b>Hours per week</b> |
|--------------|----------------------------------------------------------|---------------|-----------------------|
| <b>1</b>     | <b>CO5OP01-</b> Fundamentals of Banking and Insurance    | 3             | 4                     |
| <b>2</b>     | <b>CO5OP02-</b> Capital Market and Investment Management | 3             | 4                     |
| <b>3</b>     | <b>CO5OP03-</b> Fundamentals of Accounting               | 3             | 4                     |

### **Semester-wise details**

#### **Semester- 1**

| <b>Sl No</b> | <b>Course Code</b> | <b>Course Name</b>                             | <b>Credit</b> | <b>Hours per week</b> |
|--------------|--------------------|------------------------------------------------|---------------|-----------------------|
| <b>1</b>     |                    | Language- English-I                            | 4             | 5                     |
| <b>2</b>     |                    | Second Language-I                              | 4             | 5                     |
| <b>3</b>     | CO1CRT01           | Dimensions and Methodology of Business Studies | 2             | 3                     |
| <b>4</b>     | CO1CRT02           | Financial Accounting I                         | 4             | 5                     |
| <b>5</b>     | CO1CRT03           | Corporate Regulations and Administration       | 3             | 4                     |
| <b>6</b>     | CO1CMT01           | Banking and Insurance                          | 3             | 3                     |
|              |                    | <b>TOTAL</b>                                   | <b>20</b>     | <b>25</b>             |

### Semester- 2

| Sl No | Course Code | Course Name                      | Credit    | Hours per week |
|-------|-------------|----------------------------------|-----------|----------------|
| 1     |             | Language- English-I              | 4         | 5              |
| 2     |             | Second Language-I                | 4         | 5              |
| 3     | CO2CRT04    | Financial Accounting II          | 4         | 5              |
| 4     | CO2CRT05    | Business Regulatory Framework    | 3         | 4              |
| 5     | CO2CRT06    | Business Management              | 3         | 3              |
| 6     | CO2CMT02    | Principles of Business Decisions | 3         | 3              |
|       |             | <b>TOTAL</b>                     | <b>21</b> | <b>25</b>      |

### Semester 3

| Sl No | Course Code | Course Name                                                           | Credit | Hours per week |
|-------|-------------|-----------------------------------------------------------------------|--------|----------------|
| 1     |             | Language- English-I                                                   | 3      | 5              |
| 2     | CO3CRT07    | Corporate Accounts I                                                  | 4      | 4              |
| 3     | CO3CRT08    | Quantitative Techniques for Business- 1                               | 4      | 4              |
| 4     | CO3CRT09    | Financial Markets and Operations                                      | 3      | 4              |
| 5     | CO3CRT10    | Marketing Management                                                  | 3      | 3              |
| 6     |             | Optional - 1                                                          |        |                |
|       | CO3OCT01    | Finance and Taxation-Goods and Services Tax                           | 4      | 5              |
|       | CO3OCT02    | Computer Application-<br>Information Technology for Business (Theory) | 3      | 3              |

|  |          |                                                                                 |           |           |
|--|----------|---------------------------------------------------------------------------------|-----------|-----------|
|  |          | Information Technology for Business (Practical)- <i>Exam in semester 4 only</i> | -         | 2         |
|  | CO3OCT04 | Travel and Tourism<br>Fundamentals of Tourism                                   | 4         | 5         |
|  | CO3OCT05 | Marketing<br>Customer Relationship Management                                   | 4         | 5         |
|  | CO3OCT06 | Logistics Management<br>Introduction to Logistics Management                    | 4         | 5         |
|  |          | <b>TOTAL for streams other than Computer Applications</b>                       | <b>21</b> | <b>25</b> |
|  |          | <b>TOTAL for Computer Application Stream</b>                                    | <b>20</b> | <b>25</b> |

### Semester- 4

| Sl No | Course Code | Course Name                                                                                                                     | Credit    | Hours per week |
|-------|-------------|---------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|
| 1     |             | Language- English-I                                                                                                             | 3         | 5              |
| 2     | CO4CRT11    | Corporate Accounts II                                                                                                           | 4         | 5              |
| 3     | CO4CRT12    | Quantitative Techniques for Business- II                                                                                        | 4         | 5              |
| 4     | CO4CRT13    | Entrepreneurship Development and Project Management                                                                             | 4         | 5              |
| 5     |             | Optional - 2 -                                                                                                                  | 4         | 5              |
|       | CO4OCT01    | Finance and Taxation- Financial Services                                                                                        | 4         | 5              |
|       | CO4OCT02    | Computer Application- Information Technology for Office (Theory)                                                                | 3         | 3              |
|       |             | Information Technology for Office (Practical)                                                                                   | -         | 2              |
|       | CO34OCP01   | <i>Computer Application Practical Examination</i> for Information Technology for Office and Information technology for Business | 2         | NA             |
|       | CO4OCT04    | Travel and Tourism<br>Travel and Tourism Infrastructure                                                                         | 4         | 5              |
|       | CO4OCT05    | Marketing<br>Services Marketing                                                                                                 | 4         | 5              |
|       | CO4OCT06    | Logistics Management<br>Principles of Logistics Information                                                                     | 4         | 5              |
|       |             | <b>TOTAL for streams other than Computer Application</b>                                                                        | <b>19</b> | <b>25</b>      |
|       |             | <b>TOTAL for Computer Application Stream</b>                                                                                    | <b>20</b> | <b>25</b>      |

### Semester- 5

| Sl No | Course Code | Course Name                                                                                | Credit    | Hours per week |
|-------|-------------|--------------------------------------------------------------------------------------------|-----------|----------------|
| 1     | CO5CRT14    | Cost Accounting - 1                                                                        | 4         | 6              |
| 2     | CO5CRT15    | Environment Management and Human Rights                                                    | 4         | 5              |
| 3     | CO5CMT07    | Complementary Course<br>Finance and Taxation-<br>E- Commerce                               | 4         | 5              |
|       | CO5CMT08    | Computer Application-<br>Programming in 'C' (Theory)                                       | 3         | 3              |
|       |             | Programming in 'C' (Practical)- <i>Examination in sem 6 only</i>                           | -         | 2              |
|       | CO5CMT07    | Travel and Tourism<br>E Commerce                                                           | 4         | 5              |
|       | CO5CMT07    | Marketing<br>E Commerce                                                                    | 4         | 5              |
|       | CO5CMT07    | Logistics Management- E Commerce                                                           | 4         | 5              |
| 4     |             | Optional - 3                                                                               |           |                |
|       |             |                                                                                            |           |                |
|       | CO5OCT01    | Finance and Taxation-<br>Income Tax- I                                                     | 4         | 5              |
|       | CO5OCT02    | Computer Application-<br>Computerised Accounting(Theory)                                   | 3         | 3              |
|       |             | Computerised Accounting (Practical)-<br><b>Examination in 6<sup>th</sup> Semester only</b> | -         | 2              |
|       | CO5OCT04    | Travel and Tourism<br>Hospitality Management                                               | 4         | 5              |
|       | CO5OCT05    | Marketing<br>Marketing Research                                                            | 4         | 5              |
|       | CO5OCT06    | Logistics Management<br>Air Cargo Logistics Management                                     | 4         | 5              |
| 5     |             | Open Course                                                                                | 3         | 4              |
|       |             | <b>TOTAL for streams other than Computer Application</b>                                   | <b>19</b> | <b>25</b>      |
|       |             | <b>TOTAL for Computer Application stream</b>                                               | <b>17</b> | <b>25</b>      |

### Semester- 6

| Sl No | Course Code | Course Name | Credit | Hours per week |
|-------|-------------|-------------|--------|----------------|
|-------|-------------|-------------|--------|----------------|

|          |                |                                                                                                                              |           |           |
|----------|----------------|------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>1</b> | CO6CRT17       | Cost Accounting - 2                                                                                                          | <b>4</b>  | <b>6</b>  |
| <b>2</b> | CO6CRT18       | Advertisement and Sales Management                                                                                           | <b>3</b>  | <b>4</b>  |
| <b>3</b> | CO6CMT09       | Complementary Course<br>Finance and Taxation<br>Income Tax- Assessment and Planning                                          | <b>4</b>  | <b>5</b>  |
|          | CO6CMT10       | Computer Application-<br>Database Management System                                                                          | <b>3</b>  | <b>3</b>  |
|          |                | Database Management System (Practical)                                                                                       | -         | <b>2</b>  |
|          | CO56CMP01      | <b>Computer Application</b><br><b>Practical Examination</b> for Programming in C<br>and Data Base Management System          | <b>2</b>  | <b>NA</b> |
|          | CO6CMT11       | Travel and Tourism<br>Tourism Environment and Ecology                                                                        | <b>4</b>  | <b>5</b>  |
|          | CO6CMT12       | Marketing<br>Consumer Behaviour                                                                                              | <b>4</b>  | <b>5</b>  |
|          | CO6CMT12       | Logistics Management- Consumer Behaviour                                                                                     | <b>4</b>  | <b>5</b>  |
| <b>4</b> | CO6CRT20       | Management Accounting                                                                                                        | <b>4</b>  | <b>5</b>  |
| <b>5</b> | CO6OCT         | Optional - 4                                                                                                                 | <b>4</b>  | <b>5</b>  |
|          | CO6OCT01       | Finance and Taxation-<br>Income Tax- II                                                                                      | <b>4</b>  | <b>5</b>  |
|          | CO6OCT02       | Computer Application-<br>Software for Business and Research (Theory)                                                         | <b>3</b>  | <b>3</b>  |
|          |                | Software for Business and Research(Practical)                                                                                | -         | <b>2</b>  |
|          | CO56OCP01      | <b>Computer Application-</b><br>Practical Examination –<br>Computerised Accounting and Software for<br>Business and Research | <b>2</b>  | <b>NA</b> |
|          | CO6OCT04       | Travel and Tourism<br>Tourism and Cultural Heritage of India                                                                 | <b>4</b>  | <b>5</b>  |
|          | CO6OCT05       | Marketing<br>International Marketing                                                                                         | <b>4</b>  | <b>5</b>  |
|          | CO6OCT06       | Logistics Management<br>Shipping and Ocean Freight Logistics<br>Management                                                   | <b>4</b>  | <b>5</b>  |
| <b>6</b> | <b>CO6PR01</b> | <b>Project and Viva</b>                                                                                                      | <b>1</b>  | <b>-</b>  |
|          |                | <b>TOTAL for streams other than<br/>Computer Application</b>                                                                 | <b>20</b> | <b>25</b> |
|          |                | <b>TOTAL for Computer Application<br/>Stream</b>                                                                             | <b>22</b> | <b>25</b> |

## COURSE DESIGN

| Semester               | Title                                                         | Course        | Credit    | Hours/week |
|------------------------|---------------------------------------------------------------|---------------|-----------|------------|
| <b>First semester</b>  |                                                               |               |           |            |
| BA1CRT01               | Principles and Methodology of Management                      | Core          | 4         | 6          |
| BA1CRT02               | Business Accounting                                           | Core          | 4         | 6          |
| BA1CMT03               | Fundamentals of Business Mathematics                          | Complementary | 4         | 4          |
| BA1CMT04               | Fundamentals of Business Statistics                           | Complementary | 4         | 4          |
| BA1CCT05               | English Paper –I                                              | Common        | 4         | 5          |
|                        |                                                               |               | <b>20</b> | <b>25</b>  |
| <b>Second semester</b> |                                                               |               |           |            |
| BA2CRT06               | Cost and Management Accounting                                | Core          | 4         | 6          |
| BA2CRT07               | Business Communication                                        | Core          | 4         | 6          |
| BA2CMT08               | Mathematics for Management                                    | Complementary | 4         | 4          |
| BA2CMT09               | Statistics for Management                                     | Complementary | 4         | 4          |
| BA2CCT10               | English Paper –II                                             | Common        | 4         | 5          |
|                        |                                                               |               | <b>20</b> | <b>25</b>  |
| <b>Third Semester</b>  |                                                               |               |           |            |
| BA3CRT11               | Human Resource Management                                     | Core          | 4         | 5          |
| BA3CRT12               | Marketing Management                                          | Core          | 4         | 5          |
| BA3CRT13               | Research Methodology                                          | Core          | 4         | 5          |
| BA3CMT14               | Business Laws                                                 | Complementary | 4         | 5          |
| BA3PRP15               | Personality Development and Management Skills (Minor Project) | Core          | 4         | 5          |
|                        |                                                               |               | <b>20</b> | <b>25</b>  |
| <b>Fourth Semester</b> |                                                               |               |           |            |
| BA4CRT16               | Financial Management                                          | Core          | 4         | 5          |
| BA4CRT17               | Managerial Economics                                          | Core          | 4         | 5          |
| BA4CRT18               | Entrepreneurship                                              | Core          | 4         | 5          |
| BA4CMT19               | Basic informatics for Management                              | Complementary | 4         | 5          |
| BA4CMT20               | Corporate Law                                                 | Complementary | 4         | 5          |
|                        |                                                               |               | <b>20</b> | <b>25</b>  |

|                       |                                                  |                 |            |            |
|-----------------------|--------------------------------------------------|-----------------|------------|------------|
| <u>Fifth Semester</u> |                                                  |                 |            |            |
| BA5CRT21              | Organisational Behaviour                         | Core            | 4          | 6          |
| BA5OPT22              | Open Course                                      | Open            | 3          | 4          |
| BA5CRT23              | Environment Science and Human Rights             | Core            | 4          | 5          |
| BA5CMT24              | Intellectual Property Rights and Industrial Laws | Complementary   | 4          | 5          |
| BA5CRT25              | Operations Management                            | Core            | 2          | 2          |
| BA5CRT26              | Industrial Relations                             | Core            | 3          | 3          |
|                       |                                                  |                 | 20         | 25         |
| <u>Sixth Semester</u> |                                                  |                 |            |            |
| BA6OCT27              | Optional-I                                       | Optional (Core) | 4          | 5          |
| BA6OCT28              | Optional-II                                      | Optional (Core) | 4          | 5          |
| BA6CRT29              | Strategic Management                             | Core            | 4          | 5          |
| BA6CRT30              | Communication Skills and Personality development | Core            | 4          | 5          |
| BA6PRP31              | Management Project                               | Core            | 4          | 5          |
|                       |                                                  |                 | 20         | 25         |
|                       | <b>Grand Total</b>                               |                 | <b>120</b> | <b>150</b> |

## Consolidated Scheme – I to VI Semesters of BCA

| Sem        | Title with Course Code                                 | Course Category      | Hours per week | Credit | Marks |       |       |
|------------|--------------------------------------------------------|----------------------|----------------|--------|-------|-------|-------|
|            |                                                        |                      |                |        | In tl | Ex tl | Total |
| <b>I</b>   | English-I                                              | <b>Common</b>        | 5              | 4      | 20    | 80    | 100   |
|            | Mathematics                                            | <b>Complementary</b> | 4              | 4      | 20    | 80    | 100   |
|            | Basic Statistics                                       | <b>Complementary</b> | 4              | 4      | 20    | 80    | 100   |
|            | CA1CRT01 -Computer Fundamentals and Digital Principles | <b>Core</b>          | 4              | 4      | 20    | 80    | 100   |
|            | CA1CRT02- Methodology of Programming and C Language    | <b>Core</b>          | 4              | 3      | 20    | 80    | 100   |
|            | CA1CRP01-Software Lab I (Core)                         | <b>Core</b>          | 4              | 2      | 20    | 80    | 100   |
| <b>II</b>  | English-II                                             | <b>Common</b>        | 5              | 4      | 20    | 80    | 100   |
|            | Discrete Mathematics                                   | <b>Complementary</b> | 4              | 4      | 20    | 80    | 100   |
|            | CA2CRT03 -Data Base Management Systems                 | <b>Core</b>          | 4              | 3      | 20    | 80    | 100   |
|            | CA2CRT04-Computer Organization and Architecture        | <b>Core</b>          | 4              | 4      | 20    | 80    | 100   |
|            | CA2CRT05-Object oriented programming using C++         | <b>Core</b>          | 3              | 4      | 20    | 80    | 100   |
|            | CA2CRP02-Software Lab- II                              | <b>Core</b>          | 5              | 2      | 20    | 80    | 100   |
| <b>III</b> | Advanced Statistical Methods                           | <b>Complementary</b> | 4              | 4      | 20    | 80    | 100   |
|            | CA3CRT06-Computer Graphics                             | <b>Core</b>          | 4              | 4      | 20    | 80    | 100   |

|           |                                                                       |                      |          |   |        |        |         |
|-----------|-----------------------------------------------------------------------|----------------------|----------|---|--------|--------|---------|
|           | CA3CRT07-<br>Microprocessor and<br>PC<br>Hardware                     | <b>Core</b>          | 3        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA3CRT08-Operating<br>Systems                                         | <b>Core</b>          | 4        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA3CRT09-Data<br>Structure using C++                                  | <b>Core</b>          | 4        | 3 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA3CRP03-Software<br>Lab III                                          | <b>Core</b>          | <b>6</b> | 2 | 2<br>0 | 8<br>0 | 10<br>0 |
| <b>IV</b> | Operational<br>Research                                               | <b>Complementary</b> | 4        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA4CRT10-Design and<br>Analysis of<br>Algorithms                      | <b>Core</b>          | 4        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA4CRT11- System<br>Analysis &<br>Software<br>Engineering             | <b>Core</b>          | 4        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA4CRT12-Linux<br>Administration                                      | <b>Core</b>          | 4        | 4 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA4CRT13-Web<br>Programming using<br>PHP                              | <b>Core</b>          | 3        | 3 | 2<br>0 | 8<br>0 | 10<br>0 |
|           | CA4CRP04-Software<br>Lab IV                                           | <b>Core</b>          | <b>6</b> | 2 | 2<br>0 | 8<br>0 | 10<br>0 |
| <b>V</b>  | CA5CRT14-Computer<br>Networks                                         | <b>Core</b>          | 3        | 4 | 20     | 80     | 100     |
|           | CA5CRT15-IT and<br>Environment                                        | <b>Core</b>          | 4        | 4 | 20     | 80     | 100     |
|           | CA5CRT16-Java<br>Programming using<br>Linux                           | <b>Core</b>          | 3        | 3 | 20     | 80     | 100     |
|           | CA5OPT-- Open<br>Course                                               | <b>Core</b>          | 4        | 3 | 20     | 80     | 100     |
|           | CA5CRP05 -Software<br>Lab V                                           | <b>Core</b>          | <b>5</b> | 2 | 20     | 80     | 100     |
|           | CA5CRP06-Software<br>Development Lab<br>I<br>(Mini<br>Project in PHP) | <b>Core</b>          | <b>6</b> | 2 | 20     | 80     | 100     |
| <b>VI</b> | CA6CRT17 -Cloud<br>Computing                                          | <b>Core</b>          | 4        | 4 | 20     | 80     | 100     |
|           | CA6CRT18 -Mobile<br>Application<br>development-<br>Android            | <b>Core</b>          | 4        | 4 | 20     | 80     | 100     |
|           | CA6PET-- -Elective                                                    | <b>Core</b>          | 4        | 4 | 20     | 80     | 100     |

|  |                                                       |      |   |   |     |     |     |
|--|-------------------------------------------------------|------|---|---|-----|-----|-----|
|  | CA6CRP07 –Software Lab VI & Seminar                   | Core | 6 | 2 | 100 | -   | 100 |
|  | CA6CRP08 -Software Development Lab II ( Main Project) | Core | 7 | 3 | 20  | 80  | 100 |
|  | CA6VVT01-Viva Voce                                    | Core |   | 1 | -   | 100 | 100 |

**Open Course(OP):** CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office.

**Electives (PE):** CA6PET01: Data Mining, CA6PET02: Digital Image Processing, CA6PET03: Soft Computing Techniques.

### Consolidated Scheme for I to VI Semesters – B.Sc. Computer Science

| S<br>e<br>m | Course<br>Code &<br>Title                                   | Course<br>Category | Hours<br>per<br>Week |             | Cre<br>dits | Marks        |              |           |
|-------------|-------------------------------------------------------------|--------------------|----------------------|-------------|-------------|--------------|--------------|-----------|
|             |                                                             |                    | The<br>ory           | L<br>a<br>b |             | Inte<br>rnal | Exte<br>rnal | To<br>tal |
| I           | English-I                                                   | Common             | 5                    |             | 4           | 20           | 80           | 100       |
|             | Mathematics-I                                               | Complementary      | 4                    |             | 4           | 20           | 80           | 100       |
|             | CS1CRT01<br>Computer Fundamentals and Basics of PC Hardware | Complementary      | 4                    |             | 4           | 20           | 80           | 100       |
|             | CS1CRT02<br>Methodology of Programming and C Language       | Core               | 4                    |             | 3           | 20           | 80           | 100       |
|             | CS1CMT01<br>Fundamentals of Digital Systems                 | Complementary      | 4                    |             | 4           | 20           | 80           | 100       |

|     |                                                                  |                   |   |   |   |    |    |         |
|-----|------------------------------------------------------------------|-------------------|---|---|---|----|----|---------|
|     | CS1CRP01<br>Software<br>Lab-I                                    | Core              |   | 4 | 2 | 20 | 80 | 10<br>0 |
| II  | English-II                                                       | Common            | 5 |   | 4 | 20 | 80 | 10<br>0 |
|     | Mathema<br>tics-II                                               | Complem<br>entary | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS2CRT03<br>Data<br>Communi<br>cation                            | Complem<br>entary | 4 |   | 3 | 20 | 80 | 10<br>0 |
|     | CS2CRT04<br>Computer<br>Organizati<br>on and<br>Architectu<br>re | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS2CRT05<br>Object<br>Oriented<br>Program<br>ming<br>using C++   | Core              | 4 |   | 3 | 20 | 80 | 10<br>0 |
|     | CS2CCP02<br>Software<br>Lab-II                                   | Core              |   | 4 | 2 | 20 | 80 | 10<br>0 |
| III | Probabilit<br>y and<br>Statistics                                | Complem<br>entary | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS3CRT06<br>Database<br>Managem<br>ent<br>Systems                | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS3CRT07<br>System<br>Analysis<br>and<br>Design                  | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS3CRT08<br>Networkin<br>g<br>Fundame<br>ntals                   | Complem<br>entary | 4 |   | 4 | 20 | 80 | 10<br>0 |
|     | CS3CRT09<br>Data<br>Structure<br>using C++                       | Core              | 4 |   | 3 | 20 | 80 | 10<br>0 |

|        |                                                                               |                   |   |   |   |    |    |         |
|--------|-------------------------------------------------------------------------------|-------------------|---|---|---|----|----|---------|
|        | CS3CRP03<br>Software<br>Lab-III                                               | Core              |   | 5 | 2 | 20 | 80 | 10<br>0 |
| I<br>V | CS4CRT10<br>LINUX<br>Administr<br>ation                                       | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS4CRT11<br>Microproc<br>essor and<br>Assembly<br>Language<br>Program<br>ming | Complem<br>entary | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS4CRT12<br>Computer<br>Aided<br>Optimizati<br>on<br>Technique<br>s           | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS4CRT13<br>Web<br>Program<br>ming<br>Technique<br>s                          | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS4CRP04<br>Assembly<br>Language<br>Programm<br>ing Lab                       | Complem<br>entary |   | 5 | 2 | 20 | 80 | 10<br>0 |
|        | CS4CRP05<br>Software<br>Lab IV                                                | Core              |   | 4 | 2 | 20 | 80 | 10<br>0 |
| V      | CS5CRT14<br>System<br>Software<br>and<br>Operating<br>System                  | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS5CRT15<br>IT and<br>Environm<br>ent                                         | Core              | 4 |   | 4 | 20 | 80 | 10<br>0 |
|        | CS5CRT16<br>Java<br>Programm<br>ing using<br>Linux                            | Core              | 4 |   | 3 | 20 | 80 | 10<br>0 |

|    |                                                        |      |            |           |            |            |             |             |
|----|--------------------------------------------------------|------|------------|-----------|------------|------------|-------------|-------------|
|    | CS5CRT17<br>Computer Security                          | Core | 4          |           | 3          | 20         | 80          | 100         |
|    | CS5OPT<br>Open Course                                  | Core | 4          |           | 4          | 20         | 80          | 100         |
|    | CS5PRP06<br>Software Development Lab I (Mini Project)  | Core |            | 5         | 2          | 20         | 80          | 100         |
| VI | CS6CRT18<br>Computer Graphics                          | Core | 5          |           | 4          | 20         | 80          | 100         |
|    | CS6CRT19<br>Big Data :Analytics                        | Core | 5          |           | 4          | 20         | 80          | 100         |
|    | CS6PET<br>Programme Elective                           | Core | 5          |           | 4          | 20         | 80          | 100         |
|    | CS6SMP07 Seminar                                       | Core |            | 3         | 2          | 100        | 0           | 100         |
|    | CS6PRP08<br>Software Development Lab II (Main Project) | Core |            | 7         | 3          | 20         | 80          | 100         |
|    | CS6VVP<br>Viva Voce                                    | Core |            | 0         | 1          | 0          | 100         | 100         |
|    | <b>Grand Total</b>                                     |      | <b>113</b> | <b>37</b> | <b>120</b> | <b>780</b> | <b>2820</b> | <b>3600</b> |

Open Course(OP): CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office.

#### B Sc CYBER FORENSICS (2019 Admission) CONSOLIDATED SCHEME

|  |  |  |  |  |              |
|--|--|--|--|--|--------------|
|  |  |  |  |  | <b>Marks</b> |
|--|--|--|--|--|--------------|

| S<br>e<br>m | Title with<br>Course Code                             | Course<br>Category   | H<br>r<br>s<br>p<br>e<br>r<br>w<br>e<br>e<br>k | Cred<br>its | I<br>n<br>t<br>l | E<br>x<br>t<br>l | To<br>tal |
|-------------|-------------------------------------------------------|----------------------|------------------------------------------------|-------------|------------------|------------------|-----------|
| <b>I</b>    | EN1CCT01 Fine-Tune Your English                       | <b>Common</b>        | 5                                              | 4           | 20               | 80               | 100       |
|             | MM1CMT03 Discrete Mathematics 1                       | <b>Complementary</b> | 4                                              | 4           | 20               | 80               | 100       |
|             | CF1CRT01 Computer Organization                        | <b>Core</b>          | 4                                              | 4           | 20               | 80               | 100       |
|             | CF1CRT02 Introduction to Programming                  | <b>Core</b>          | 4                                              | 3           | 20               | 80               | 100       |
|             | EL1CMT06 Fundamentals of Digital Systems              | <b>Complementary</b> | 4                                              | 4           | 20               | 80               | 100       |
|             | CF1CRP01 Software Lab 1                               | <b>Core</b>          | 4                                              | 2           | 20               | 80               | 100       |
|             |                                                       | <b>Total</b>         | 25                                             | 21          |                  |                  | 600       |
| <b>II</b>   | EN2CCT03 Issues that Matter                           | <b>Common</b>        | 5                                              | 4           | 20               | 80               | 100       |
|             | MM2CMT03 Discrete Mathematics 2                       | <b>Complementary</b> | 4                                              | 4           | 20               | 80               | 100       |
|             | CF2CRT03 Introduction to Cyber Forensics & Cyber Laws | <b>Core</b>          | 4                                              | 4           | 20               | 80               | 100       |
|             | CF2CRT04 Data Structures using C++                    | <b>Core</b>          | 4                                              | 3           | 20               | 80               | 100       |
|             | EL2CMT07 Data Communication                           | <b>Complementary</b> | 4                                              | 4           | 20               | 80               | 100       |
|             | CF2CRP02 Software Lab 2                               | <b>Core</b>          | 4                                              | 2           | 20               | 80               | 100       |
|             |                                                       | <b>Total</b>         | 25                                             | 21          |                  |                  | 600       |
|             | CF3CRT05 Operating Systems and System Software        | <b>Core</b>          | 4                                              | 4           | 20               | 80               | 100       |

|                 |                                                               |                                |                |           |        |    |            |
|-----------------|---------------------------------------------------------------|--------------------------------|----------------|-----------|--------|----|------------|
| <b>II<br/>I</b> | CF3CRT06<br>Computer<br>Networks and<br>Network Security      | <b>Core</b>                    | 4              | 3         | 2<br>0 | 80 | 100        |
|                 | CF3CRT07<br>Biometric Security                                | <b>Core</b>                    | 4              | 4         | 2<br>0 | 80 | 100        |
|                 | CF3CRT08<br>Microprocessors                                   | <b>Core</b>                    | 4              | 4         | 2<br>0 | 80 | 100        |
|                 | CF3CRT09 Linux<br>and Java<br>Programming                     | <b>Core</b>                    | 4              | 3         | 2<br>0 | 80 | 100        |
|                 | CF3CRP03<br>Software Lab 3<br>and Security Lab<br>1           | <b>Core</b>                    | 5              | 2         | 2<br>0 | 80 | 100        |
|                 |                                                               | <b>Total</b>                   | <b>2<br/>5</b> | <b>20</b> |        |    | <b>600</b> |
| <b>I<br/>V</b>  | MM4CMT03<br>Operations<br>Research                            | <b>Comple<br/>me<br/>ntary</b> | 4              | 4         | 2<br>0 | 80 | 100        |
|                 | CF4CRT10<br>Database<br>Management<br>Systems and<br>Security | <b>Core</b>                    | 4              | 3         | 2<br>0 | 80 | 100        |
|                 | CF4CRT11<br>Software<br>Engineering                           | <b>Core</b>                    | 4              | 4         | 2<br>0 | 80 | 100        |
|                 | CF4CRT12<br>Applied<br>Cryptography                           | <b>Core</b>                    | 4              | 4         | 2<br>0 | 80 | 100        |
|                 | CF4CRP04<br>Software Lab 4                                    | <b>Core</b>                    | 5              | 2         | 2<br>0 | 80 | 100        |
|                 | CF4CRP05<br>Security Lab 2                                    | <b>Core</b>                    | 4              | 2         | 2<br>0 | 80 | 100        |
|                 |                                                               | <b>Total</b>                   | <b>2<br/>5</b> | <b>19</b> |        |    | <b>600</b> |
| <b>V</b>        | CF5CRT13<br>Programming in<br>Python                          | <b>Core</b>                    | 4              | 3         | 2<br>0 | 80 | 100        |
|                 | CF5CRT14 Web<br>Programming<br>using<br>.net                  | <b>Core</b>                    | 4              | 3         | 2<br>0 | 80 | 100        |
|                 | CF5CRT15<br>Preserving and<br>Recovering Digital<br>Evidence  | <b>Core</b>                    | 4              | 4         | 2<br>0 | 80 | 100        |

|                    |                                                          |              |        |     |             |             |          |
|--------------------|----------------------------------------------------------|--------------|--------|-----|-------------|-------------|----------|
|                    | CF5CRT16<br>Environmental<br>Studies and<br>Human Rights | <b>Core</b>  | 4      | 4   | 2<br>0      | 80          | 100      |
|                    | OPEN COURSE                                              | <b>Core</b>  | 4      | 3   | 2<br>0      | 80          | 100      |
|                    | CF5CRP06 Mini<br>Project using<br>Python                 | <b>Core</b>  | 5      | 2   | 2<br>0      | 80          | 100      |
|                    |                                                          | <b>Total</b> | 2<br>5 | 19  |             |             | 600      |
| <b>V<br/>I</b>     | CF6CRT17<br>Ethical Hacking<br>And Digital<br>Forensics  | <b>Core</b>  | 5      | 4   | 2<br>0      | 80          | 100      |
|                    | CF6CRT18<br>Mobile and<br>Wireless Security              | <b>Core</b>  | 5      | 4   | 2<br>0      | 80          | 100      |
|                    | CF6CBT0*<br>Elective                                     | <b>Core</b>  | 5      | 4   | 2<br>0      | 80          | 100      |
|                    | CF6SMP07<br>Seminar                                      | <b>Core</b>  | 2      | 2   | 1<br>0<br>0 | 0           | 100      |
|                    | CF6PRP08<br>Project                                      | <b>Core</b>  | 8      | 5   | 2<br>0      | 80          | 100      |
|                    | CF6VVP01 Viva-<br>Voce                                   | <b>Core</b>  |        | 1   |             | 1<br>0<br>0 | 100      |
|                    |                                                          | <b>Total</b> | 2<br>5 | 20  |             |             | 600      |
| <b>Grand Total</b> |                                                          |              |        | 120 |             |             | 36<br>00 |

### Electives

CF6CBT01 Security Threats & Vulnerabilities

CF6CBT02 Information Security, Management and Standards

CF6CBT03 Multimedia Security

CF6CBT04 Digital Image Processing

### Open Courses

CF5OPT01 Computer Security

CF5OPT02 Computer Forensics

### SYLLABUS FOR B.A PROGRAMME IN ENGLISH

#### LITERATURE AND COMMUNICATION STUDIES(MODEL III, Double Main)

| Sl No | Semes<br>ter | Course<br>Code | Title | Hours-<br>Credits |
|-------|--------------|----------------|-------|-------------------|
|-------|--------------|----------------|-------|-------------------|

|    |     |                |                                                                                      |     |
|----|-----|----------------|--------------------------------------------------------------------------------------|-----|
| 1  | I   | EN1CCT01       | Common Course 1<br>Fine-tune<br>Your English                                         | 5-4 |
| 2  | I   | EN1CST01       | English in Informal<br>Situations                                                    | 4-4 |
| 3  | I   | EN1CRT01       | Methodology of                                                                       | 6-4 |
| 4  | I   | EN1CST02       | Literary Studies<br>Conversational<br>Skills                                         | 4-4 |
| 5  | I   |                | Complementary I.<br>Sociology                                                        | 6-4 |
| 6  | I   | EN2CCT03       | Common<br>Course 3<br>Issues that<br>Matter                                          | 5-4 |
| 7  | I   | EN2CRT02       | Introducing Language<br>and<br>Literature                                            | 4-4 |
| 8  | II  | EN2CST03       | Introduction to<br>Communication                                                     | 6-4 |
| 9  | II  | EN2CST04       | Business<br>Communication                                                            | 4-4 |
| 10 | I   |                | Complementary II<br>Sociology                                                        | 6-4 |
| 11 | III | EN3CST05       | Print Media and<br>Journalism                                                        | 5-4 |
| 12 | III | EN3CRT03       | Harmony of Prose                                                                     | 5-4 |
| 13 | III | EN3CRT04       | Symphony of Verse                                                                    | 4-4 |
| 14 | III | EN3CRT05       | Indian Writing in English                                                            | 5-4 |
| 15 | III | EN3CM<br>T03   | Complementary 1-<br>Evolution of<br>Literary Movements:<br>The Shapers<br>of Destiny | 6-4 |
| 16 | IV  | EN4CST06       | Print Media and<br>Journalism 2                                                      | 5-4 |
| 17 | IV  | EN4CRT<br>05   | Modes of Fiction                                                                     | 4-4 |
| 18 | IV  | EN4CRT<br>06   | Language and<br>Linguistics                                                          | 5-4 |
| 19 | IV  | EN4CRT<br>07   | Acts on the Stage                                                                    | 5-4 |
| 20 | IV  | EN4CM<br>T04   | Complementary 2-<br>Evolution of<br>Literary Movements: Cross<br>Currents of Change  | 6-4 |
| 21 | V   | EN5CRO<br>PG01 | Appreciating Films<br>Theatre Studies<br>English for Careers                         | 4-3 |

|    |   |                                                            |                                                |     |
|----|---|------------------------------------------------------------|------------------------------------------------|-----|
| 22 | V | EN5CRO<br>PG02<br><u>EN5CROP<br/>G03</u><br>EN5CR<br>ENT01 | Environmental<br>Science and Human<br>Rights   | 5-4 |
| 23 | V | EN5CST<br>07                                               | Creative Writing and<br>Translation<br>Studies | 6-4 |
| 24 | V | EN5CST<br>08                                               | Mass Communication<br>and<br>Broadcasting      | 5-4 |
|    |   |                                                            |                                                |     |

|    |    |                           |                                                                                                                                                                                               |     |
|----|----|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 25 | V  | EN5CST09                  | Public Relations 1                                                                                                                                                                            | 5-4 |
| 26 | VI | EN6CST10                  | Entrepreneurship<br>Development                                                                                                                                                               | 5-4 |
| 27 | VI | EN6CST11                  | Visual Media:<br>Televisionand<br>Cinema                                                                                                                                                      | 5-4 |
| 28 | VI | EN6CST12                  | Public Relations 2                                                                                                                                                                            | 5-4 |
| 29 | VI | EN6CST13                  | OfficeAdministration<br>and Human<br>ResourceManagement                                                                                                                                       | 5-4 |
| 30 | VI | Choice<br>Based<br>Course | EN6CB01Comparativ<br>e<br>Literature EN6CB02<br>Modern<br>MalayalamLiterature<br>in<br>TranslationEN6CB03<br>Regional Literatures in<br>Translation<br>EN6CB04<br>Voices from the<br>Margins. | 4-3 |
| 31 | VI | EN6PR01                   | Project(Individual or<br>group)                                                                                                                                                               | 1-2 |

## CONSOLIDATED SCHEME FOR ALLSEMESTERS

## B.Sc. Electronics (Model – III)

|          | Course Code | Title of the Course                        | Course Category |   |    |   |    |
|----------|-------------|--------------------------------------------|-----------------|---|----|---|----|
| <b>1</b> |             | English – I                                | Common-I        | 5 | 90 | 4 | 20 |
|          | EL1CRT01    | Basic Electronics                          | Core            | 4 | 72 | 4 |    |
|          | EL1CRT02    | Methodology of Science                     | Core            | 4 | 72 | 4 |    |
|          | EL1CRP01    | Basic Electronics Lab – Practical          | Core            | 4 | 72 | 2 |    |
|          |             | Physics-Solid State Physics                | Complementary   | 4 | 72 | 3 |    |
|          |             | Mathematics – I                            | Complementary   | 4 | 72 | 3 |    |
| <b>2</b> |             | English – II                               | Common-II       | 5 | 90 | 4 | 21 |
|          | EL2CRT03    | Electronic Circuits                        | Core            | 4 | 72 | 4 |    |
|          | EL2CRT04    | Network Theory                             | Core            | 4 | 72 | 4 |    |
|          | EL2CRT05    | Digital Electronics                        | Core            | 4 | 72 | 4 |    |
|          | EL2CRP02    | Digital Electronics Laboratory – Practical | Core            | 4 | 72 | 2 |    |
|          |             | Mathematics – II                           | Complementary   | 4 | 72 | 3 |    |
| <b>3</b> | EL3CRT06    | Analog Communication                       | Core            | 4 | 72 | 4 | 21 |
|          | EL3CRT07    | Analog ICs and Applications                | Core            | 4 | 72 | 4 |    |
|          | EL3CRT08    | Electromagnetic Theory                     | Core            | 4 | 72 | 4 |    |
|          | EL3CRT09    | 8085 Microprocessor                        | Core            | 4 | 72 | 4 |    |

|          |                                             |               |   |    |   |
|----------|---------------------------------------------|---------------|---|----|---|
| EL3CRP03 | Analog Electronics Circuits Lab – Practical | Core          | 5 | 90 | 2 |
|          | Statistics                                  | Complementary | 4 | 72 | 3 |

|   | Course Code | Title of the Course                      | Course Category |   |    |   |    |
|---|-------------|------------------------------------------|-----------------|---|----|---|----|
| 4 | EL4CRT10    | Programming in C                         | Core            | 4 | 72 | 4 | 19 |
|   | EL4CRT11    | Microwave Electronics                    | Core            | 4 | 72 | 4 |    |
|   | EL4CRT12    | Digital Communication                    | Core            | 4 | 72 | 4 |    |
|   | EL4CRT13    | Instrumentation Electronics              | Core            | 4 | 72 | 3 |    |
|   | EL4CRP04    | Programming in C Lab– Practical          | Core            | 5 | 90 | 2 |    |
|   | EL4CRT05    | Microprocessor Lab – Practical           | Core            | 4 | 72 | 2 |    |
| 5 | EL5CRT14    | Microcontrollers and Applications        | Core            | 4 | 72 | 4 | 19 |
|   | EL5CRT15    | Environmental Awareness and Human Rights | Core            | 4 | 72 | 4 |    |
|   | EL5CRT16    | Computer Hardware                        | Core            | 4 | 72 | 4 |    |
|   | EL5CRP06    | Microcontroller Lab – Practical          | Core            | 5 | 90 | 2 |    |
|   | EL5CRP07    | Communication Lab – Practical            | Core            | 4 | 72 | 2 |    |
|   | EL5CBT01    | Open Course                              | Core            | 4 | 72 | 3 |    |

|   |              |                             |      |   |    |   |    |
|---|--------------|-----------------------------|------|---|----|---|----|
| 6 | EL6CRT1<br>7 | Optoelectronics             | Core | 4 | 72 | 4 | 20 |
|   | EL6CRT1<br>8 | Computer Networks           | Core | 5 | 90 | 4 |    |
|   | EL6CRT1<br>9 | Digital Signal Processing   | Core | 5 | 90 | 4 |    |
|   | EL6CBT0<br>1 | Choice Based Course         | Core | 4 | 72 | 4 |    |
|   | EL6SMP0<br>1 | Presentation Skill Practice | Core | 2 | 36 | 1 |    |
|   | EL6PRP0<br>1 | Project Lab                 | Core | 5 | 90 | 3 |    |

### OPEN COURSES

Computer Assembling

Mechatronics

Electronic Communication

### CHOICE BASED COURSES

Digital Image Processing

Power Electronics

Mobile Communication

## POST GRDUATE PROGRAMS UNDER CREDIT SEMESTER SYSTEM

| Course Code                        | Title of the Course                                                                                                  | Type of the Course    | Hours per week | Credits   |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|----------------|-----------|
| <b>FIRST SEMESTER</b>              |                                                                                                                      |                       |                |           |
| CM010101                           | Specialised Accounting                                                                                               | Core                  | 5              | 4         |
| CM010102                           | Organisational Behaviour                                                                                             | Core                  | 5              | 3         |
| CM010103                           | Marketing Management                                                                                                 | Core                  | 5              | 4         |
| CM010104                           | Management Optimisation Techniques                                                                                   | Core                  | 5              | 4         |
| CM010105                           | Methodology for Social Science Research                                                                              | Core                  | 5              | 4         |
| <b>TOTAL FOR SEMESTER</b>          |                                                                                                                      |                       | <b>25</b>      | <b>19</b> |
| <b>SECOND SEMESTER</b>             |                                                                                                                      |                       |                |           |
| CM010201                           | Advanced Corporate Accounting                                                                                        | Core                  | 5              | 4         |
| CM010202                           | Human Resource Management                                                                                            | Core                  | 5              | 3         |
| CM010203                           | International Business and Finance                                                                                   | Core                  | 5              | 4         |
| CM010204                           | Quantitative Techniques                                                                                              | Core                  | 5              | 4         |
| CM010205                           | Strategic Management                                                                                                 | Core                  | 5              | 4         |
| <b>TOTAL FOR THE SEMESTER</b>      |                                                                                                                      |                       | <b>25</b>      | <b>19</b> |
| <b>THIRD SEMESTER</b>              |                                                                                                                      |                       |                |           |
| CM010301                           | Strategic Financial Management                                                                                       | Core                  | 6              | 5         |
| CM010302                           | Income Tax – Law and Practice                                                                                        | Core                  | 7              | 5         |
| CM010303                           | Security Analysis and Portfolio Management                                                                           | Core                  | 6              | 4         |
| CM800301/<br>CM810301/<br>CM820301 | Indirect Tax Laws (Group I)<br>Logistics and Supply Chain Management (Group 2) Total<br>Quality Management (Group 3) | Core<br>-<br>Elective | 6              | 4         |
| <b>TOTAL FOR THE SEMESTER</b>      |                                                                                                                      |                       | <b>25</b>      | <b>18</b> |
| <b>FOURTH SEMESTER</b>             |                                                                                                                      |                       |                |           |
| CM010401                           | Advanced Cost and Management Accounting                                                                              | Core                  | 6              | 5         |
| CM010402                           | Income Tax-Assessment and Procedure                                                                                  | Core                  | 7              | 5         |
| CM800401/<br>CM810401/<br>CM820401 | Derivatives and Risk Management (Group 1)<br>Retail and Rural Marketing (Group 2)                                    | Core<br>-<br>Elective | 6              | 4         |

|                                        |                                                                                                                                                                                  |                       |           |           |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|-----------|
|                                        | E-Commerce and E-Business Management (Group 3)                                                                                                                                   |                       |           |           |
| CM800402/<br>CM810402/<br>CM820402     | Personal Investment and Behavioural Finance (Group 1)<br>International Marketing (Group 2)<br>Legal Framework for I.T. Based Business and Intellectual Property Rights (Group 3) | Core<br>-<br>Elective | 6         | 4         |
| CM010403                               | Project Report                                                                                                                                                                   | Core<br>-<br>Project  | Nil       | 4         |
| CM010404                               | Comprehensive Viva Voce                                                                                                                                                          | Core-Viva             | Nil       | 2         |
| <b>TOTAL FOR THE SEMESTER</b>          |                                                                                                                                                                                  |                       | <b>25</b> | <b>24</b> |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |                                                                                                                                                                                  |                       |           | <b>80</b> |

## MSW PROGRAM STRUCTURE

| Course Code                                | Title of the Course                                 | Type of the Course | Hours per week | Credits |
|--------------------------------------------|-----------------------------------------------------|--------------------|----------------|---------|
| <b>FIRST SEMESTER</b>                      |                                                     |                    |                |         |
| SW010101                                   | Social Sciences for Social Work                     | Core               | 3              | 3       |
| SW010102                                   | Human Growth and Development                        | Core               | 3              | 3       |
| SW010103                                   | History, Philosophy and Fields of Social Work       | Core               | 3              | 3       |
| SW010104                                   | Social Work Practice with Individuals               | Core               | 3              | 3       |
| SW010105                                   | Social Work Practice with Communities               | Core               | 3              | 3       |
| SW010106                                   | Field Practicum                                     | Core               | 12             | 6       |
|                                            | Semester I Total                                    |                    |                | 21      |
| <b>SECOND SEMESTER</b>                     |                                                     |                    |                |         |
| SW010201                                   | Introduction to Abnormal and Social Psychology      | Core               | 3              | 3       |
| SW010202                                   | Counselling and Psychotherapy                       | Core               | 3              | 3       |
| SW010203                                   | Professional Skills for Social Workers              | Core               | 3              | 3       |
| SW010204                                   | Social Work practice with Groups                    | Core               | 3              | 3       |
| SW010205                                   | Social Work Research and Statistics                 | Core               | 3              | 3       |
| SW010206                                   | Field Practicum 2                                   | Core               | 12             | 6       |
|                                            | Semester II Total                                   |                    |                | 21      |
| <b>THIRD SEMESTER</b>                      |                                                     |                    |                |         |
| SW010301                                   | Planning and Implementation of Development Projects | Core               | 3              | 3       |
| SW010302                                   | Administration of Human Service Organizations       | Core               | 3              | 3       |
| SW010303                                   | Field Practicum 3                                   | Core               | 12             | 6       |
| <b>Specialization Courses</b>              |                                                     |                    |                |         |
| <b>Group 1: Community Development (CD)</b> |                                                     |                    |                |         |
| SW800301                                   | Rural & Urban Community                             | Elective           | 3              | 3       |

|                                                            |                                                                    |          |    |    |
|------------------------------------------------------------|--------------------------------------------------------------------|----------|----|----|
|                                                            | Development                                                        |          |    |    |
| SW800302                                                   | Environment and Disaster Management                                | Elective | 3  | 3  |
| SW800303                                                   | Community Health for Development Practice                          | Elective | 3  | 3  |
| <b>Group 2: Family and Child Welfare (FCW)</b>             |                                                                    |          |    |    |
| SW810301                                                   | Social Work Practice With Families                                 | Elective | 3  | 3  |
| SW810302                                                   | Policies and Programmes for Children and Youth                     | Elective | 3  | 3  |
| SW810303                                                   | Population dynamics and Reproductive and Child Health              | Elective | 3  | 3  |
| <b>Group 3: Medical and Psychiatric Social Work (MPSW)</b> |                                                                    |          |    |    |
| SW820301                                                   | Clinical Assessment and Diagnosis of Psychiatric Disorders         | Elective | 3  | 3  |
| SW820302                                                   | Social Work in the Field of Health                                 | Elective | 3  | 3  |
| SW820303                                                   | Health Care Administration and Community Health                    | Elective | 3  | 3  |
|                                                            | Semester III Total                                                 |          |    | 21 |
| <b>FOURTH SEMESTER</b>                                     |                                                                    |          |    |    |
| SW010401                                                   | Social Legislation and Human Rights                                | Core     | 3  | 3  |
| SW010402                                                   | Gerontological Social Work                                         | Core     | 3  | 3  |
| SW010403                                                   | Field Practicum 4                                                  | Core     | 12 | 6  |
| SW010404                                                   | Dissertation                                                       | Core     | 3  | 3  |
| SW010405                                                   | Internship ( After the completion of fourth semester examination)  | Core     | 10 | 5  |
| <b>Specialization Courses</b>                              |                                                                    |          |    |    |
| <b>Group 1: Community Development (CD)</b>                 |                                                                    |          |    |    |
| SW800401                                                   | Human Resource Management for Development Practice                 | Elective | 3  | 3  |
| SW800402                                                   | Economic Development: Theory and Practice                          | Elective | 3  | 3  |
| <b>Group 2: Family and Child Welfare (FCW)</b>             |                                                                    |          |    |    |
| SW810401                                                   | Therapeutic Interventions in the field of Family and Child Welfare | Elective | 3  | 3  |
| SW810402                                                   | Social Work in Education                                           | Elective | 3  | 3  |
| <b>Group 3: Medical and Psychiatric Social Work (MPSW)</b> |                                                                    |          |    |    |
| SW820401                                                   | Social Work Interventions in the field of mental health            | Elective | 3  | 3  |

|          |                                               |          |   |           |
|----------|-----------------------------------------------|----------|---|-----------|
| SW820402 | School Mental Health and Social Work Practice | Elective | 3 | 3         |
|          | Comprehensive Viva Voce                       |          |   | 1         |
|          |                                               |          |   | 27        |
|          | <b>MSW Total</b>                              |          |   | <b>90</b> |

***Semester I - Core Courses***

| Course Code | Course Title                                   | Continual Evaluation (Marks) | University Evaluation (Marks) | No. of Credits |
|-------------|------------------------------------------------|------------------------------|-------------------------------|----------------|
| MB010101    | Management Concepts & Organizational Behaviour | 40                           | 60                            | 4              |
| MB010102    | Business Communication                         | 40                           | 60                            | 4              |
| MB010103    | Managerial Economics                           | 40                           | 60                            | 4              |
| MB010104    | Accounting for Management                      | 40                           | 60                            | 4              |
| MB010105    | Quantitative Methods                           | 40                           | 60                            | 4              |
| MB010106    | Legal Environment of Business                  | 40                           | 60                            | 4              |
| MB010107    | Environment Management                         | 40                           | 60                            | 4              |
| MB010108    | Course Viva I                                  |                              | 50                            | 2              |

***Semester II - Core Courses***

| Course Code | Course Title               | Continual Evaluation (Marks) | University Evaluation (Marks) | No. of Credits |
|-------------|----------------------------|------------------------------|-------------------------------|----------------|
| MB010201    | Financial Management       | 40                           | 60                            | 3              |
| MB010202    | Marketing Management       | 40                           | 60                            | 3              |
| MB010203    | Human Resources Management | 40                           | 60                            | 3              |
| MB010204    | Operations Management      | 40                           | 60                            | 3              |
| MB010205    | Management Science         | 40                           | 60                            | 3              |

|          |                                                 |    |    |   |
|----------|-------------------------------------------------|----|----|---|
| MB010206 | Management Information Systems & Cyber Security | 40 | 60 | 3 |
| MB010207 | Business Research methods                       | 40 | 60 | 4 |
| MB010208 | Entrepreneurship Development                    | 40 | 60 | 4 |
| MB010209 | Course Viva II                                  |    | 50 | 2 |

### ***Semester III - Core Courses***

| Course Code | Course Title                           | Continual Evaluation (Marks) | University Evaluation (Marks) | No. of Credits |
|-------------|----------------------------------------|------------------------------|-------------------------------|----------------|
| MB010301    | Big Data & Business Analytics          | 40                           | 60                            | 4              |
| MB010302    | Business Ethics & Corporate Governance | 40                           | 60                            | 4              |
| MB010303    | Course Viva III                        |                              | 50                            | 2              |

### ***Semester IV - Core Courses***

| Course Code | Course Title         | Continual Evaluation (Marks) | University Evaluation (Marks) | No. of Credits |
|-------------|----------------------|------------------------------|-------------------------------|----------------|
| MB010401    | Strategic Management | 40                           | 60                            | 4              |
| MB010402    | Course Viva IV       |                              | 100                           | 2              |

### **Instructions to candidates for college admission**

1. No student shall be eligible for admission to a first degree programme unless he/she has successfully passed the examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.(Eligibility as per University norms)
2. The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time.
3. Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the university/institution through its academic bodies in accordance with the guidelines/norms in this regard issued

by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.

4. Depending upon the academic and physical facilities available in the institutions, the university may allow an institution to admit a certain number of students directly to the second year of a first degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a first degree programme and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

## **CAMPUS CODE OF CONDUCT**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five day working schedule from Monday to Friday is followed. Classes are scheduled from 9.30 a.m. to 3.30 p.m. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour, if the student arrives more than 10 minutes late.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.

5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on, without the permission of the teacher concerned.
7. All students shall leave the classes immediately after the college time. Students should leave the college campus before 5 PM, unless written consent is obtained for the same. Do not spend much time in canteen, coffee shops etc.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers. In addition, lady students will have a blazer over their shirts. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.
13. All the students are expected to attend all college functions in college uniform unless otherwise specified.
14. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
15. Students may request for relaxation in uniform to the department and if found satisfactory, he/she will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation.
16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of JBC academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
18. As per the Govt. order, students shall not bring powered/alterd vehicles inside the campus, that is not approved by MVD.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences from the campus by 5.00 PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
23. All the students are advised to follow the JBC Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites is prohibited within the college campus. However accesses to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
26. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan-masala etc. are strictly prohibited.
27. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
28. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
29. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
30. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
31. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
32. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
33. Student leave applications will not be entertained beyond 7 working days from the actual date of leave under any circumstance. The maximum number of on duty leaves admissible is restricted to 10 days per semester.
34. Disciplinary procedures will be initiated against the students who fail to get the minimum number of attendance percentage as prescribed by the University. As part of this, if the student has the required minimum attendance,

condonation will be given by the University after paying the prescribed University fee / fine as decided by the Management from time to time. Candidates between 65% to 75% other than the allowed leave can apply for condonation of shortage to the Principal only if the absence is on medical grounds or reasons beyond the control of the student. Necessary Medical Certificate is to be attached along with the application form. Condonation of shortage of attendance can only be availed once for a two year programme and twice for a three year programme. Candidates with less than 65% are not eligible for condonation. The college reserves the right to publish the condonation and year-back lists during the time of semester exam fee payment, as per advice from different departments. The college management reserves the right to levy fines and disciplinary action as per the college council decisions in lieu of these.

35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
36. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
37. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
38. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of JBC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

- Fine policy of JBC: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Mobile Phone Policy : Introduction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          | The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2</b> | <b>Mobile Phone Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | <p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> <li>▪ Students are not permitted to use mobile phones inside the classrooms while class is in progress.</li> <li>▪ Students who are staying in college hostels should abide by the rules issued by the Warden.</li> <li>▪ Day scholars carrying mobile phones to the college shall deposit the same in their bags during examinations.</li> <li>▪ The mobile phones shall be kept in silent mode while depositing in the designated place.</li> <li>▪ All the staff members are empowered to confiscate mobile phones found with students violating the above rules.</li> <li>▪ Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.</li> <li>• Staff members are allowed to use mobile phones in their respective cabins and for taking attendance as per the college policy.</li> </ul> |

## **INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS**

### **A. While entering the examination hall**

1. Candidates with an identity card and hall ticket will be admitted to the examination Hall. Arrive at least 30 minutes before the exam is due to start.
2. Make sure your mobile phone, tablet, smart watch or any other electronic communication gadgets is switched off and place it at the front together with any bags, books, coats etc. Then find your seat.
3. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
4. Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser,). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.

5. You are allowed to bring tissues and a water bottle into the exam.
6. Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
7. Exchange of any materials, stencils, mathematical instruments etc, is strictly prohibited.
8. Do not write answers in wrong sections as there is a risk of these being not examined.
9. Do not disobey any instruction/s issued to you by the Supervisor.
10. Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and punishing the misconduct of breach of rules by excluding him from any University or College Examination.
11. Place your Hall ticket and Student ID card on your desk.
12. Listen carefully to instructions. Students are required to comply with the instructions of Supervisor at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.

## B. In Examination Hall.

1. You are not permitted to share dictionaries, calculators or any other materials during the examination.
2. Write on both sides. Do not write your name on any part of your answerbook or disclose your identity in any other manner. Do not write anything on the question paper.
3. If you suspect that there is some error in the body of the question paper, bring it immediately to the notice of the Senior Supervisor so as to enable him to rectify it after making the necessary enquiries.
4. Do not turn over exam papers, do not start writing exam answers until told to do so
5. You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. Note that in the case of listening exams, you are not allowed to leave the exam room at any time. If you need to leave an Oral Exam you must ask the Assessor if it is possible.
6. Unless specifically indicated in instructions from the module convenor either on the examination paper itself or in a separate note from the module convenor, no extra pages of any sort will be provided for rough work. You should normally be required to do any rough work in the exam answer books provided and to draw a line through any such work not considered part of your answer.
7. Everything you write (including any notes and rough work) must be in the answer booklet. Do not write large bold letters, numbers or equivalent marks on the question paper. Do not use sticky tape or any kind of eraser fluid to hide anything you write. You must draw a line with a pen through rough work or other notes not considered part of your answer.
8. If you have any question, raise your hand and a Block Supervisor will come to you. Teachers will not give hints or answers, so please do not ask for them.
9. Keep your eyes on your own paper. Remember, copying is cheating and its punishable.
10. Stop writing immediately when the Block supervisor / invigilator says it is the end of the exam.
11. Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from holding rooms.)
12. Warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the supervisor. You must not leave your seat until all your answer-books are collected by the supervisor.

## C. While handing over the answer-books

1. Make sure that you have completely and correctly, written your seat number and other details on the cover page of the answer-book/s and supplement/s.

2. All answer-books and supplements supplied to you must be handed over to the Supervisors intact whether written in or blank.
3. Do not take with you any answer-book or supplement written in or blank while leaving the examination hall. Tie or Staple your main answer book with all additional supplementary carefully.

| Date    | Important Days In June 2021                                     |
|---------|-----------------------------------------------------------------|
| 1 June  | College Reopens                                                 |
| 4 June  | Payment of semester Fee                                         |
| 5 June  | World Environment Day                                           |
| 12 June | World Day Against Child Labour                                  |
| 14 June | World Blood Donor Day                                           |
| 21 June | World Music Day, ,International Yoga Day and World Father's Day |
| 26 June | International Day against Drug Abuse                            |

| Date    | Important Days In July 2021         |
|---------|-------------------------------------|
| July 11 | World Population Day                |
| July 12 | First Internal Examination          |
| July 17 | World Day for International Justice |

|         |                               |
|---------|-------------------------------|
| July 20 | Bakrid                        |
| July 28 | World Nature Conservation Day |

| Date      | Important Days In August 2021         |
|-----------|---------------------------------------|
| 6 August  | Hiroshima Day                         |
| 9 August  | Quit India Movement Day, Nagasaki Day |
| 12 August | International Youth Day               |
| 15 August | Independence Day                      |
| 18 August | College closes for Onam holidays      |
| 19 August | Muharum, World Photography Day        |
| 26 August | Women's Equality Day                  |
| 29 August | National Sports Day                   |
| 31 August | College reopens after onam holidays   |

| Dates        | Important Days In September 2021                        |
|--------------|---------------------------------------------------------|
| September 3  | Internal Examinations                                   |
| September 5  | Teachers' Day                                           |
| September 8  | International Literacy Day                              |
| September 14 | World First Aid Day & Hindi Diwas                       |
| September 15 | Engineers Day (India), International Day of Democracy,  |
| September 16 | World Ozone Day                                         |
| September 21 | International Day of Peace (UN) & World Alzheimer's Day |
| September 27 | First Semester UG Classes begins , World Tourism Day    |
| September 29 | World Heart Day                                         |

| Dates | Important Days In October 2021 |
|-------|--------------------------------|
|-------|--------------------------------|

|            |                                                   |
|------------|---------------------------------------------------|
| 1 October  | International Day of the Older Persons,           |
| 2 October  | Gandhi Jayanti, International Day of Non-Violence |
| 3 October  | Even Semester Fee Payment                         |
| 4 October  | World Animal Welfare Day                          |
| 5 October  | World Teachers' Day                               |
| 8 October  | Indian Air Force Day                              |
| 9 October  | World Postal Day                                  |
| 10 October | World Mental Health Day                           |
| 11 October | International Day of the Girl Child               |
| 15 October | World Students' Day                               |
| 17 October | International Poverty Eradication Day             |
| 24 October | United Nations Day                                |
| 31 October | National Unity Day                                |

| <b>Date</b> | <b>Important Days In November 2021</b>            |
|-------------|---------------------------------------------------|
| 1-Nov       | Family Literacy Day                               |
| 2-Nov       | Fourth/Sixth Semester UG Classes begins           |
| 4-Nov       | First Semester PG Classes begins                  |
| 14-Nov      | Children's Day , Jawaharlal Nehru birthday        |
| 17-26Nov    | Association inauguration of different departments |
| 19-Nov      | World Citizen day,                                |
| 20-Nov      | Universal children day                            |
| 21-Nov      | World Television day, World Fisheries day         |
| 30-Nov      | Flag day                                          |

| <b>Dates</b> | <b>Important Days In December 2021</b> |
|--------------|----------------------------------------|
| 1 December   | World AIDS Day                         |

|             |                                                                     |
|-------------|---------------------------------------------------------------------|
| 2 December  | National Pollution Control Day                                      |
| 2 December  | International Day for the Abolition of Slavery                      |
| 3 December  | World Day of the Handicapped                                        |
| 4 December  | Indian Navy Day                                                     |
| 7 December  | Armed Forces Flag Day                                               |
| 7 December  | International Civil Aviation Day                                    |
| 9 December  | International Anti-Corruption Day                                   |
| 10 December | Human Rights Day                                                    |
| 18 December | Minorities Rights Day in India                                      |
| 22 December | National Mathematics Day                                            |
| 24 December | College closes for Christmas holidays ,National Consumer Rights Day |
| 25 December | Christmas Day                                                       |
| 31 December | New Year's Eve                                                      |

| <b>Dates</b> | <b>Important Days In January 2022</b> |
|--------------|---------------------------------------|
|--------------|---------------------------------------|

|            |                                           |
|------------|-------------------------------------------|
| 3 January  | College opens after Christmas holidays ,  |
| 4 January  | Union Inauguration                        |
| 10 January | World Hindi Day                           |
| 12 January | National Youth Day                        |
| 15 January | Indian Army Day                           |
| 25 January | National Voters Day, National Tourism Day |
| 26 January | Republic Day                              |
| 30 January | Martyr's Day                              |

| <b>Dates</b> | <b>Important Days In February 2022</b> |
|--------------|----------------------------------------|
|--------------|----------------------------------------|

|            |                  |
|------------|------------------|
| 4 February | World Cancer Day |
|------------|------------------|

|             |                             |
|-------------|-----------------------------|
| 15 February | Arts Fest, College Day      |
| 20 February | World Day of Social Justice |
| 24 February | Sports Meet                 |
| 28 February | National Science Day        |

| <b>Dates</b> | <b>Important Days In March 2022</b> |
|--------------|-------------------------------------|
|--------------|-------------------------------------|

|          |                             |
|----------|-----------------------------|
| 8 March  | Women's Day                 |
| 10 March | Model Examinations          |
| 21 March | World Forestry Day          |
| 22 March | World water Day             |
| 31 March | College closes for Vacation |