Korambayil Ahamed Haji Memorial
UNITY WOMEN'S COLLEGE
Govt. Aided & Affiliated to University of Calicut
Accredited by NAAC with CGPA 2.82 & B Grade

Academic Calendar & Strategic Management Framework
2019 - 2020

Teacher Name	
Designation	
Department	

College Email-ID	:	info@unitywomenscollege.in
IQAC Email-ID	:	iqac@unitywomenscollege.in
College Website	:	www.unitywomenscollege.in
College ERP	:	cms.unitywomenscollege.in
Contact Number	:	+91 483 2977142

An IQAC Initiative

VISION

- Building an egalitarian society through women empowerment

MISSION

- Providing the best in education
- Inculcating human values
- Developing leadership qualities
- Fostering unflinching patriotism

CORE VALUES

- Excellence
- Accountability
- Community & Diversity
- Integrity & Honesty - Intellectual Competence
- Moral Righteousness
- Social Responsibility

CODE OF ETHICS

Korambayil Ahamed Haji Memorial Unity Women's college, Manjeri recognizes that adherence to academic integrity has a crucial role in uplifting the credibility of the Institution and considers dishonesty as a heinous offence that is to be treated seriously. The faculty members of the college are directed to maintain authenticity and reliability and abstain themselves from the activities of plagiarism to defend the ethical code of conduct of the academic community. The research policy of the college is codified in such a way that originality and fairness in research are placed as the integral factors to be preserved for the growth of the individual scholar and the institution. CHMK Library of Calicut University has the plagiarism checking software and provided facilities for the scholars from affiliated colleges to use the software to ensure the originality of the research papers/projects.

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF:

- Code and conduct of teachers and non-teaching staff are mainly governed by Kerala Service Rules and University statute.
- During the period of service all the members of the staff shall employ themselves honestly and efficiently as per the order of the Head of the Institution.
- No. members of the staff shall engage in any political activity within the college campus.
- All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day.
- All the members of the staff both teaching and non-teaching must sign in the FN and AN regularly in the attendance register which is to be maintained by the head of the institution.
- Attending for duty 10 minutes later than the appointed time without prior permission shall be recorded as late attendance.
- For every three days of late attendance in a calendar month an employee will lose one day casual leave for which he is eligible.
- Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week. In addition, they have to undertake examination/test, evaluation, invigilation work, general assistance to students in solving their academic difficulties as well as encouraging their participation in extracurricular activities and institutional support activities as required.
- The normal working period for those in the category of clerical staff shall be 9.30 am to 4.30 pm with half an hour lunch break on all working days.
- Normal working period for last grade staff shall be 9.00 am to 5 pm with half an hour lunch break on all working days including Saturdays.
- In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays in case, function to celebrate such occasions are organized by the college.

HUMAN VALUES AND PROFESSIONAL ETHICS

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Quality education is the fundamental right of every Indian Citizen. Quality Education lays the good foundation for Individual growth. Korambayil Ahamed haji Memorial Unity Women's College is committed to impart Quality Education to create Skilled Man Power for the Nation.

HUMAN VALUES:

MORALS: Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited, changed or modified or evolved to suit the geography of the region, rulers (dynasty), and in accordance with development of knowledge in science and technology and with time. Morality is concerned with principles and practices of morals such as (a) *What ought or ought not to be done in a given situation?* (b) *What is right or wrong about the handling of a situation?* and (c) *What is good or bad about the people, policies, and ideals involved*?

VALUES: Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behavior. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life! Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important.

A value is defined as a principle that promotes well-being or prevents harm." Another definition is: Values are our guidelines for our success—our paradigm about what is acceptable." Personal values are defined as: "Emotional beliefs in principles regarded as particularly favorable or important for the individual." Our values associate emotions to our experiences and guide our choices, decisions and actions.

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Personal values are defined as: ***Emotional beliefs in principles regarded as particularly favorable or important for the individual***. Our values associate emotions to our experiences and guide our choices, decisions and actions.

ETHICS: Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The word has several meanings. Basically it is an activity and process of inquiry. Secondly, it is different from non-moral problems, when dealing with issues and controversies. Thirdly, ethics refers to a particular set of beliefs, attitudes, and habits of individuals or family or groups concerned with morals. Fourth, it is used to mean 'morally correct'.

INTEGRITY: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well- informed decisions. It yields the person's *peace of mind*, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job.

WORK ETHICS: Industry and Society are the two systems which interact with each other and are interdependent. Society requires industry/business system which provides manufacturing, distribution and consumption activities. It needs investment (capital input), labor (input), supply (raw materials), production (industries, business organizations), marketing and distribution (transport), and consumption (public, customer). A lot of transactions (and interactions) between these sub-systems involving people are needed for the welfare of the society. It is here, the work ethics plays an essential role.

Work ethics is defined as *a set of attitudes concerned with the value of work, which forms the motivational orientation*. The 'work ethics' is aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination.

SERVICE LEARNING: Service learning refers to learning the service policies, procedures, norms, and conditions, other than 'the technical trade practices'. The service learning includes the characteristics of the work, basic requirements, security of the job, and awareness of the procedures, while taking decisions and actions. It helps the individuals to interact ethically with colleagues, to effectively coordinate with other departments, to interact cordially with suppliers as well as the customers, and to maintain all these friendly interactions.

Alternatively, the service learning may be defined as ***the non-paid activity, in which service is provided on voluntary basis to the public (have-nots in the community), non-profitable institutions, and charitable organizations.*** It is the service during learning. This includes training or study on real life problems and their possible solutions, during the formal learning, i.e., courses of study. In the industrial scenario, adoption, study, and development of public health or welfare or safety system of a village or school is an example of service learning by the employees. The engineering student analyzing and executing a socially-relevant project is another example of service learning.

VIRTUES: Virtues are positive and preferred values. Virtues are desirable attitudes or character traits, motives and emotions that enable us to be successful and to act in ways that develop our highest potential. They energize and enable us to pursue the ideals that we have adopted. Honesty, courage, compassion, generosity, fidelity, integrity, fairness, transparency, self-control, and prudence are all examples of virtues.

Virtues are tendencies which include, solving problems through peaceful and constructive means and follow the path of the golden mean between the extremes of 'excess and deficiency'. They are like habits, once acquired; they become characteristics of a person. Moreover, a person who has developed virtues will naturally act in ways consistent with moral principles. The virtuous person is the ethical person.

RESPECT FOR OTHERS: This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

1. Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.

2. Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Some people may wait and watch as fun, if one falls, claiming that they know others' mistakes before and know that they will fall! Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.

3. Show 'goodwill' on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate collinearity, focus, coherence, and strength to achieve the goals.

LIVING PEACEFULLY: To live peacefully, one should start install peace within (self). Charity begins at home. Then one can spread peace to family, organization where one

works, and then to the world, including the environment. Only who are at peace can spread peace. You cannot gift an article which you do not possess. The essence of oriental philosophy is that one should not *fight* for peace. It is oxymoron. War or peace can be won only by peace, and *not by wars*!

CARING: Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils. In the present day context, caring for the environment (including the fauna and flora) has become a necessity for our very survival. If we do not care for the environment, the environment will scare us.

SHARING: Primarily, caring influences 'sharing'. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. However, the proprietary information it should not be shared with outsiders. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it cannot be driven by force, but motivated successfully through ethical principles. In short, sharing is 'charity'.

HONESTY: Honesty is a virtue, and it is exhibited in two aspects namely, (a) Truthfulness and (b) Trustworthiness. Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!); it is easy to fix them. Reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does 'good' to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

COURAGE: Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely (a) Physical courage, (b) Social courage, and (c) Intellectual courage. In *physical courage*, the thrust is on the adequacy

of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere 'thrill' or driven by a decision to 'excel'. The ***social courage*** involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The ***intellectual courage*** is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

COOPERATION: Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals. Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes collinearity, coherence (blend), co-ordination (activities linked in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

COMMITMENT: Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means one should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success and a basic requirement for any profession.

EMPATHY: Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view. It is also defined as the ability to put one's self into the psychological frame or reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

SELF-CONFIDENCE: Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with

respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences.

PROFESSIONAL ETHICS:

Professional ethics is the set of standards adopted by professionals. Every profession has its professional ethics: medicine, law, pharmacy etc. Engineering ethics is the set of ethical standards that applies to the engineering profession. Some of the important characteristics of professional ethics are:

FORMAL CODE: Unlike common morality and personal morality, professional ethics is usually stated in a formal code. Many such codes are promulgated by various components of the profession.

FOCUS: The professional codes of ethics of a given profession focus on the issues that are important in that profession. Professional codes in the legal profession concern themselves with questions such as perjury of clients and the unauthorized practice of law.

PRECEDENCE: In a professional relationship, professional ethics takes precedence over personal morality. This characteristic has an advantage, but it can also produce complications. The advantage is that a client can justifiably have some expectations of a professional, even if the client has no knowledge of the personal morality of the professional.

RESTRICTION: The professional ethics sometimes differs from personal morality in its degree of restriction of personal conduct. Sometimes professional ethics is more restrictive than personal morality, and sometimes it is less restrictive.

TWO DIMENSIONAL: Professional ethics, like any ethics, has a negative as well as a positive dimension. Being ethical has two aspects: (a) preventing and avoiding evil, and (b) doing or promoting good.

Role Morality: This means the moral obligations based on special roles and relationships. For example, Parents having a set of obligations to their children, such as not to harm their children, nourish them and promote their flourishing. A political leader has a role morality, the obligation to promote the well-being of citizens.

COLLEGE RULES

- Use of Mobile Phone for students is strictly prohibited in the campus.

- Students shall behave with dignity and courtesy inside and outside the college.

- Students shall observe strict modesty in dress.

- Students shall always carry identity cards with them.

- No meeting of any kind shall be organized or any sort of fund is to be collected without the permission of the Principal.

- Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution.

- Students shall not entertain visitors without prior permission.

- Prescribed uniform is compulsory for the students in all working days.

- Government has made it clear that ragging in any forms should be sternly and effectively prevented. Whenever a criminal offence is committed in the name of ragging whether within the campus of an educational institution or in a hostel or otherwise, the principal or warden will report the nearest Police Station and not wait until a complaint in this regard is received from the person affected. Appropriate disciplinary action will also be taken against the culprits.

- No student shall be absent from class without leave.

- Students absenting themselves without leave for ten consecutive working days will be struck off the rolls.

- Application for leave in the specified format (available in college co-operative store) shall be forwarded to the principal through the class tutor and HOD.

- The Attendance Progress Certificate (A.P.C.) required for appearing in University examinations will not be granted unless the principal is satisfied with the attendance, conduct and progress of the student.

ACADEMIC CALENDAR

SNo.	DESCRIPTION	PROPOSED DATE
1.	Reopening Date	06/06/2019
2.	PTA Meeting – Cycle 1	24/06/2019
3.	Welcome Party to First Year Students	05/07/2019
4.	NAAC Peer Team Visit	17 & 18/07/2019
5.	Teachers Diary Submission – Cycle 1	05/09/2019
6.	Onam Celebrations	06/09/2019
7.	Annual Alumni Meet (Second Saturday of September)	14/09/2019
8.	Semester (ODD): Centralized Internal Examination	24, 25 & 26/09/2019
9.	Commencement of Even Semesters	04/11/2019
10.	Semester (ODD): Internal Marks Submission	12/11/2019
11.	Annual Athletic Meet	13 & 14/11/2019
12.	Teachers Diary Submission – Cycle 2	18/12/2019
13.	TSPE Book (Tutorial Book) Submission – Cycle 1	18/12/2019
14.	Mentor Mentee Record Submission – Cycle 1	18/12/2019
15.	Semester (EVEN): Centralized Internal Examination	11, 12 & 13/02/2020
16.	PTA Meeting – Cycle 2 (Year wise)	25, 26 & 27/02/2020
17.	College Annual Day	05/03/2020
18.	Sent-off to Final Year Students	06/03/2020
19.	Semester (EVEN): Internal Marks Submission	18/03/2020
20.	Open Course Application - Online	20/03/2020
21.	Academic Audit	24, 25 & 26/03/2020
22.	Teachers Diary Submission – Cycle 3	27/03/2020
23.	TSPE Book (Tutorial Book) Submission – Cycle 2	27/03/2020
24.	Mentor Mentee Record Submission – Cycle 2	27/03/2020
25.	Department Events Diary Submission	27/03/2020
26.	Annual Reports Presentation by HoDs & Coordinators	30/03/2020
27.	Annual Staff Meeting	31/03/2020
28.	College Closing for Summer Holidays	31/03/2020

UNIVERISTY EXAMINATION CALENDAR

B.A. / B.Sc. / B.Com. PROGRAMMES

Semester	Date of Notification	Last date for Submission of A.P.C.*	Date of Commencement Examination	Last date of Uploading Internal Marks	Date of Publication of Result**
SEMESTER - 1	04/12/19	18/12/19	06/01/20	10/02/20	18/05/20
SEMESTER - 2	29/04/20	13/05/20	28/05/20	09/07/20	12/10/20
SEMESTER - 3	23/10/19	11/11/19	25/11/19	06/01/20	10/04/20
SEMESTER - 4	18/03/20	01/04/20	20/04/20	29/05/20	04/09/20
SEMESTER - 5	19/09/19	03/10/19	21/10/19	31/10/19	09/02/20
SEMESTER - 6	15/02/20	27/02/20	17/03/20	20/04/20	10/06/20

Attendance Progress Certificate
**For programmes with Practical, Viva Voce, Project etc., examinations and publication of results may go beyond the stipulated date.*

M.A. / M.Sc. / M.Com. PROGRAMMES

Semester	Date of Notification	Last date for Submission of A.P.C.*	Date of Commencement Examination	Last date of Uploading Internal Marks	Date of Publication of Result**
SEMESTER - 1	15/10/19	29/10/19	14/11/19	13/12/19	25/03/20
SEMESTER - 2	17/06/20	01/07/20	16/07/20	17/08/20	23/11/20
SEMESTER - 3	07/11/19	20/11/19	09/12/19	14/01/20	16/04/20
SEMESTER - 4	20/05/20	03/06/20	22/06/20	27/07/20	10/09/20

Attendance Progress Certificate
** For programmes with Practical, Viva Voce, Project etc., examinations and publication of results may go beyond the stipulated date.*

ELECTION AND OTHER CULTURAL ACTIVITIES

SNo.	Activities	PROPOSED DATE / SCHEDULE
1.	College Union Election	Last Thursday of July (i.e. on 25.07.2019)
2.	University Union Election	Last Saturday of September (i.e. On 28.09.2019)
3.	College Level Arts Festival	Last week of October
4.	Zonal Festivals	First and second week of December
5.	Inter Zone Festival	Last week of January

PUBLIC HOLIDAYS

SNo.	NAME OF OCCASION	DATE
1.	Eid-ul-Fitr	05/06/2019
2.	Karkkidakavaavu	31/07/2019
3.	Independence Day	15/08/2019
4.	Sreekrishna Jayanthi	23/08/2019
5.	Ayyankali Jayanthi	28/08/2019
6.	Onam	07/09/2019 to 15/09/2019
7.	Muharam	09/09/2019
8.	Sree Narayana Guru Samadhi	21/09/2019
9.	Gandhi Jayanthi	02/10/2019
10.	Pooja Holidays	07/10/2019 & 08/10/2019
11.	Deepavali	27/10/2019
12.	Nabidinam	09/11/2019
13.	X'Mas	21/12/2019 to 30/12/2019
14.	Mannam Jayanthi	02/01/2020
15.	Shivratri	21/02/2020

NOTE

Dates are subject to change due to unforeseen contingencies such as Natural Calamities, System Break Down, Network / Power Failure etc. For confirmation of dates / schedules please see College Website / University Website / University Notification / University Press Release or Contact College Office / College Enquiry / Information Centers of the University.

REGULATIONS FOR CBCSS FOR UG CURRICULUM 2019

1. TITLE:

These regulations shall be called *"Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum 2019"* (CBCSSUG 2019).

2. SCOPE, APPLICATION & COMMENCEMENT:

2.1. The regulations provided herein shall apply to all Regular/SDE/Private UG programmes under various Faculties (specified in 4.1) conducted by the University of Calicut for the admissions commencing from 2019, with effect from the academic year 2019-2020.

2.2. The provisions herein supersede all the existing regulations for the regular UG programmes under various Faculties conducted by University of Calicut unless otherwise specified.

2.3. Every programme conducted under the Choice Based Credit and Semester System in a college shall be monitored by the College Council and every UG programme conducted under CBCSS UG in SDE/Private Registration shall be monitored by the Director, SDE.

3. DEFINITIONS

3.1. '**Programme'** means the entire course of study and examinations for the award of a degree.

3.2. '**Duration of Programme'** means the time period required for the conduct of the programme. The duration of a UG degree programme shall be six semesters distributed in a period of 3 years or eight semesters in a period of 4 years.

3.3. '**Academic Week'** is a unit of five working days in which distribution of work is organized from day one to day five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

3.4. '**Semester'** means a term consisting of 18 weeks (16 instructional weeks and two weeks for examination).

3.5. '**Course'** means a segment of subject matter to be covered in a semester.

3.6. 'Common Course' means a course that comes under the category of courses, including compulsory English and additional language courses and a set of general courses applicable for Language Reduced Pattern (LRP) programmes, the selection of which is compulsory for all students undergoing UG programmes.

3.7. 'Core Course' means a compulsory course in a subject related to a particular degree programme.

3.8. 'Open Course' means a course which can be opted by a student at his/her choice.

3.9. 'Complementary Course' means a course which is generally related to the core course.

3.10. 'Improvement Course' is a course registered by a student for improving his/her performance in that particular course.

3.11. 'Ability Enhancement Course/Audit Course' is a course which is mandatory as per the directions from the Regulatory authorities like UGC, Supreme Court etc.

3.12. 'Department' means any Teaching Department in a college offering a course of study approved by the University as per the Statutes and Act of the University.

3.13. 'Department Co-ordinator' is a teacher nominated by a Dept. Council to co-ordinate all the works related to CBCSS UG undertaken in that department including continuous evaluation.

3.14. 'Department Council' means the body of all teachers of a department in a college.

3.15. 'Parent Department' means the Department which offers a particular degree programme.

3.16. 'College Co-ordinator' is a teacher nominated by the college council to co-ordinate the effective running of the process of CBCSS including internal evaluation undertaken by various departments within the college. She/he shall be the convenor for the College level monitoring committee.

3.17. College Level Monitoring Committee: A monitoring Committee is to be constituted for CBCSSUG at the college level with Principal as Chairperson, college coordinator as convener and department coordinators as members. The elected College union chairperson shall be a member of this committee.

3.18. 'Faculty Adviser' means a teacher from the parent department nominated by the Department Council, who will advise the student in the academic matters and in the choice of open courses.

3.19. 'Credit'(C) is a unit of academic input measured in terms of weekly contact hours/course contents assigned to a course.

3.20. **'Extra Credit'** is the additional credit awarded to a student over and above the minimum credits required in a programme, for achievements in co-curricular activities and social activities conducted outside the regular class hours, as decided by the University. For calculating CGPA, extra credits will not be considered.

3.21. **'Letter Grade'** or simply **'Grade'** in a course is a letter symbol (O, A+, A, B+, B, C, P, F,I and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations.

3.22. Each letter grade is assigned a **'Grade Point'** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. Grade Point means point given to a letter grade on 10 point scale.

3.23. **'Semester Grade Point Average'** (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end of a semester.

3.24. **'Credit Point'** (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: P=G x C

3.25. **'Cumulative Grade Point Average' (CGPA)** is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to three decimal places.

3.26. Grade Card means the printed record of students' performance, awarded to him/her.

3.27. **COURSE TEACHER**: A teacher nominated by the Head of the Department shall be in charge of a particular course.

3.28. '**Dual Core**' means a programme with double core subjects, traditionally known as double main.

3.29. **'STRIKE OFF THE ROLL'**: A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

4. PROGRAMME STRUCTURE

4.1. Students shall be a mitted to UG programme under Faculty of Science, Humanities, Language & Literature, Commerce & Management, Fine Arts, Journalism and such other faculty constituted by University from time to time.

4.2. **DURATION**: The duration of a UG programme shall be 6 semesters distributed over a period of 3 academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters (2,4,6) shall be from November to March.

4.3. **COURSES**: The UG programme shall include five types of courses, viz; Common Courses (Code A), Core courses (Code B), Complementary courses (Code C), Open Course (Code D) and Audit courses (Code E).

4.4. **COURSE CODE**: Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, the semester number (1 to 6) in which the course is offered, the code of the course (A to E) and the serial number of the course (01,02 ……). The course code will be centrally generated by the university. For example: ENG2A03 represents a common course of serial number 03 offered in the second semester and PHY2B02 representing second semester Core course 2 in Physics programme.

4.5. **COMMON COURSES**: In general, every UG student shall undergo 10 common courses (total 38 credits) chosen from a group of 14 common courses listed below, for completing the programme:

A01. Common English Course 1	English courses A01-A06 applicable to BA/BSC Regular pattern.
A02. Common English Course II A03. Common English Course III A04. Common English Course IV A05. Common English Course V	English courses A01-A04 applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc. (LRP), BCA etc.

A06. Common English Course VI	
A07. Additional Language Course I A08. Additional Language Course II A09.Additional Language Course III A10.Additional Language Course IV	Addl. Language courses A07-A10 applicable to BA/B.Sc. Regular Pattern. Addl. Language courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes.
A11. General Course I A12. General Course II A13. General Course III A14. General Course IV	Applicable to Language Reduced Pattern (LRP) Programmes.

- Common courses A01-A06 shall be taught by English teachers and A07-A10 by teachers of additional languages respectively. General courses A11-A14 shall be offered by teachers of departments offering core courses concerned.
- General courses I, II, III and IV shall be designed by the group of boards concerned.
- The subjects under Language Reduced Pattern (LRP) (Alternative Pattern) are grouped into five and General Courses I, II, III & IV shall be the same for each group.

1. BBA, B.Com., Fashion Technology, Hotel Management.
2. Industrial Chemistry, Polymer Chemistry, Food Science and Technology.
3. Computer Science, Electronics, Instrumentation, Printing Technology, Computer Application.
4. Biotechnology, Biochemistry, Aquaculture, Plant Science.
5. B.A Multimedia, B.A Visual Communication, B.A Film and Television.

** Common Courses in various programmes

No.	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A. & B.Sc.	A01, A02, A07	A03, A04, A08	A05, A09	A06, A10
2	LRP	A01, A02, A07*	A03, A04, A08*	A11, A12	A13, A14

* However the existing additional language pattern shall be continued.
** The language pattern of BBA shall be the same as that of B.Com. in colleges where both the programmes exist.

4.6. CORE COURSES: Core courses are the courses in the major (core) subject of the degree programme chosen by the student. Core courses are offered by the parent department.

4.7. COMPLEMENTARY COURSES: Complementary courses cover one or two disciplines that are related to the core subject and are distributed in the first four semesters. There shall be one complementary course in a semester for B.A Programmes. The complementary courses in first and fourth semester (Type 1) shall be the same. Similarly the complementary courses in second and third semester (Type 2) shall be the same. The college can choose any complementary course either in Type 1 or in Type 2 for a programme. Once they choose the complementary courses that should be intimated to the university. If a college wants to change the complementary course pattern (Type 1 or Type 2) prior sanction has to be obtained. All other programmes, existing pattern will follow.

4.8. OPEN COURSES: There shall be one open course in core subjects in the fifth semester. The open course shall be open to all the students in the institution except the students in the parent department. The students can opt that course from any other department in the institution. Each department can decide the open course from a pool of three courses offered by the University. Total credit allotted for open course is 3 and the hours allotted is 3. If there is only one programme in a college, they can choose either language courses or physical education as open course.

4.9. **COMMON AND OPEN COURSES UNDER SDE/PRIVATE REGISTRATION**: Existing pattern (as in CUCBCSSUG 2014) shall be followed under SDE/Private Registration.

4.10. **ABILITY ENHANCEMENT COURSES/AUDIT COURSES**: These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc. (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The lists of courses in each semester with credits are given below.

Course with credit	Semester
Environment Studies – 4	1
Disaster Management - 4	2
*Human Rights/Intellectual Property Rights/ Consumer Protection - 4	3
*Gender Studies/Gerontology- 4	4

* Colleges can opt any one of the courses.

4.11. **EXTRA CREDIT ACTIVITIES:** Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

4.12. **CREDITS**: A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14 credits for common courses (English), 8 credits for additional language courses and 16 credits for General courses). The maximum credits for a course shall not exceed 5. Dual core programmes are having separate credit distribution. Audit courses shall have 4 credits per course and a total of 16 credits in the entire programme. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

4.13. **ATTENDANCE:** A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee. Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester). Students can avail of condonation of shortage of

attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme). If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

4.14. **GRACE MARKS**: Grace Marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.15. **PROJECT**: Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member or shall write a theory course based on Research Methodology as per the curriculum. College shall have the liberty to choose either of the above. But SDE/Private Registration students shall write the Research Methodology course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

5. EXAMINATION

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

5.2. Practical examinations shall be conducted by the University as prescribed by the Board of Studies.

5.3. External viva-voce, if any, shall be conducted along with the practical examination/project evaluation.

5.4. The model of question papers may be prepared by the concerned Board of Studies. Each question should aim at – (1) assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations.

5.5. Different types of questions shall possess different marks to quantify their range.

5.6. Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awarded through internal assessment.

5.7. **AUDIT COURSE**: The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall send the list of passed students to the University at least before the commencement of fifth semester examination.

5.8. **IMPROVEMENT COURSE**: Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful

completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously.

5.9. **MODERATION**: Moderation is eligible as per the existing rules of the Academic Council.

6. EVALUATION AND GRADING

6.1. Mark system is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system.

6.2. **COURSE EVALUATION:** The evaluation scheme for each course shall contain two parts

1) Internal assessment
2) External Evaluation

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

6.2.1. INTERNAL ASSESSMENT

- 20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.
- The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.
- Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.
- Components with percentage of marks of Internal Evaluation of Theory Courses are - Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.
- For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (If a fraction appears in internal marks, nearest whole number is to be taken).
- For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.
- To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.
- The Split up of marks for Test paper and Class Room Paticipation (CRP) for internal evaluation are as follows.

SPLIT UP OF MARKS FOR TEST PAPER

Range of Marks in Test Paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35%- 45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

SPLIT UP OF MARKS FOR CALSS ROOM PARTICIPATION

Range of CRP	Out of 4 (Maximum internal marks is 20)	Out of 3 (Maximum internal marks is 15)
50% ≤CRP <75% 1 1	1	1
75% ≤CRP <85% 2 2	2	2
85 % and above 4 3	4	3

6.2.2. **INTERNAL ASSESSMENT FOR SDE/PRIVATE REGISTRATION**: Regarding internal component, the student will have to attend a fill in the blank type/multiple choice type examination of 20 marks along with the external examination in SDE mode. The attendance component of internal marks is not mandatory for such students.

6.2.3. EXTERNAL EVALUATION

- External evaluation carries 80% of marks. All question papers shall be set by the University. The external question papers may be of uniform pattern with 80/60 marks. The courses with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.
- The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University.
- The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. The project evaluation with viva can be conducted either internal or external which may be decided by the Board of Studies concerned.
- After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

6.2.4. **REVALUATION**: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSSUG 2019.

Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

7. INDIRECT GRADING SYSTEM

7.1. Indirect grading System based on a 10-point scale is used to evaluate the performance of students.

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

7.3. An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate mark of internal and external are not displayed in the grade card.

7.4. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.

7.5. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.

TEN POINT INDIRECT GRADING SYSTEM

Percentage of Marks (Both Internal & External put together)	Grade	Interpretation	Grade Point Average (G)	Range of Grade Points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	
75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35 to below 45	P	Pass	4	3.5 -4.49	Third Class
Below 35	F	Failure	0	0	Fail
Incomplete	I	Incomplete	0	0	Fail
Absent	Ab	Absent	0	0	Fail

8. CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & Palliative Centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the University before the commencement of the fifth semester examinations. A College level Coordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

PROGRAMME STRUCTURE (UG)

B.A. ENGLISH LANGUAGE & LITERATURE

SEMESTER I

Code No	Course Title	Credits
ENG1A01	Transactions: Essential English Language Skills	3
ENG1A02	Ways with words: Literatures in English	4
ARB1A07	Basic Skills in Arabic	4
MAL1A01	Malayala Sahithyam	1
HINIA07	Hindi- Prose and Drama	4
ENG1B01	Introducing Literature	5
HIS1C02	Modern world history from AD 1500- Modern world in transition from AD 1500	2
HIS1C03	Social and Cultural History of Britain- Ancient & Medieval period	2

SEMESTER II

Code No	Course Title	Credits
ENG2A03	Writing for academic and professional success	3
ENG2A04	Zeitgeist: Reading on contemporary culture	4
ARB2A08	Reading Arabic Literature	4
MAL2A02	Malayala Sahithyam	2
HIN2A08	Grammar and translation	4
ENG2B02	Appreciating Poetry	5
HIS2C02	Modern world in transition from AD 1500 - and Consolidation of the Modern World	2
HIS2C03	Social and Cultural History of Britain and ancient & medieval period history of Tudors & Stuarts	2

SEMESTER III

Code No	Course Title	Credits
ENG3A05	Signatures: Expressing the self	4
ARB3A09	Reading Arabic Prose & Poetry	4
MAL3A03	Malayala Sahithyam	4
HIN3A09	Poetry in Hindi	4
ENG3B01	Reading Drama	4
ENG3B02	Reading Fiction	4
HIS3C02	Modern World History from AD 1500 Imperialist on slaughts and resistance movements Course III- World in Crisis- The period of World Wars	2
HIS3C03	Social and Cultural History of Britain History of revolution and era of colonialism Course III – Britain in the era of Colonialism	2

SEMESTER IV

Code No	Course Title	Credits
ENG4A06	Spectrum: Literature & contemporary Issues	4
ARB4A10	Arabic Literature & Culture	
MAL4A04	Malayalam- Malayala Sahithyam	4
HIN2A10	Hindi- Novel & Short Stories	4

ENG4B01	Modern English Literature	4
ENG4B02	Methodology of Humanities	4
HIS4C02	Modern World History from AD 1500 Nanism, challenges & responses	4
HIS4C03	Social and Cultural History of Britain History of Victorian & post-colonial development	2

SEMESTER V		
Code No	**Course Title**	**Credits**
ENG5B01	Indian Writing	4
ENG5B02	Language And Linguistics	4
ENG5B03	Methodology of literature	4
ENG5B04	Informatics	4
DNEN5B06	Project	
ENG5D03	Open Course- Applied Language Skills	

SEMESTER VI		
Code No	**Course Title**	**Credits**
ENG6B01	Literary Criticism and Theory	4
ENG6B02	Literatures in English: American & Post-Colonial	4
ENG6B03	Women's Writing	4
ENG6B04	Writing for The Media	4
ENG6B5E2	Regional literature In Translation	2
DNEN6B06	Project	4

B.A HISTORY

SEMESTER I		
Code No	**Course Title**	**Credits**
ENG1A01	Transactions: Essential English Language Skills	3
ENG1A02	Ways with words: Literatures in English	3
ARB1A07	Communication Skill in Arabic	4
MAL1A01	Malayalam-Malayala Sahithyam 1	4
HINA07	Hindi - Prose and Drama	5
HIS1B01	Trends in historiography	5
POL1C01	Political Science: An Introduction	4

SEMESTER II		
Code No	**Course Title**	**Credits**
ENG2A03	Writing for academic and professional success	3
ENG2A04	Zeitgeist: Reading on contemporary culture	4
ARB2A08	Reading Arabic Literature	4
MAL2A02	Malayala Sahithyam	2
A08 (1)	Hindi - Grammar correspondence& translation	5
HIS2B02	Trends in Indian Historiography	4
HIS1C04	West Asian Studies I	4

SEMESTER III		
Code No	**Course Title**	**Credits**
ENG3A05	Native & media in English	4
ARB3A09	Literature In Arabic	4
MAL1A03	Malayala Sahithyam	3

HINA09	Poetry In Hindi	
HIS3B03	World History I	4
HIS3B04	Indian History I	4
HIS2C04	West Asian Studies II	4

SEMESTER IV		
Code No	*Course Title*	*Credit*
ENG4A06	History and Philosophy of Science	4
ARB4A10	Culture and Civilization - Arabic	4
MAL4A04	Malayala Sahithyam	4
HINA10	Hindi- Novel & Short Stories	4
HIS4B05	History of the medieval world	4
HIS4B06	Methodology of historical writing	
POL4C02	Political Science - Political Ideas, Concepts & Ideologies	4

SEMESTER V		
Code No	*Course Title*	*Credits*
HIS5B07	World History 3	4
HIS5B08	Indian History 3	4
HIS5B09	Kerala History 1	4
HIS5B10	Methodology of the Writing of History	4
HIS5D02	Open Course- Historical Tourism	4

SEMESTER VI		
Code No	Course Title	Credits
HIS6B11	History of Modern Kerala	4
HIS6B12	Indian History 4	4
HIS6B13	Kerala History 2	4
HIS6B14	Gender Studies	4
HIS6B15	Indian Heritage & Plurality of Cultures	4
HIS6E01	Coursework - Dissertation	4
HIS6E01	History of Archeology in India	3

B.Sc. BOTANY

SEMESTER I		
Code No	*Course Title*	*Credits*
ENG1A01	Transactions: Essential English Language Skills	3
ENG1A02	Ways with words: Literatures in English	3
ARB1A07	Basic Skills in Arabic	
MAL1A01	Malayala Sahithyam	1
HINA07	Hindi- Prose & Drama	4
BOT1B01T	Core Course I Angiosperm Anatomy, Emryology, Panlynology	4
CHE1C01	General Chemistry	
CHE1C02P	Complementary Course Practical Chemistry I	2
ZOL1C01T	Animal Diversity and Wild Life	2
ZO4C05(P)	Complementary Course Practical Zoology	1

SEMESTER II		
Code No	*Course Title*	*Credits*
ENG2A03	Writing for academic and professional success	3

ENG2A04	Zeitgeist: Reading on contemporary culture	4
ARB2A08	Reading Arabic Literature	4
MAL2A02	Malayalas Shithyam	2
HINA08	Hindi - Grammar corespondence& Translation	4
BOT2B02T	Core Course II. Microbiology, Micology, Lichenology and plant Pathology	3
CHE2C02	Physical Chemistry	
CHE2C04(P)	Complementary Course Practical Chemistry II	2
ZOL2C02T	Economic Zoology	2
ZO4C05(P)	Complementary Course Practical Zoology II	

SEMESTER III		
Code No	*Course Title*	*Credits*
ENG3A05	Native media in English	4
ARB3A09	Literature in Arabic	4
MAL3A03	Malayala Sahithyam 3	4
HINA09	Poetry in Hindi	4
BOT3B03T	Core Course III Micro biology mycology Lichenology and Plant pathology	3
CHE3C03	Organic Chemistry	
CH3C06 (P)	Complementary Course Practical Chemistry III	2
ZOL3C03T	Physiology, Toxicology & Ethology	
ZO4C05(P)	Complementary Course Practical Zoology III	2

SEMESTER IV		
Code No	*Course Title*	*Credits*
ENG4A06	Reading Fiction & Non Fiction	4
ARB4A10	Culture and Civilization - Arabic	4
MAL4A04	Malayala Sahithyam	4
HINA10	Hindi - Novel & Short Stories	4
BOT4B04T	Core Course IV Phycology, Bryology & Pteriodology	
BOT4B04P	Core Course Practical Paper - I	
CHE4C04	Physical & Applied Chemistry II	2
CHE4C08 (P)	Complementary Course Practical Chemistry IV (External)	4
ZOL4C04T	Genetics & Immunology	2
ZO4C05(P)	Complementary Course Practical Zoology IV (IV&V)	4

SEMESTER V		
Code No	*Course Title*	*Credits*
BOT5BO5T	Core course V - Gymnosperms, Paleobotany Phytogeography & Evolution	*3*
BOT5BO6T	Core course VI - Angiosperm Morphology & Plant Systematics	4
BOT5BO7T	Core course VII - Embryology, Palynology, Economic Botany, Ethnobotany & Horticulture	4
BOT5BO8T	Core course VIII - General & Bioinformatics, Introductory Biotechnology, Molecular Biology	4
BOT5BDO2	Open Course I- Applied Botany	2

SEMESTER VI		
Code No	*Course Title*	*Credits*
BOT6BO9T	Core Course IX - Genetics and Plant Breading	3
BOT6B10T	Core Course X - Plant Physiology, and Metabolism	

BOT6B11T	Core Course XI - Cell Biology &Biochenistry 3	
BOT6B12T	Core Course XII - Environmental Science	
BOT6B13T	Core Elective Genetic Engineering	3
	Project work / Field Visit / Study tour	2
	Practical External Paper II	
	Practical External Paper III	4

B.Sc. FAMILY & COMMUNITY SCIENCE

SEMESTER I		
Code No	*Course Title*	*Credits*
ENG1A01	Transactions: Essential English Language Skills	3
ENG1A02	Ways with words: Literatures in English	3
ARB1A07	Basic Skills in Arabic	4
MAL1AO1	Malayalam – Malayala Sahithyam 1	4
HINA07	Hindi Prose & Drama	4
FCS1 B01	Fundamentals of Nutrition	2
CHE1C01	General Chemistry	2
CHE1C02(P)	Complementary Course Practical Chemistry I	
ZOL1CO1	Animal Diversity and Wild Life	2
ZOL4CO5(P)	Complementary Course Practical Zoology I	
SEMESTER II		
Code No	*Course Title*	*Credits*
ENG2A03	Writing for academic and professional success	3
ENG2A04	Zeitgeist: Reading on contemporary culture	4
ARB2A08	Reading Arabic Literature	4
MAL2AO2	Malayala Sahithyam	2
HINA08	Hindi - Grammar correspondence & Translation	4
FCS2B02	Core Course II - Human Development	2
CHE2C02	Inorganic and Physical Chemistry	2
CHE2C04(P)	Complementary Course Practical Chemistry II	
ZOL2C02	Economic Zoology	
ZOL4C05(P)	Complementary Course Practical Zoology II	-
SEMESTER III		
Code No	*Course Title*	*Credits*
ENG3A05	Native Media in English	4
ARB3A09	Literature in Arabic	4
MAL3AO3	Malayala Sahithyam	3
HINA09	Poetry in Hindi	4
FCS3B03	Research Methodology & Bioinformatics	3
FCS3BO4 (P)	Practical - I Research Methodology & Bioinformatics	
CHE3C05	Organic & Bio-Chemistry	
CHE3C06 (P)	Complementary Course Practical Chemistry III	2
ZOL3C03	Physiology, Toxicology & Ethology	2
ZOL4C05(P)	Complementary Course Practical Zoology III	
SEMESTER IV		

Code No	Course Title	Credits
ENG4A06	Reading Fiction and non-fiction	4
ARB4A10	Culture and Civilization - Arabic	4
MAL4AO3	Malayala Sahithyam	4
HINA10	Hindi - Novel & Short Stories	4
FCS4B05	Food Science	3
FCS4B06(P)	Practical – II Food Science	4
CHE4C04	Physical & Applied Chemistry II	2
CHE4C08 (P)	Complementary Course Practical - Chemistry IV (External)	4
ZOL4C04	Genetics & Immunology	2
ZOL4C05(P)	Complementary Course Practical Zoology IV (IV&V)	4

SEMESTER V		
Code No	**Course Title**	**Credits**
FCS5B07	Physiology and microbiology	3
FCS5B10	Diet in health	2
FCS5B10(P)	Practical III –Diet in health	-
FCS5B08	Family Resource Management	3
FCS5B08 (P)	Practical III -Family Resource Management	
FCS5B09	Textile Science	2
FCS5B09(P)	Practical IV - Textile Science	2
FCS5D01	Open Course- Food Science and basic cookery	4
FCS5B11	Project	4

SEMESTER VI		
Code No	**Course Title**	**Credits**
FCS6B14	Dietetics	3
FCS6B15(P)	Practical V - Dietetics	8
FCS6B12	Fabric care and Apparel Designing	3
FCS6B13(P)	Practical VI - Fabric care and Apparel Designing	8
FCS6B16	Concepts in Family Relation	2
FCS6B17(E3)	Elective Course- Extension Education and communication	2

B.Sc. CHEMISTRY

SEMESTER I		
Code No	**Course Title**	**Credits**
ENG1A01	Transactions: Essential English Language Skills	3
ENG1A02	Ways with words: Literatures in English	3
ARB1A07	Basic Skills in Arabic	4
MAL1A07	Malayalam-Malayala Sahithyam	1
HINA07	Hindi Prose & Drama	4
CHE1B01	Core Course 1 Theoretical and inorganic Chemistry - I	2
PHY1C01	Properties of matter and Thermodynamics	2
MAT1C01	Mathematics	3

SEMESTER II		
Code No	**Course Title**	**Credits**
ENG2A03	Writing for academic and professional success	3

ENG2A04	Zeitgeist: Reading on contemporary culture	4
ARB2A08	Reading Arabic Literature	4
MAL2AO3	Malayala Sahithyam	2
HINA08	Hindi Grammar Correspondence & Translation	4
CHE2B02	Theoretical and inorganic Chemistry ll	2
PHY2C02	Mechanics, Relativity, Waves and Oscillations	2
MAT2C02	Mathematics - II	3

SEMESTER III		
Code No	*Course Title*	*Credits*
ENG3A05	Native media in English	4
ARB3A09	Literature in Arabic	
MAL3AO3	Malayala Sahithyam	3
HINA09	Poetry in Hindi	
CHE3B03	Core Course III Physical Chemistry I	3
PHY3C03	Optics, Laser, Electronics and Communication	2
MAT3C03	Mathematics - III	3

SEMESTER IV		
Code No	*Course Title*	*Credits*
ENG4A06	Reading Fiction & Non Fiction	4
ARB4A10	Culture and Civilization - Arabic-[AR4A10(1)]	
MAL4AO3	Malayala Sahithyam	4
HINA10	Hindi - Novel & Short Stories	4
CHE4B04	Core Course IV Organic Chemistry I	3
CHE4B05(P)	Core Course V (Inorganic Chemistry Practical l)	4
PHY4C04	Electricity, Magnetism and Nuclear Physics	2
PHY4C05	Complementary Course Practical Physics IV (External)	2
MAT4C04	Mathematics - IV	3

SEMESTER V		
Code No	*Course Title*	*Credits*
CHE5BO6	Core Course VI Inorganic Chemistry III	3
CHE5BO7	Core Course VII Organic Chemistry II	3
CHE5BO8	Core Course VIII Physical Chemistry II	3
CHE6B14(P)	Physical Chemistry Practical	4
CHE6B15(P)	Organic Chemistry Practical	4
CHE5DO1	Open Coursel- Environmental Chemistry	4
	Project	

SEMESTER VI		
Code No	*Course Title*	*Credits*
CHE6B09	Core Course IX Inorganic Chemistry IV	3
CHE6B10	Core Course X Organic Chemistry III	3
CHE6B11	Core Course XI Physical Chemistry III	3
CHE6B12	Core Course XII Advanced& Applied Chemistry	
CHE6B13	Core Course XIII Elective - Polymer Chemistry	
CHE6B14(P)	Physical Chemistry Practical	
CHE6B15(P)	Organic Chemistry Practical	

CHE6B16(P)	Inorganic Chemistry Practical II	
CHE6B17(P)	Inorganic Chemistry Practical III	
CHE6B18(Pr)	Course work / (Project)	2

B.Sc. COMPUTER SCIENCE

SEMESTER I

Code No	Course Title	Credits
ENG1A01	Transactions: Essential English language Skills	3
ENG1A02	Ways with words: literatures in English	3
ARB1A07(2)	Basic Skills in Arabic	4
MAL2A07(3)	Bashayum Sahithyam I	4
HIN1A07(3)	Hindi - Prose and one act plays	4
BCS1B01	Computer Fundamentals and HTML	3
PHY1C01	Properties of matter and Thermodynamics	3
MATC01	Mathematics	4

SEMESTER II

Code No	Course Title	Credits
ENG2A03	Writing for academic and organizational success.	4
ENG2A04	Zeitgeist: Reading on contemporary culture.	4
ARB2A08(2)	Reading Arabic Literature	4
MAL2A02(2)	Bashayum Sahithyavum II	4
HINA09	Hindi- Poetry & Short Stories	4
BCS2B02	Problem Solving Using C	3
BCS2B03	Programming Laboratory 1 - Lab Exam of I and II Sem - HTML and Programming in C	2
MAT2C02	Complementary II Mathematics	3
PHY2C02	Mechanics, Relativity, Waves and Oscillations	3

SEMESTER III

Code No	Course Title	Credits
A11	Basic Numerical Skills	4
A12	General Informatics	4
BCS3B04	Data Structure Using C	4
MAT3C02	Complementary III Mathematics	3
PHY3C03	Optics, Laser, Electronics and Communication	3

SEMESTER IV

Code No	Course Title	Credits
A13	Entrepreneurship development	4
A14	Basics of audio & video media	4
BCS4B05	Database management system and RDBMS	4
BCS4B06	Programming Lab ll-Data Structure and RDBMS2	2
PHY4C04	Electricity, Magnetism and Nuclear Physics	3
PHY4C05(P)	Complementary Course Practical Physics IV	2
MAT4C04	Mathematics – IV	3

SEMESTER V

Code No	Course Title	Credits
BCS5B08	Computer Organization & Architecture	4

BCS5B09	JAVA Programming	4
BCS5B10	Web Programming using PHP	4
BCS5B11	Principles of Software Engineering	4
	Mini Project work	-
BCS5D01	Open Course I-Introduction to Computer & Office Automation	2

SEMESTER VI		
Code No	*Course Title*	*Credits*
BCS6B12	Android Programming	4
BCS6B13	Fundamentals of Operating System	4
BCS6B14	Computer Networks	4
BCS6B15	Lab - III Java & PHP Programming	2
BCS6B16	Lab IV Android & Linux Shell Programming	2
BCS6B17	Elective Course-Computer Graphics	3
BCS6B18	Project work	2

B.Com. CO-OPERATION

SEMESTER I		
Code No	*Course Title*	*Credits*
ENG1A01	Transactions: Essential English language Skills	3
ENG1A02	Ways with words: literatures in English	3
ARB1A07(1)	Reading Arabic Literature	4
MAL1A07(2)	Sahithya Padanam I	4
HINA07(2)	Prose forms in Hindi literature	4
BC1B01	Business Management	4
BC1C01	Managerial Economics	4

SEMESTER II		
Code No	Zeitgeist: Reading on contemporary culture.	*Credits*
ENG2A03	Literature in Arabic	4
ENG2A04	Sahithya Padanam II	4
ARB2A08(1)	Reading Arabic Literature	4
MAL2A01(1)	Sahitya Padam II	4
HINA09	Hindi - Poetry Correspondence & Translation	4
BCM2B02	Financial Accounting	4
BCM2C02	Marketing Management	4

SEMESTER III		
Code No	*Course Title*	*Credits*
BC3A11	Basic numerical skills	4
BC3A12	General Informatics (Common)	4
BC3B03	Business Regulations	4
BC3B04	Corporate Accounting	4
BC3C03	E- Commerce Management	4

SEMESTER IV		
Code No	*Course Title*	*Credits*
BC4A13	Entrepreneurship Development (Common)	4
BC4A14	Banking and insurance (Common)	4

BC4B05	Cost Accounting (Core)	4
BC4B06	Corporate Regulations	4
BC4C04	Quantitative Techniques for Business(Complementary)	4

SEMESTER V		
Code No	**Course Title**	**Credits**
BC5B07	Accounting for Management	4
BC5B08	Business Research Methods	4
BC5B09	Income tax Law and Accounts	2
BC5B10	Co-operative theory and practice	4
BC5B11	Legal Environment for Co-operative	4
BC5D03	Basic Accounting (Open Course)	4

SEMESTER VI		
Code No	**Course Title**	**Credits**
BC6B12	Income Tax and GST	4
BC6B13	Auditing	4
BC6B14	International Co-operative Movement	4
BC6B15	Co-operative Management and Administration	4
BC6B16	Three weeks Project and viva voce	4

B.Com. COMPUTER APPLICATION

SEMESTER I		
Code No	**Course Title**	**Credits**
ENG1A01	Transactions: Essential English language Skills	3
ENG1A02	Ways with words: literatures in English	3
ARB1A07	Communication Skill in Arabic	4
MAL1AO1	Sahithya Padanam I	4
HINA07	Prose forms in Hindi literature	4
BCVIB01	Management Concepts and Business Ethics	4
BCVIC01	Managerial Economics	4

SEMESTER II		
Code No	**Course Title**	**Credits**
ENG2A03	Writing for academic and organizational success.	4
ENG2A04	Zeitgeist: Reading on contemporary culture.	4
ARB2A08	Literature in Arabic	4
MAL2A01	Sahitya Padanam II	4
HINA09	Hindi - Poetry Correspondance& Translation	4
BC2B02	Financial Accounting	4
BC2C02	Marketing Management	4

SEMESTER III		
Code No	**Course Title**	**Credits**
BC3A11	Basic Numerical Skills	4
BC3A12	General Informatics	4
BC3B03	Business regulations	4
BC3B04	Corporate Accounting (Core)	4
BC3C03	Office Automation	4

SEMESTER IV		
Code No	**Course Title**	**Credits**
BC4A13	Entrepreneurship Development	4
BC4A14	Banking and Insurance	4
BC4B05	Cost Accounting (Core)	4
BC4B06	Corporate Regulations	4
BC4C04	Programming in C	4

SEMESTER V		
Code No	**Course Title**	**Credits**
BC5B07	Database Management System	4
BC5B08	Business Research Methods	4
BC5B09	Human Resource Management	2
BC5B10	Linux Operating System	4
BC5B11	Data Structure Using C	4
BC5D01	Basics of Accounting(Open Course)	4

SEMESTER VI		
Code No	**Course Title**	**Credits**
BC6B12	Income Tax Law and practice	4
BC6B13	Auditing	4
BC6B14	RDBMS Using MySQL	4
BC6B15	Tally	4
BC6B16	Three weeks project and viva voce	
	On the Job Training 3 weeks(OJT)	4

B.Sc. MATHEMATICS

SEMESTER l		
Code No	**Course Title**	**Credits**
ENG1A01	Transactions: Essential English language Skills	3
ENG2A02	Ways with words: literatures in English	3
ARB1A07	Communication Skills in Arabic	4
MAL1AO1	Malayala Sahithyam	1
HINA07	Hindi- Prose & Drama	4
CSCIC01	Computer Fundamentals	3
ST1CO1	Introductory statistics	3
MAT1B01	Basic logic and Number Theory	4

SEMESTER ll		
Code No	**Course Title**	**Credits**
ENG2A03	Writing for academic and organizational success.	4
ENG2A04	Zeitgeist: Reading on contemporary culture.	4
ARB2A08	Arabic - Translation & Communication	4
MAL2AO2	Malayala Sahithyam II	4
HINA08	Hindi-Grammar Correspondence & Translation	4
CSC2C02	Fundamentals of System Software, Net works& DBMS	3
ST2CO2	Probability Distributions	3
MAT2B02	Calculus of single variable	4

SEMESTER III		
Code No	*Course Title*	*Credits*
ENG3A05	Literature and Contemporary Issue	4
ARB3A09	Literature in Arabic	4
MAL3AO3	Malayala Sahithyam III	4
HINA09	Poetry in Hindi	4
MAT3B03	Calculus and analytic geometry	4
ST3CO3	Statistical Inference	4
CSC2C03	Problem Solving using C Programming	2
SEMESTER IV		
Code No	*Course Title*	*Credits*
ENG4A06	Reading Fiction & Non Fiction	4
ARB4A10	Culture and Civilization-Arabic	4
MAL4AO4	Malayala Sahithyam	4
A10(1)	Hindi- Novel & Short Stories	4
MAT4B04	Theory of Equations, matrices and vector calculus	4
CSC4C04	Data structure using C	2
CSC4C05	Programming lab: C and data structure	4
ST4CO4	Applied Statistics	3
SEMESTER V		
Code No	*Course Title*	*Credits*
MAT5B05	Vector Calculus	4
MAT5B06	Abstract algebra	5
MAT5B07	Basic Mathematical Analysis	5
MAT5B08	Differential equations	4
MAT5D02	Open Course-Mathematics for Natural sciences	2
	Project/viva	2
SEMESTER VI		
Code No	*Course Title*	*Credits*
MAT6B09	Real Analysis	5
MAT6B10	Complex Analysis	5
MAT6B11	Numerical Methods	4
MAT6B12	Number theory and linear algebra	4
MAT6B13	Elective Course- Linear Programming	2
MAT6P14(PR)	Project/viva	2

B.Sc. PSYCHOLOGY

SEMESTER I		
Course code	*Course title*	*Credits*
PSY1A01	Common Course I-English	4
PSY1A02	Common Course II-English	3
PSY1A07	Common Course III-Language other than English	4
PSY1B01	Basic themes in Psychology-I	3
PSY1C01	Human Physiology	3
PSY1C02	Psychological Statistics	3

SEMESTER II		
Course code	*Course title*	*Credits*
PSY2A03	Common Course IV-English	4
PSY2A04	Common Course V-English	3
PSY2A08	Common Course VI-Language other than English	4
PSY2B01	Basic themes in Psychology-II	3
PSY2C01	Human Physiology	3
SEMESTER III		
Course code	*Course title*	*Credits*
PSY3A05	Common Course VI-English	4
PSY3A09	Common Course VIII-Language other than English	4
PSY3B01	Psychological measurement and testing	3
	Experimental Psychology Practical - I	*
PSY3C01	Human Physiology	3
PSY3C02	Psychological Statistics	3
SEMESTER IV		
Course code	*Course title*	*Credits*
PSY4A06	Common Course IX - English	4
PSY4A10	Common Course X - Language other than English	4
PSY4B01	Individual Differences	3
PSY4B02	Experimental Psychology Practical - I	4
PSY4C01	Human Physiology	3
PSY4C02	Psychological Statistics	3
SEMESTER V		
Course code	**Course title**	**Credits**
PSY5B01	Abnormal Psychology-I	3
PSY5B02	Social Psychology	3
PSY5B03	Developmental Psychology – I	3
PSY5B04	Psychological Counseling	3
PSY5B05	Health Psychology	3
	Open Course	2
	Experimental Psychology Practical – II & II	*
	Project	
SEMESTER VI		
Course code	**Course title**	**Credits**
PSY6B01	Abnormal Psychology II	3
PSY6B02	Applied Social Psychology	3
PSY6B03	Developmental Psychology II	3
PSY6B04	Life skill Education: Applications and training	3
PSY6B05	Elective	3
PSY6B06&07	Experimental Psychology Practical – II & III	4
PSY6B08	Project	2

PHYSICAL EDUCATION

Open Course	*Course title*	*Credits*
PE5D03	Physical Activity Health and Wellness	

PROGRAMME STRUCTURE (PG)

M.A. ENGLISH LANGUAGE & LITERATURE

SEMESTER I

Course code	Course title	Credits
ENG1C01	British Literature from the age of Chaucer to 18th Century	5
ENG1C02	British Literature; 19th Century	5
ENG1C03	History of English Language	5
ENG1C04	Indian Literature in English	5

SEMESTER II

Code No	Course Title	Credits
ENG2C05	20th Century British Literature up to World war 1940	5
ENG2C06	Literature Criticism and Theory part-1	5
ENG2C07	American Literature	5
ENG2C08	Post-colonial Writings	5

SEMESTER III

Code No	Course Title	Credits
EN3C05	20th Century British Literature post 1940	5
EN3C06	Literature Criticism and Theory part-II	5
EN3E13	**Optional Group E**: Advanced Literary theory	5
EN3E19	**Optional Group F:** Women's writing	5

SEMESTER IV

Code No	Course Title	Credits
EN4C07	The Indian English Literature	4
EN4C08	A Project or Dissertation	4
EN4E20	**Optional Group G:** Post-Colonial Poetry	4
EN4E25	**Optional Group H:**	4
EN4E29	Dalit Studies	4
	Optional Group I: Introduction to Cultural Studies Paper III	4

M.Sc. CHEMISTRY

SEMESTER I

Code No	Course Title	Credits
CH1CO1	Basic Concept in Quantum Chemistry and Group Theory	3
CH1CO2	Elementary Inorganic chemistry	3
CH1CO3	Structure & reactivity of Organic Compounds	
CH1CO4	Thermodynamics, Kinetics and Catalysis	3
CH1PO1	Inorganic Chemistry Practical - I	
CH1PO2	Organic Chemistry Practical - I	
CH1PO3	Physical Chemistry Practical - I	

SEMESTER II

Code No	Course Title	Credits
CH2CO5	Applications of quantum mechanics & group Theory	3
CH2CO6	Co-ordination Chemistry	3

CH2CO7	Organic reaction Mechanisms	3
CH2CO8	Electro Chemistry, Solid State Chemistry & Statistical thermodynamics	3
CH2PO4	Inorganic practical - II	4
CH2PO5	Organic Practical - II	4
CH2PO6	Physical Practical - II	4
CH2VO1	Viva Voce	2

SEMESTER III		
Code No	**Course Title**	**Credits**
CH3CO9	Molecular Spectroscopy	3
CH3C10	Organometallic & Bioinorganic Chemistry	3
CH3C11	Organic Transformations & reagents	3
CH3PO7	Inorganic practical III	
CH3PO8	Organic Practical III	
CH3PO9	Physical Practical III	
CH3EO1	Synthetic organic Chemistry (Elective)	3
CH3EO2	Computational Chemistry (Elective)	3
CH3EO3	Green & Nano Chemistry (Elective)	3

SEMESTER IV		
Code No	**Course Title**	**Credits**
CH4C12	Advanced Topics In Chemistry	4
CH4C13	Instrumental Methods of Analysis	4
CH4P10	Inorganic Chemistry Practical IV	4
CH4P11	Organic Chemistry Practical IV	4
CH4P12	Physical Chemistry Practical IV	4
CH4EO4	Petrochemicals & Cosmetics (Elective)	4
CH4EO5	Industrial Catalysis (Elective)	4
CH4EO6	Natural Products & Polymers (Elective)	4
CH4EO7	Material Science (Elective)	4
CH4PrO1	Research Project	4
CH4V02	Viva Voce	2

M.Sc. BOTANY

SEMESTER I		
Code No	**Course Title**	**Credits**
BO0ICT01	Phycology, Bryology, Pteridology, and Gymnos Perms	4
BO0ICT02	Mycology and Lichenology, Microbiology and Plant Pathology	4
BO0ICT03	Angiosperm Anatomy, Embryology, Palynology and Lab Techniques	4
BO0ICP04	Practicals of phycology, Bryology, Pteridology, Gymnosperms, Mycology and Lichenology, anatomy Embryology, Palynology and Lab Techniques	4

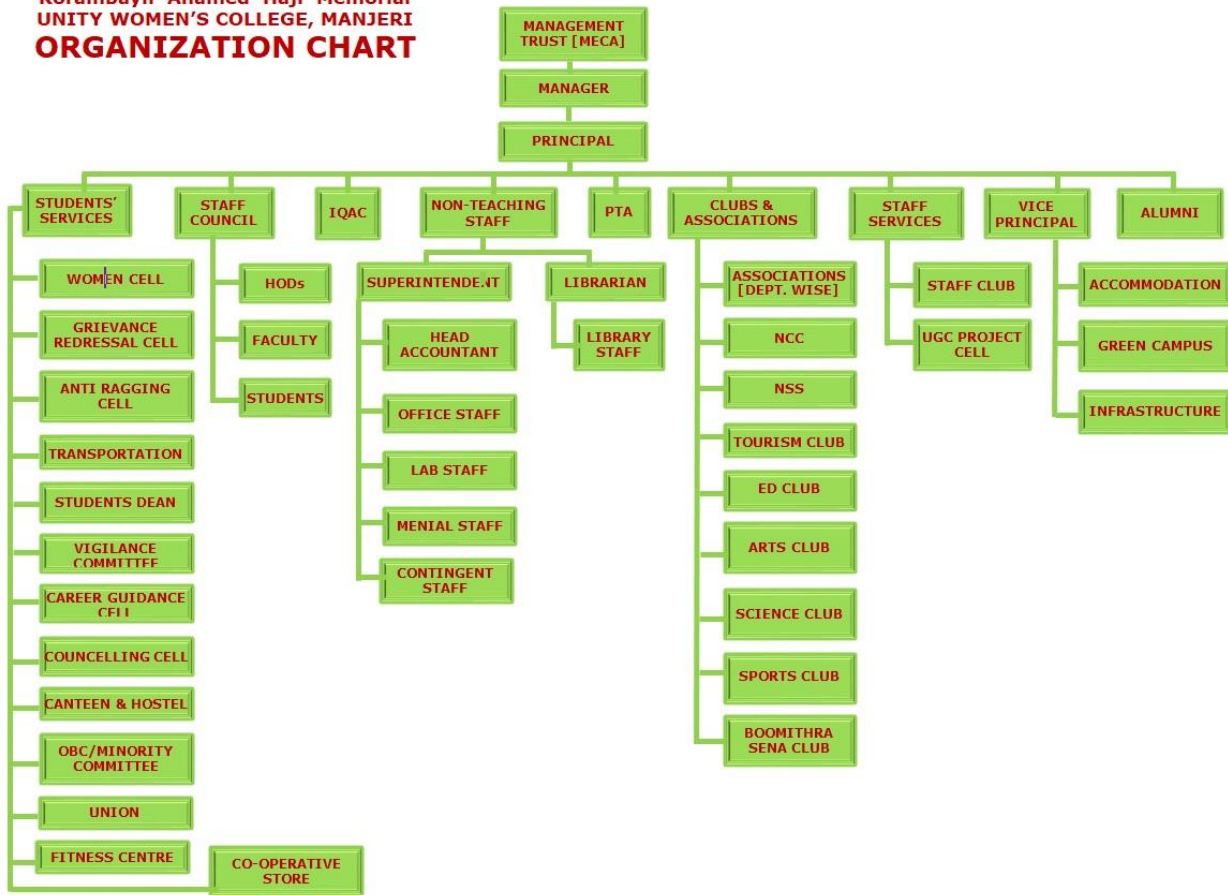| SEMESTER II		
Code No	**Course Title**	**Credits**
BO02CT05	Cell Biology, Moleculariology and Biophysics	*4*
BO02CT06	Cytogenetics, Genetics, Biostatistics, Plant Breeding and Evolution	4
BO02CT07	plant Ecology, Conservation Biology, Phytogeography and Forest Botany	4
BO02CP08	Practicals of cell Biology, Molecular Biology, Biophysics, Cytogenetics , Genetics, Biostatistics, Plant Breeding, Plant Ecology, Conservation Biology,	4

	Phytogeography and Forest Botany.	

SEMESTER III

Code No	Course Title	Credits
BO03CT09	Plant Physiology, Metabolism and Biochemistry	4
BO03CT10	Angiosperm Morphology and Taxonomy and plant resources	4
BO03CT11	Biotechnology and Bioinformatics	4
BO03CP12	Practicals of plant physiology, Metabolism, Biochemistry, Angiosperm morphology, Taxonomy, Plant resources, Biotechnology and Bioinformatics	4

SEMESTER IV

Code No	Course Title	Credits
BO04ET13	Elective I Plant Physiology	4
BO04ET14	Elective II Biotechnology in crop improvement	4
BO04EP15	Practical of Elective I Plant Physiology	4
BO04EP16	Practical of Elective II Bio technology in crop Improvement	4
BO04DN17	Dissertation	4
BO04VV18	Viva voce	4

M.Sc. HOME SCIENCE (NUTRITION & DIETETICS)

SEMESTER I

Code No	Course Title	Credits
ND1C01	Human Physiology	4
ND1C02	Nutrition through life cycle	4
ND1C03	Advanced food science	4
ND1C04	Macro nutrients	4
ND1C05	Research methods & statistics	4

SEMESTER II

Code No	Course Title	Credits
ND2C06	Oncology nutrition	4
ND2C07	Food service management	4
ND2C08	Clinical and therapeutic nutrition	4
ND2C09	Nutritional management in life style Diseases	4
ND2P01	Practical clinical and therapeutic Nutrition	4

SEMESTER III

Code No	Course Title	Credits
ND3C10	Vitamins and minerals	4
ND3C11	Community nutrition	4
ND3C12	Pediatric nutrition	
	ELECTIVE COURSES	
ND3E01	Nutritional counseling & education	4
ND3P02	Hospital internship and community nutrition education programme	4

SEMESTER IV

Code No	Course Title	Credits
ND4C13	Metabolic and biochemical changes in diseases	4

ND4P03	PRACTICAL – Metabolic and biochemical changes in diseases	4
ND4E02	Diabetic care and management	4
ND4PRI	PROJECT	4
ND4V01	VIVA VOCE	4

M.Sc. COMPUTER SCIENCE

SEMESTER I

Code No	Course Title	Credits
CS1C01	Discrete Mathematical Structures	4
CS1C02	Advanced Data Structures	4
CS1C03	Theory of Computation	4
CS1C04	TheArt of Programming Methodology	4
CS1C05	Computer Organization and Architecture	4
CS1P06	Practical I	4

SEMESTER II

Code No	Course Title	Credits
CS2C01	Design and Analysis of Algorithms	4
CS2C02	Operating System Concepts	4
CS2C03	Computer Networks	4
CS2C04	Computational Intelligence	4
CS2E05	Elective I	4
CS2P06	Practical II	4
CS2P07	Term Paper	1

SEMESTER III

Code No	Course Title	Credits
CS3C01	Advanced Database Management System	4
CS3C02	Principles of Compilers	4
CS3C03	Object Oriented Programming Concepts	4
CS3E04	Elective II	4
CS3E05	Elective III	4
CS3P06	Practical III	4

SEMESTER IV

Code No	Course Title	Credits
CS4E01	Elective IV	4
CS4C01	Principles of Software Engineering	2
CS4C02	Project Work (Duration = 16 Weeks)	8

M.Com (FINANCE)

SEMESTER I

Code No	Course Title	Credits
MC1C1	Business Environment	4
MC1C2	Quantitative Techniques for Business Decisions	4
MC1C3	Accounting for Managerial Decisions	4
MC1C4	IT Applications in Commerce	4
MC1C5	Organizational theory and Behavior	4

SEMESTER II		
Code No	*Course Title*	*Credits*
MC2C6	International Business	4
MC2C7	Advanced corporate Accounting	4
MC2C8	Business Communications	4
MC2C9	Management Science	4
MC2C10	Strategic Management and Corporate Governance	4
SEMESTER III		
Code No	*Course Title*	*Credits*
MC3C11	Financial markets and Institutions	4
MC3C12	Income Tax law and Practice	4
MC3C13	Research Methodology	4
MC3E01	Elective I	4
MC3E02	Elective II	4
SEMESTER IV		
Code No	*Course Title*	*Credits*
MC4C14	Financial derivatives and Risk management	4
MC4C15	Cost Management	4
MC4E03	Elective III	4
MC4E04	Elective IV	4
MC4P01	Project Work and Viva Voce	4

ORGANIZATION CHART

Korambayil Ahamed Haji Memorial
UNITY WOMEN'S COLLEGE, MANJERI
ORGANIZATION CHART

MANAGEMENT TRUST [MECA]
MANAGER
PRINCIPAL

STUDENTS' SERVICES
- WOMEN CELL
- GRIEVANCE REDRESSAL CELL
- ANTI RAGGING CELL
- TRANSPORTATION
- STUDENTS DEAN
- VIGILANCE COMMITTEE
- CAREER GUIDANCE CELL
- COUNCELLING CELL
- CANTEEN & HOSTEL
- OBC/MINORITY COMMITTEE
- UNION
- FITNESS CENTRE
- CO-OPERATIVE STORE

STAFF COUNCIL
- HODs
- FACULTY
- STUDENTS

IQAC

NON-TEACHING STAFF
- SUPERINTENDENT
  - HEAD ACCOUNTANT
  - OFFICE STAFF
  - LAB STAFF
  - MENIAL STAFF
  - CONTINGENT STAFF

PTA
- LIBRARIAN
  - LIBRARY STAFF

CLUBS & ASSOCIATIONS
- ASSOCIATIONS [DEPT. WISE]
- NCC
- NSS
- TOURISM CLUB
- ED CLUB
- ARTS CLUB
- SCIENCE CLUB
- SPORTS CLUB
- BOOMITHRA SENA CLUB

STAFF SERVICES
- STAFF CLUB
- UGC PROJECT CELL

VICE PRINCIPAL

ALUMNI
- ACCOMMODATION
- GREEN CAMPUS
- INFRASTRUCTURE

FACILITIES MAINTENANCE HIERARCHY

Korambayil Ahamed Haji Memorial
UNITY WOMEN'S COLLEGE, MANJERI
MAINTENANCE HIERARCHY OF
ACADEMIC AND SUPPORT FACILITIES

Principal
- Vice-Principal
  - HoDs
    - Lab Staff In-charge
      - Lab Assistants
  - Accommodation Staff In-charge
- Purchase Committee
- Librarian
  - Library Staff
- Superintendent
  - Menial Staff
  - Technical Assistant
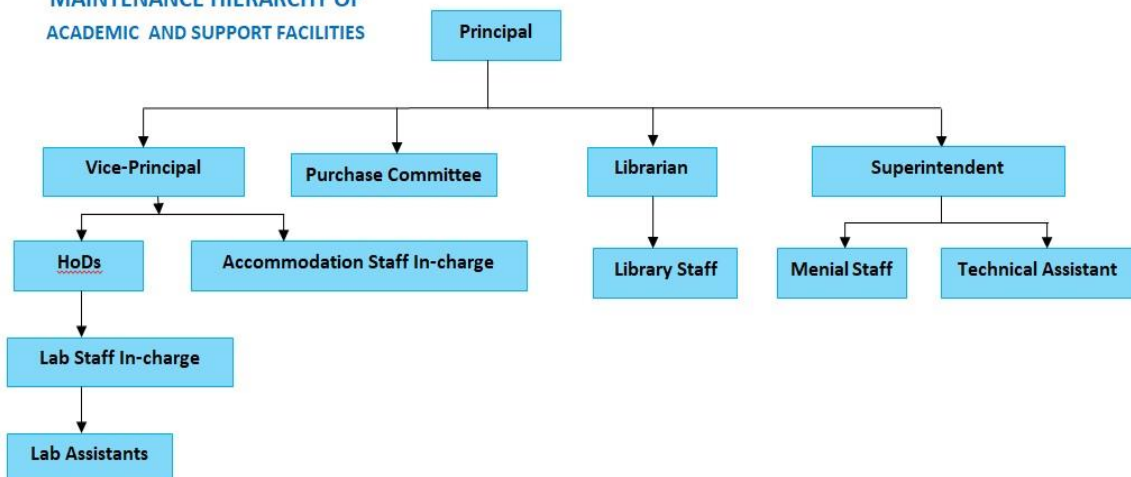
LEAVE RULES

GENERAL:

- Leave cannot be claimed as a matter of right.
- Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- Written application well in advance is required for the grant of leave. No officer shall leave the place before getting permission from the authorities.

CASUAL LEAVE:

- A permanent teaching staff is eligible for 15 days Casual leave in a calendar year provided they have sufficient reason to avail it.
- A non-teaching staff is eligible for 20 days casual leave in a calendar year.

HALF PAY LEAVE:

- Besides the casual leave, every permanent staff member is eligible for 20 days leave on half pay for every completed year of service.
- They shall also be allowed to commute the half pay leave to full pay provide they will lose two days HPL.

EARNED LEAVE:

- Non-teaching staff members who are not availing vacation holidays are eligible for earned leave at the rate of 1/11 of the duty they have performed.
- They can either avail or surrender this kind of leave at the prevailing rates.

MATERNITY LEAVE:

- Female staff is eligible for 180 days leave with full pay for maternity purpose.

PATERNITY LEAVE:

- Male staff is eligible for 10 days leave with full pay for Paternity purpose.

DUTIES OF OFFICE BEARERS (TS)

DUTY	RESPONSIBILITIES
Staff Advisor	- Returning officer to conduct College Union Election - Inform the Notification of Election to Students & Staff - Publish Electoral Roll - Scrutinize Nominations
Staff Club Secretary	- Supervise the Welfare of the staff - Bridge the issues to the Principal - Keep the accounts of the collected Staff Fund - Arrange meetings whenever necessary - Communicate to the members the decisions taken
Staff Club Executive Members	- Report the issues to the secretary - Attend the meeting when it is called for
Staff Editors	- Help Student Editor for magazine works - Form Editorial Board - Prepare tariff for advertisement if needed - Tackle the issues if and when arrives
Staff Council Secretary	- Organize the council meetings if needed - Prepare and circulate minutes and reports - Assist Principal for the execution of decisions
P.T.A. Secretary	- Supervise the Admissions - Monitor the welfare of the students - Listen to the Parents - Convene meetings - Arrange P.T.A. Sponsored Programmes
P.T.A. Executive Members	- Study the issues among the students and to report to the Principal - Represent both Students and Parents - Intervene in the academic Progression - Support P.T.A. Secretary in various activities
Fine Arts Director	- Find out the talented students - Assist the students in conducting Fine Arts - Chalk out Fine Arts Programmes - Represent in the university meetings - Accompany students to the Zonal Festivals
Students Welfare Dean	- Tackle the issues of the students - Give proper guidance to the students - Convene meetings whenever necessary - Find out measures to tackle the ragging and other grievances issues
Career and Course Guidance Centre Coordinator	- Step up the students to the need of career - Find out different opportunities as to motivate the students in time to time - Conduct programs of UGC

Open Course Coordinator	- Publish the list of Open Courses - Allotment of Open Courses in Balanced manner - Publish the allotted List - Arrange special Time Table if necessary
Cooperative Store Secretary	- Monitor purchase and sales prepare account of the items - Arrange auditors - Prepare balance sheet
NSS Programme Officer	- Impart awareness on social quotients to students - Conduct Camps - Educate the students on public matters - Monitor the works of students inside and outside the campus
Scholarship Coordinator	- Educate the students on Various Scholarships - Publish brochures in the Notice Board - Inform them the time of renewal
NCC Officer	- Full power to recruit students - Conduct the Camps - Motivate the students to keep patriotism and Nationality - Conduct study trips for the same - Maintain discipline in the campus
Time Table and Accommodation	- Arrange time table adhering the needs of the syllabi - Find out adequate space to accommodate classes - Distribute the space needed to the class - Report any lack to the principal
Anti-ragging Cell	- Provide awareness on ragging and its consequences to students. - Monitor the students activities - Find out measures to prevent ragging - Inform higher authority if ragging reported
Purchase Committee	- Enquire the needs from the faculty - Monitor labs and libraries for providing additional needs - Invite quotations - Purchase the Lab & laboratory items. - Keep the accounts.
Deputy Warden	- Attend hostel regularly - Decide the admission to hostel - Monitor purchase bill - Prepare mess bills - Provide help to the students in need.
Bus Coordinator	- Supervise bus trips - Solve problems on report - Provide help on demand - Manage, the fare and wages issues
Women Cell Coordinator	- Council students on gender issues - Find out suitable solutions to strengthen women - Women empowering class arrangements

	● Give positive dimensions to the students
RUSA Coordinator	● Implementation of RUSA projects ● Preparation of UC ● Monitoring the civil as well as other works
Nodal Officer to AISHE	● Collect data to fill up the data sheet ● Keep file in this regard ● Keep an eye on official information
Website Coordinator	● Update the Website ● Monitor the Posts & Events ● Respond officially to the website related queries
Tourism Club Coordinator	● Observe World Tourism Day ● Conduct of Club Activities
Science Club Coordinator	● Coordinate Science Club Activities ● Observe National Science Day ● Organize Science Exhibitions ● Arrange Government Funds for Activities
Music Club Coordinator	● Promote Musical Talent ● Find out the talented students and provide support to them ● Provide opportunities to perform club members
Sports Club Coordinator	● Help students to improve and maintain physical ability and skills ● Help the students in building and improving their confidence. ● Arrange self-defense trainings such as taekwondo, karate, etc. ● Arrange recreational sports programmes.
Entrepreneurship Development [ED] Club Coordinator	● Inculcate entrepreneurial culture among the students. ● Organize and conduct various programmes like seminars, workshop, industrial visit, interaction with successful Entrepreneurs etc.

DUTIES OF OFFICE BEARERS (NTS)

SECTION	FILE No.	DESCRIPTION
SECTION: I **Jr. Supdt.**	56	Management correspondence (56A), Stock (56 B) Meeting notices (56C)
	58	FCRI (58A)
	65	Contingency and maintenance grant bills
	70	General and departmental stocks, Annual verification – Report and updating.
	101	Management accounts and audit (MECA)
	108	Women staff Grievance Redressal Cell
SECTION: II **A1 - Head Accountant**		College Account and Audit
	111	General A/c.: Ledger and R & D Statement
	116	Salary disbursements of T.S., N.T.S., Guests etc.
		Salary deduction register preparation and custody, (116 A Loan)
	17	Special fee A/c. maintenance
	18	Budget estimate preparation, Furnishing Financial data to Dy.DCE/DCE/Govt.
	19	Audit – Local, DCE and AG
	20	Treasury A/Cs and safe custody of Cash, Cheques & Pass books
	32A	University examination A/Cs
	34	Fee Concession, Stipend disbursal
	57	UGC grant A/Cs
	69	Caution deposit refunding, Keeping of CD Register & TSB A/C operation
	76A	NSS A/c keeping (Shared with G3)
	113	Sub. Register posting
	114	Bill register & Acquittance Registers of LSG, Fees, Scholarship, etc.
	115	Credit Society A/c.
	117	WWS/SSP/Women cell/Premarital Counseling Cell / RUSA A/Cs
		Misc. A/C & ED Club A/C.
SECTION: III **A2 -UD Clerk 1**	1	Preparation of Pay bills – T.S (1A) & NTS (1B), Arrear bills (1 C) Salary particulars (1D), DA orders (1E) & Pay revision (1F)
	121	Refund of excess salary
	2	PF and PF loans
	3	GIS
	4	NPS
	5	Income tax – TDS(form 16) related accounts and registers – Chelan/ remittance certificate, e-TDS
	7	Professional tax

	8	Increment orders and registers	
	9	SLI	
	11	Salary certificates	
	12	LPC, Pension, DCRG	
	13	Medical Re-imbursements	
	16	Loans – Documents: KSFE, Housing and other	
SECTION: IV **G1 – UD Clerk 2**	40	Estt. (General) Minorities status (40A), NOC to Employees (40C)	
	41	Estt. (TS), Staff fixation (41A), Post sanction and Notification (41B), Interview (41C) & Approval orders (41D)	
	42	Estt. (NTS), staff fixation (42A), Post sanction and notification (42B), Interview (42C) & Approval order (42D)	
	43	Appointment orders TS (43A) and NTS (43B)	
	44	Joining report (44A) and Relieving orders (44B)	
	45	Service Books: Entries and safe custody (45A), Personal files (45B) & PL's personal file (45C)	
	46	Affiliation of courses: Affiliation New (46A), Continuation of affiliation (46B), permanent affiliation (46C), Permanent Seat increase (46D)	
	48	Selection Committee for appointment of staff	
	49	Representation from staff: TS (49A), NTS (49B) Experience certificates (49C)	
	51	University Inspection Commission	
	52	Half yearly return (52 A) & Annual report(52 B)	
	53	T.S Placement: Self-appraisal from TS (53 A), Placement orders and related proceedings (53B) Submission to Deputy DCE for fixation (53C)	
	54	In-service courses: Orientation/Refresher/Seminars/Workshop etc.	
	55	Election (GL), College Union (55A), Staff Council (55B), Academic Council (55C), Senate (55D)	
	57	UGC Correspondence	
	59	Physical education – Sports and games, DCB preparation of Sports affiliation fee (59A), Quotations (59 B).	
	60	Magazine Related works	
	63	College Union activities – DCB preparation of University union fee (63A)- University Union Election (UUC) (63B)	
	71	Competitions, Quiz programmes – important celebrations – award function	
	89	College Buildings, Rented Building (89A), Hostel (89B), Auditorium (89C), Canteen (89D), Academic Block(89E).	
	110	NAAC data file, NAAC Seminar (110A)	

	127	Guest lecturers of Aided courses - Salary bills: Enclosures, Workload, Attendance etc.
	128	ED Club (128A) & IGNOU (128 B)
	129	Campus Road File
	137	IQAC
	30	Time Table – General & Departmental
	64	ASAP, WWS,SSP/Flair, etc.
	100	RUSA
SECTION: V **G2 –LD Clerk 1**	**14**	Internet (14A), INFLIBNET & INFONET (14B)
	21	Fee rules, fee collection, Daily and Term fee registers, Nominal Roll of students
	22	DCB & Reconciliation
	24	PTA: Meetings, Donations, Notices etc.
	25	Admission, TC and Conduct certificates
	26	College Calendar
	27	Remittance certificates
	28	Statistical data
	61	H.W. Concession
	33	College Vehicles
	6	LIC
	82	Hostel
		Other funds (PTA, SWF, Union, LDF etc.)
		Issue of qualifying certificates (SSSLC, Plus Two and Degree)
		Examination fine collection
SECTION: VI **G3 – LD Clerk 2**	**14**	Study tours and excursions
	23	Condonation order and APC
	29	Syllabus – keeping of updated files for different subjects, CCSS
	32	University Exams: all related works, Duty attendance register and Duty certificates (32 A),
	133	Internal assessment marks and all related works (32B) Result register – preparing and issuing consolidated class-wise and subject-wise pass percentage to staff
	37	Identity card – Issue – Register Maintenance
	47	Recognition of qualifying certificates of staff and students
	62	Scholarships – all types
	67	Miscellaneous correspondence
	68	Library – Quotations, Purchase, Correspondence etc.
	73	LPG – related files
	74	Co-operative store (74A)

	75	LA interpellation
	76	NSS – Correspondence and activities, Legal literacy programme.
	77	Career Guidance
	78	NCC
	79	Telephone
	80	SC/ ST special coaching
	81	Electricity – related files
	83	Planning forum
	84	SAF
	85	Well work and water supply
	86	Canteen
	90	Staff club- Notices
	140	Student affairs, Representation from students, Grievance cell
	141	Tourism club (141A), Consumer Club(141B)
SECTION: VII **G4 – Office Attendant**	10	Leave & attendance of Staff – Casual (10A), HPL/Commuted leave (10B), Earned leave (10C), On Duty leave (10D), Off duty leave(10E) – registers- mgt. Orders
	50	Terminal Examination – time table (50A), arrangements and duty (50B), attendance (50C), question papers (50D), Progress cards (50E), Proficiency Prizes (50F)
	66	Tutorial System – Forms – Class Tutor List – Tutorial Work Time Table
	88	All Notices (General, students, TS and NTS) – Circulation and Filing
	119	Earned Leave Surrender
	120	LWA
	130	Leave & attendance of students – all related works with proper registers
	131	Inward (131A), dispatch (131B) – postage – stamp – registration – courier – speed post – parcel
	134	R&D statements of M.E.C.A. Account
	135	Staff Strike
SECTION:VIII **Computer Assistant**		Typing, Charge of Photo Copier
		Mail Checking
		Stationery materials (paper, carbon, stencil paper etc.)
		Custodian of letter heads (various types), keeping of stock register for the above items.

DEPARTMENT TIME TABLE – SEMESTER (ODD)

WEEK	PG/UG SEMESTER	09:30AM 10:30AM I HOUR	10:40AM 11:35AM INTERVAL	10:40AM 11:35AM II HOUR	11:35AM 12:30PM III HOUR	12:30PM 01:30PM LUNCH BREAK	01:30PM 02:20PM IV HOUR	02:20PM 03:10PM V HOUR	03:10PM 04:00PM VI HOUR
MONDAY	UG -1								
	UG -3								
	UG -5								
	PG -1								
	PG -3								
TUESDAY	UG -1								
	UG -3								
	UG -5								
	PG -1								
	PG -3								
WEDNESDAY	UG -1								
	UG -3								
	UG -5								
	PG -1								
	PG -3								
THURSDAY	UG -1								
	UG -3								
	UG -5								
	PG -1								
	PG -3								
FRIDAY	UG -1								
	UG -3								
	UG -5								
	PG -1								
	PG -3								

DEPARTMENT TIME TABLE – SEMESTER (EVEN)

WEEK	PG/UG	09:30AM 10:30AM I HOUR	10:40AM 11:35AM INTERVAL	10:40AM 11:35AM II HOUR	11:35AM 12:30PM III HOUR	12:30PM 01:30PM LUNCH BREAK	01:30PM 02:20PM IV HOUR	02:20PM 03:10PM V HOUR	03:10PM 04:00PM VI HOUR
	SEMESTER								
MONDAY	UG -2								
	UG -4								
	UG -6								
	PG -2								
	PG -4								
TUESDAY	UG -2								
	UG -4								
	UG -6								
	PG -2								
	PG -4								
WEDNESDAY	UG -2								
	UG -4								
	UG -6								
	PG -2								
	PG -4								
THURSDAY	UG -2								
	UG -4								
	UG -6								
	PG -2								
	PG -4								
FRIDAY	UG -2								
	UG -4								
	UG -6								
	PG -2								
	PG -4								

PERMANENT STAFF LIST (TS)

SNo.	NAME	DESIGNATION	DEPARTMENT	MOBILE No.
1.	Dr. C. Saidalavi	Principal	Arabic	9446666684
2.	P. K. Noushadali	Assistant Professor	Arabic	9946292605
3.	Dr. A. Usman	Assistant Professor	Botany	9446973230
4.	Dr. Muhammed Basheer Ummathur	Associate Professor	Chemistry	9446885154
5.	Dr. P. Jyothi	Associate Professor	Chemistry	9446243130
6.	Dr. Deepa. K	Assistant Professor	Chemistry	9447477514
7.	K. M. Suhada	Assistant Professor	Chemistry	8943490694
8.	T. T. Abdul Razak	Associate Professor	Commerce	9947886534
9.	T. K. Fathima Shajitha	Associate Professor	Commerce	8281258886
10.	Adv. K. Abdurahiman	Part time Law Lr.	Commerce	9447227358
11.	C.K. Hseena Jasmin	Assistant Professor	Commerce	9846380152
12.	B. Rahib	Assistant Professor	Computer Science	9895195457
13.	U. Haris	Assistant Professor	Computer Science	9495531705
14.	M. Shihabul Haq	Assistant Professor	Computer Science	9645834438
15.	P. T. Shameema	Assistant Professor	Computer Science	9809907950
16.	A. K. Shahina Mol	Assistant Professor	English	9744230791
17.	K. Sangeeta	Assistant Professor	English	9567084564
18.	M. P. Aswathi	Assistant Professor	English	9447349388
19.	R. Poornima	Assistant Professor	English	9947039656
20.	A. Krishna Sunder	Assistant Professor	English	9037393156
21.	P. Mohamedali	Assistant Professor	English	9496073385
22.	M. K. Vineetha	Assistant Professor	English	9048911221
23.	C. M. Reena	Assistant Professor	English	9995141818
24.	P. Sidhique	Assistant Professor	English	9995141818
25.	Dr. A. C. Meera Devi	Associate Professor	Hindi	9495032192
26.	M. Shabeermon	Assistant Professor	History	7907650466
27.	T. K. Faizal	Assistant Professor	History	9446192150
28.	C. Jaseena	Assistant Professor	History	9747997840
29.	A. S. Anitha Beegum	Associate Professor	Home Science	9946628649
30.	Dr. Annie Ninan	Associate Professor	Home Science	9495090102
31.	N. V. Fathimathu Zuhara	Assistant Professor	Home Science	9847009682
32.	V. Abdul Rof	Assistant Professor	Mathematics	9048715321
33.	Dr. P. Zakir Ahamed	Associate Professor	Physical Education	9447629507
34.	C. Muhammed Abdul Hakkeem	Assistant Professor	Physics	9746306236
35.	V. Sabeer	Assistant Professor	Physics	9946159393
36.	Dr. I .P. Abdul Razak	Associate Professor	Zoology	9446156942
37.	Dr. K. Fousi	Associate Professor	Zoology	9446164197

PERMANENT STAFF LIST (NTS)

SNo.	NAME	DESIGNATION	SECTION	MOBILE No.
1.	P.M. Nousha Beegum	Jr. Supdt.	Section I	9495175001
2.	A. Pathumma	Head Accountant	Section II	9447360520
3.	M. Zainaba	Senior Clerk	Section IV - G1	9846331072
4.	Rabeeba Kormath	Senior Clerk	Section III - A2	9895181613
5.	T.K. Sulaiman	L.D.C	Section VI - G3	9847561645
6.	P. P. Ramlath	L.D.C	Section V - G2	9048735682
7.	Fathimma Zuhra Ullattil	L.D.T.	Section VIII	9497662330
8.	Adham Thanari	Office Attendant	Section VII - G4	9895181898
9.	K.K. Sayed Basheer Hussain Thangal	Librarian	Library	9847100249
10.	K.C. Babitha	Office Attendant	General	9946897237
11.	T.M. Abdul Nazar	Office Attendant	General	9995235767
12.	M. Zulaikha	Lab & Library Staff	Botany	9446636626
13.	Mohammed Basheer Mankarathody	Lab & Library Staff	Physics/Zoology	9895287021
14.	Mohammed Ali Kanniyan	Lab & Library Staff	Chemistry	9496365285
15.	V.M. Muhammed Saleem	Lab & Library Staff	Library	9446404313
16.	A.P. Moideen Kutty	Lab & Library Staff	Chemistry	9447946605
17.	Naseera Motatheeri	Lab & Library Staff	FCS	9633424271
18.	Muhammed Ashraf Cheeranthodi	Lab & Library Staff	Library	9447533169
19.	K.P. Mymoona	Lab & Library Staff	Library	9746390635

NOTES

NOTES

Academic Calendar & Strategic Management Framework

2019 - 2020

An IQAC Initiative

Korambayil Ahamed Haji Memorial
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