



ITM College of Arts & Science, Mayyil

P.O.Pavannurmotta-Kannur 670602

Kerala, India, Ph: 8606991810

A Minority Institution
(Run by Hira Charitable Trust, Mayyil)

Hand Book & Calendar 2024-25

OUR MOTTO

Wisdom is Strength

OUR VISION

**Be in the forefront of Higher Education
and to mould our students with highest caliber**

MISSION

**To enable the students to meet
international standards by empowering
them with technical and soft skills**

**To train them to acquire emotional
intelligence, social responsibility
and love of nature.**

**To prepare students to meet real life
problems and live with moral values and ethics.**

PERSONAL INFORMATION

Name :

Programme :

Semester: 1 2 3 4 5 6

Address :

.....

.....

Admission No:..... Roll No:.....

Register No:

Name of Parent/ Guardian.....

Phone Number:.....

Residence Phone No:.....

Personal Phone Numbers.....

E mail :

Aadhaar Number:.....

Blood Group:.....

Bank Account:.....

Bank Name:.....

Branch.....

Vehicle No:.....

Driving License No:.....

MANAGEMENT COUNCIL
(Hira Charitable Trust, Mayyil)

CHAIRMAN



Mr. Muneer K.K.
MCom,M.Phil,B.Ed

Vice Chairman



Mr. Siddique P. P.

Managing Trustee



Mr. Abdul Jabbar C.

Treasurer



Mr. Muneer Menoth

Administrative Officer



Mr. Jayachandran Nair

PRINCIPAL



Dr. Rosy Antony

DEPARTMENT HEADS



Prof. Sarath Chandran
HOD
PG Dept. of Commerce



Mrs. Reshma Thoonoli
HOD
Dept. of Computer Science



Mrs. Jitha N. G.
HOD
PG Dept. of Physics



Mr. Suresh Kumar K.
HOD, Dept. of Tourism &
Management Studies



Mrs. Sajna K
HOD, Dept. of
Management Studies



Mrs. Samitha K.M.
HOD
Dept. of English



Mrs. Prathibha M. Krishnan
HOD
PG Dept. of Chemistry



Mrs. Thushara P.K.
HOD
Dept. of Hindi



Mrs. Bindu P.R.
HOD
Dept. of Malayalam

SUCCESSION LIST OF PRINCIPALS

Dr. Muhammed Kashim	01.08.2003 to 31.12. 2004
Prof C.H. Krishnan (in charge)	01.01.2005. to 31.05.2005
Prof. C. Sahadevan	01.06.2005 to 27.04.2009
Prof. C.H. Krishnan (in charge)	28.04.2009 to 31.05.2009
Sri. V.A. Ramanujan (in charge)	01.06.2009 to 04.04.2010
Prof. Hussain Kunhi	05.04.2010 to 19.09.2010
Prof. Moosa Panakkada	20.09.2010 to 30.04.2020
Prof. Dr.A.M. Muraleedharan	01.05.2020 to 31.08.2022
Prof. Majeed P.P.	01.09.2022 to 29.03.2024
Dr. Rosy Antony	01.06.2024 onwards

IMPORTANT CONTACT NUMBERS & E-MAILS

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	Mobile	8606991809
	Email :	artsscience@itmgroup.in
Academic Co-ordinator		8606991803
Administrative Office		8606991804
Institute of Technology, Mayyil (MBA College)		04602276786 8606991807

UNIVERSITY TOPPERS

2016



SADIYA
BBA(TTM), 2nd RANK



NAVSHABA T.C.
BCA, 3rd RANK

2017



THEERTHA M.
BBM - 2nd RANK



SARANYA C.K.
M.Sc (Physics) - 2nd RANK

2018



Ms.AISWARYA NAMBIAR
2nd RANK BCA



SUMAN AMEERUDHEEN P.
BBA(TTM), 1st RANK



P.PRAZALANA
BBA(TTM), 2nd RANK

2020



ANJALI MURALIDHARAN
BA English - 2nd RANK



RUSHDA SHIRIN
BBA(TTM) - 2nd RANK

2022



UDAY P. M.
BCA, 1st RANK

2023



SINI SOORAJ
1st Rank
BBA Travel and Tourism



Anamika Pramod
1st Rank
BCA

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Section I

1. About the College

ITM College of Arts & Science, Mayyil was established in 2003. It is run by Hira charitable trust, Mayyil. Within this short span of time it has become a well known post graduate college under Kannur Universtiy. Located in rural ambience of Pavannur Motta, 3 kms away from Mayyil, the institution has an added advantage of having quiet, serene and congenial atmosphere, ideal for intellectual pursuit. Besides the academic excellence, we focus on intellectual development and blossoming the character of the students. We take utmost care in imparting human values among the students. In addition to normal curriculum activities,

special programmes in career guidance and counselling, self expression, motivation, personalty development etc are also being arranged by making use of experts in the respective fields.

2. Academic Development of the College

Name of Programme	Year of starting
B.Com (with computer Application)	2003
BSc (Physics)	2003
BBM	2004
M.Com.	2011
BCA	2012
BBA (TTM)	2012
MSc. (Physics)	2013
B.Com. (with Co-operation)	2013
BA (English)	2013
B.Com. (Finance)	2015
MSc Chemistry	2020
BBA	2020

3. Details of Programmes offered

Sl No	Name of the Programme	Total Sanctioned Strength	Year of Starting
1	MSc Physics	20	2013
2	MSc Chemistry	20	2020
3	BCom with Finance - 1	55	2003
4	BCom with Finance - 2	50	2003
5	BCom with Co-operation	50	2013
6	BBA TTM	60	2012
7	BBA	50	2020
8	BA English	30	2013
9	BCA	35	2012

FACULTY

Principal

Dr. Rosy Antony

drrosyantony@gmail.com
9745364822

P.G. Department Of Commerce

1. Prof.Sarathchandran (HOD)

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5. Joon P

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6. Bibin Thomas

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7. Sanila Bharathan

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9747428063

8. Sarigha pavithran

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9061514407

9. Suneera P.V.

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PG Department of Physics

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3. **Raihanath** raihanathamina@gmail.com
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4. **Deepa P. Ravi** deepa.deeparavi@gmail.com
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5. **Kavya K.** kavyapramodk.99@gmail.com
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PG Department of Chemistry

1. **Pratibha M. Krishnan (HOD)** pratibhadrag@gmail.com
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Department of Computer Science

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2. **Jithesh P** jithu.p08@gmail.com
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Department of Travel & Tourism

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3. **Z** 9061422109
4. **Jaleela Parammal** jaleelamuneer@gmail.com

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Department of Management Studies

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|--------------------------------|---|
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| 3. Sheziya Noobi T.P.P. | sheziyanooby3@gmail.com
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| 4. Abhilash Rayroth | abhilashrayroth@gmail.com
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Department of English

- | | |
|-------------------------------|---|
| 1. Samitha K.M. (HOD) | chammu.km999@gmail.com
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| 2. Retheesh T | retheeshpmk@gmail.com
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| 3. Prasoon C.K. | prasoonck@gmail.com
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| 4. Shakhi Nambiar K.K. | shakhinambiarkk@gmail.com
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Department of Hindi

- | | |
|-------------------------------|---|
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Department of Malayalam

- | | |
|----------------------------|--|
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Department of Physical Education

- | | |
|-----------------------|-------------------------------------|
| 1. Aneesh K.K. | aneeshkk888@gmail.com
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|-----------------------|-------------------------------------|

Non Teaching Staff

Administrative Staff

1. Mr.Eramu P
2. Mr. Rajesh M
3. Mr. Abdul Rasheed
4. Mrs. Geetha K.P.
5. Mrs. Pushpalatha V.P.
6. Mr. Aneesh
8. Mrs. Naseema N.P.

Library Staff

1. Mrs. Sheena Joseph
2. Mrs. Reeja K.V.

Laboratory Staff

1. Mr. Vijayan
2. Mrs. Bindhu

Part time Cleaning Staff

1. Usha P.K.
2. Nalini V.V.

FYUGP

A black and white photograph showing a hand holding a graduation cap (mortarboard) against a dark background. The hand is wearing a dark suit jacket and a white shirt cuff. The cap is tilted slightly to the right.

COURSE DETAILS

Semester wise Credit distribution of General Foundation Courses

Sl. No.	Name of the General Foundation Course	No. of Courses	Required Credits	Distribution among Semesters and Disciplines in KU-FYUGP	
1	Ability Enhancement Course (AEC)	4	12	Sem I	AEC1
					AEC2
				Sem II	AEC3
					AEC4
2	Multi-Disciplinary Course (MDC)	3	9	Sem I	MDC1
				Sem II	MDC2
				Sem III	MDC3(KS)
3	Value-Added Course (VAC)	3	9	Sem III	VAC1
				Sem IV	VAC2, VAC3
4	Skill Enhancement Course (SEC)	3	9	Sem IV	SEC1
				Sem V	SEC2
				Sem VI	SEC3
	Total in the first three years of KU-FUUGP	13	39		

MSc Physics

	Course Code	Name of the Paper	Course Code	Name of the Paper
Paper Details	Semester I		Semester II	
	MSPHY 01C01	Classical Mechanics	MSPHY 02C08	Quantum Mechanics I
	MSPHY 01C02	Mathematical Physics I	MSPHY 02C09	Statistical Mechanics
	MSPHY 01C03	Electrodynamics	MSPHY 02C10	Mathematical Physics II
	MSPHY 01C04	Electronics	MSPHY 02C11	Spectroscopy
	MSPHY 01C05	Laboratory I	MSPHY 02C12	Laboratory I
	MSPHY 01C06	Laboratory II	MSPHY 02C13	Laboratory II
	MSPHY 01C07	Seminar I	MSPHY 02C14	Seminar I
			MSPHY 02C15	Comprehensive Viva Voce
Paper Details	Semester III		Semester IV	
	MSPHY 03C16	Quantum Mechanics II	MSPHY 04E 01-05	Elective Course I
	MSPHY 03C17	Condensed Matter Physics	MSPHY 04E 06-10	Elective Course II
	MSPHY 03C18	Nuclear & Particle Physics	MSPHY 04C22	Research Methodology
	MSPHY 03C19	Laboratory III	MSPHY 04C23	Internship/Project
	MSPHY 030 01-05	Open Elective Course	MSPHY 04C24	Comprehensive Viva Voce
	MSPHY 03C20	Instructional/Industrial Visit	MSPHY 04C25	Seminar III
	MSPHY 03C21	Seminar II		

MSc Chemistry

	Course Code	Name of the Paper	Course Code	Name of the Paper
Paper Details	Semester I		Semester II	
	CHE 1C 01	Theoretical Chemistry I	CHE 2E 01	Elective paper I
	CHE 1C 02	Inorganic Chemistry I	CHE 2C 05	Theoretical Chemistry II
	CHE 1C 03	Organic Chemistry I	CHE 2C 06	Organic Chemistry II
	CHE 1C 04	Physical Chemistry I	CHE 2C 07	Physical Chemistry II
	CHE 1P.01	Inorganic Chemistry Practical I	CHE 1& 2 P.01	Inorganic Chemistry Practical I
	CHE 1P.02	Organic Chemistry Practical I	CHE 1& 2 P.02	Organic Chemistry Practical I
	CHE 1P.03	Physical Chemistry Practical I	CHE 1& 2 P.03	Physical Chemistry Practical I
Paper Details	Semester III		Semester IV	
	CHE 3E 04	Elective paper II	CHE 4C.11	Inorganic Chemistry III
	CHE 3C 08	Inorganic Chemistry II	CHE 4C.12	Inter disciplinary topics and instrumentation techniques
	CHE 3C 09	Organic Chemistry III	CHE 4E 06	Elective paper III
	CHE 3C 10	Physical Chemistry III	CHE 3& 4 P.04	Inorganic Chemistry Practical II
	CHE 3P.04	Inorganic Chemistry Practical II	CHE 3& 4 P.05	Organic Chemistry Practical II
	CHE 3P.05	Organic Chemistry Practical II	CHE 3& 4 P.06	Physical Chemistry Practical II
	CHE 3P.06	Physical Chemistry Practical II	CHE 4Pr	Project
			CHE 4C13	Viva-Voce

SECTION II

6. National Service Scheme (NSS)

The primary objective of NSS is education through community service. NSS helps the student to grow individually and also as a group and make them confident, develop leadership skills and learn about different people from different walks of life. Community activities such as construction of village roads, sanitary works, imparting education on health, communicable diseases, agriculture pest and plant disease etc. are taken up by the NSS volunteers. Membership is open to all students.

7. Sports and Games

Sports and Game Facilities have been provided for Football, Volleyball, Cricket, Khabadi, Ball-badminton, Shuttle Badminton, Table Tennis and Athletics. A sports council has been constituted to provide impetus to those students interested in sports and games.

SECTION III

8. Important Guidelines

1. Students are strictly prohibited from indulging in anti-national, anti-social, communal and political activities in the campus and in the hostels.

2. The consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus and in the hostels. Serious punitive action shall be taken against the defaulters.

3. Every student shall behave and conduct oneself in the college and hostels in a dignified and courteous manner.

4. Campus keep equal distance from all political organizations and political ideologies. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by student organizations of political parties.

5. No student shall circulate notices, pamphlets, leaflets etc in the campus and hostels.

6. Campus is under CCTV surveillance.

7. Campus has restricted Wi-Fi accessibilty for students to use internet. No students shall enter into any contract in the name of the college except with prior written authorization from college or officials vested with the authortiy to sign a contract on behalf of the college.

8. No student shall exhibit banners, flags, flex boards etc. inside the campus without the authorized permission of the Principal.

9. No student shall collect funds from students in the campus and in the hostel without the authorized permission from the Principal.

10. Maintain the etiquette required of campus life avoiding loud utterance, vulgar and profane language.

11. Access to college buildings after normal academic hours is permitted only with permission from the Principal. Students can enter Facutly Rooms only with permission.

12. Maintain the protocol to be followed in classrooms.

13. No Students shall leave the campus during academic hours without the written permission of Principal/HOD/ Class tutors

14. Students should maintain a sense of belonging to the college, taking care of classrooms, furniture, ICT equipment, eletcrical fittings etc. Avoid resting legs on the wall.

15. Any breakdown or damage to any property caused by students must be brought to the notice of college authorities and the students responsible for it will be subjected to restitution and face disciplinary measures.

16. Save eletcrictiy and water, using the facilities only as per requirement.

17. Park your vehicles in the allotted parking lots and drive cautiously to avoid accidents. Students using vehicles should register and obtain a pass from the college office to park them in the allotted area.

18. Students participating in intercollegiate competitions

should seek permission of the Faculty in charge and carry the letter of authentication from the Principal.

19. Keep the campus clean. Avoid throwing garbage on campus. Help the domestic staff to maintain toilets clean. Healthy inclusive relationship without exclusiveness should reign in the campus. A relationship detrimental to the academic performance of a student or a relationship that is objectionable tarnishing the image of the college shall be reported to the concerned parents.

20. Study tours are organized as part of the academic programme and hence, it is mandatory for students to go. If there is a grave reason, exemption should be obtained from the Principal.

21. The study tour application and schedule, recommended by the class teacher and the Faculty in charge, should be submitted to the Principal well in advance for approval by the Principal. A male and a female Faculty should accompany the students for the tour. Consumption of alcohol and smoking are strictly prohibited during the tour and any violation in this regard will have stringent punitive measures. Students while enjoying their trip should also maintain the required decorum and avoid anything that will tarnish the image of the college.

SECTION IV

9. Infrastructure Facilities

The college is functioning in multi storied buildings which is well designed and planned to accommodate various departments, laboratories, class rooms etc. Class rooms are spacious and well arranged with necessary facilities including Audio-visual supports.

Main Block

Main block of the college is three storied building. Principal's Chamber, College Office, Central Library, Computer Lab, Department of Commerce, Department of Eng-

lish, Department of Languages, Department of Physical Education and classrooms of these departments and a Seminar hall are accommodated in the Main block.

Additional Academic Block

This is a three storied building. PG Department of Physics, M.Sc (Physics) Lab, PG Department of Chemistry, Chemistry Lab, Department of Computer Science, Computer Lab, Department of Management Studies, Department of Travel of Tourism and respective class rooms of these departments and a Seminar hall are accommodated in this block.

Library

There is a well stacked computerized library in the college having books, Journals and publications on various subjects and languages. Special care is taken to add enough number of books based on new syllabus & curriculum each year.

Library uses COHA, an integrated Library Management System, for its in-house activities. This allows users to search a book author wise, title wise, subjects wise and keywords; review items checked out determine return dates

- Library provides internet service to all members

Newly added books are displayed in New Arrival Display Board near the entrance.

- College Identity card containing barcode is provided to the members and using this ID card and barcode reader member's entry and exit is marked in the computer at the entrance of the library. All the books in the library are bar coded. The issue and return process is carried out at the circulation desk using the bar coded identity card issued to the users.

- College has a digital library which contains e-book, e-journals and question papers of all previously conducted university examinations of the courses/programmes available in the Library.

Laboratory

For M.Sc. (Physics), M.Sc Chemistry & Computer Science there are well equipped laboratories.

Computer Centre & Internet Facilities

IT education is an integral part of curriculum nowadays. We are well aware of this. So that college has the most modern computer centre with sufficient number of computers and ample internet facilities.

Seminar Hall

We have an excellent and well equipped seminar Hall with centralized AC Facilities. It can accommodate more than 200 students at a time.

Accommodation Facilities

There are separate hostels for Men & Women Students of the college. They should reside either in the College Hostel or with their parents, Principal is the Chief warden of the Hostels.

Cafeteria

For the convenience of the staff & students of the college a cafeteria is functioning in the college campus. Meals and refreshment at concessional rate are available in the canteen for both staff and students.

Students Store & Reprographic Centre

Note books, text books, record books, stationary etc. are available at the student store at reasonable rate. Photo Copy facility is also available at the students store.

SECTION V

10. College Council

The College Council consists of the Principal, the Head of the Departments, two Nominated Members, Librarian and Office Superintendent. The council periodically takes decision on all the academic and administrative matters of the college.

COLLEGE COUNCIL MEMBERS

Name	Designation	Department
Dr. Rosy Antony	Principal	
Mr. K.K. Muneer	Senior Faculty	Commerce
Prof. Sarath Chandran	HOD	Commerce
Mrs. Jitha N. G.	HOD	Physics
Mrs. Reshma Thoonoil	HOD	Computer Science
Mr. Suresh Kumar K.	HOD	Travel and Tourism
Mrs. Sajna K	HOD	Management
Ms. Samitha K.M.	HOD	English
Mrs. Bindu P.R.	HOD, Staff Secretary	Malayalam
Mrs. Thushara P.K.	HOD	Hindi
Mrs. Prathibha M. Krishnan	Nominated Member	Chemistry
Mrs. Sabira K	Nominated Member	Commerce
Mrs. Sheena Joseph	Librarian	
Mr. Eramu P.	Office Superintendent	

11. Internal Quality Assurance (IQAC)

Internal Quality Assurance Cell is an essential component in growth of the institution. Its primary objective is to disseminate information on the various quality parameters of higher education and to organize workshops, seminars etc. on quality related themes.

MEMBERS OF IQAC

Designation	Name	Department
Chair Person	Dr. Rosy Antony	Principal
Co-Ordinator	Mr.Abhilash Rayaroth	Management
Management Representative	Mr.Muneer K.K.	Director, Hira Charitable Trust

Designation	Name	Department
Staff Representative	Prof. Sarath Chandran	Commerce
	Mrs. Jitha N.G.	Physics
	Mr. Suresh Kumar K.	Travel & Tourism
	Mrs. Reshma Thoonoli	Computer Science
	Mrs. Sajna K.	Management
	Ms.Samitha K.M.	English
	Mrs. Prathibha M.Krishnan	Chemistry
Administrative Officer	Mr. Eramu P.	Office Superintendent
External Members	Jayan Chola	Media Representative Kannur Vision
Student Representatives	Muhammed Razeen	College Union Chairman
	Aavani Rajesh K. C.	College Union Vice Chairman

Goals of IQAC

1. To develop a quality system for conscious, consistent & catalytic programmed action. To improve the academic and administrative performance of the HEIs

2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization for best practices.

Department Documentation

Name	Department
Mrs. Bindu P. R.	Malayalam
Mrs. Thushara P. K.	Hindi
Mrs. Nishitha K.	Computer Science
Ms. Nooby P. T. P.	Management
Mr. Prasoon C.K.	English
Mrs. Jaleela Parammal	Travel & Tourism
Mrs. Jitha N.G.	Physics
Mrs. Unnimaya	Chemistry

ADVISORY COMMITTEE

Name	Designation	Phone No.
Mr. Muneer K.K.	Chairman	9447 690 381
Prof. Moosa Panakkada	Former Principal	9447 684 838
Mr. V. A. Ramanujan	Administrator	9447 707 832
Mrs. Reji P.P.	Panchayath President	9961 127 502
Mr. Jayan Chola	Media Representative	9744 444 060
Mrs. Assainar	Social Worker	9895 830 301

12. College Library Committee

College Library Committee comprise of Principal department representatives, faculty members, Librarian and student representatives to assist in procuring books, Journals, magazines and other reading materials. This committee is responsible for the upkeep of the library facilities.

MEMBERS OF LIBRARY COMMITTEE

Name	Department
Dr. Rosy Antony	Principal
Mrs. Sheena Joseph	Assistant Librarian
Mrs. Bindu P.R	Malayalam
Mr. Retheesh T	English
Mrs. Vipina Viswanath	Computer Science
Mrs. Rasna TPP	Management
Mrs. Raihanath	Physics

13. Discipline Committee

Under the leadership of the Principal, General discipline committee and daily wise discipline committee are functioning in the campus to ensure prompt attendance and discipline in the campus.

MEMBERS OF GENERAL DISCIPLINE COMMITTEE

Name	Department
Dr. Rosy Antony	Principal
Mr. K.K. Muneer	Academic Director
Mr. Jithesh P.	Cordinator
Prof. Sarathchandran	Commerce
Mrs Reshma T.	Computer Science
Mrs. Bindu P. R.	Malayalam
Mr. Suresh Kumar K.	Travel and Tourism
Mrs. Sajna K	Management Studies
Ms Samitha K.M.	English
Mrs. Thushara P.K.	Hindi
Mrs. Jitha N.G.	Physics
Mrs. Remya E.B.	Commerce
Mrs Preethi K	Malayalam
Mr. Retheesh T	English
Mr. Prasoon C.K.	English
Mr. Bibin Thomas	Commerce
Mr. Rajesh M.C.	Commerce

14. Ethics Committee

The lifestyle of a human being is closely bound with ethical values unlike other organisms living on this planet. This highlights the importance of embracing ethics on our day today activities. Today Ethics has an important place in all areas of life. Education is also a fundamental process of human life. Therefore, in education ethics has a very important and effective role. In order to be a good human , ethics should be placed as a course in educational system.

ETHICS COMMITTEE MEMBERS

Name	Designation
Mr. Muneer K. K.	Chairman
Mr. Abdul Razak R.	Ex. Officio Members
Mr. Abdul Gafoor K.P.	Ex. Officio Members
Mrs. Sudharma C. G.	P T A Vice President
Ms. Samitha K.M.	HOD, Dept. of English
Mrs. Jitha N.G.	HOD, Dept. of Physics
Mr. Prasoon C.K.	Assistant Professor, Dept. of English
Mr. Bipin Thomas	Assistant Professor, Dept. of Commerce

15. Anti- Ragging Measures

UGC Regulations on Curbing of Ragging

What is Ragging ?

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts: Any conduct by any student or students whether by words spoken or written or by an act with rudeness affecting a fresher or any other student.

1. Indulging in rowdy or undisciplined activities by any student or students which causes or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher.

2. Asking any student to do any act which such students will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

3. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

4. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

5. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.

6. Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person.

7. Any act or abuse by spoken words which would also include deriving participating in the discomfiture to fresher or any other student.

8. Any act that mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

9. Discrimination, harassment and offensive conduct against any person, student on the basis of race, color, religion, sex, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, sexual orientation, disability or status or other protected status through any mode of communication including, but not limited to, in person, in writing, through telephone, electronic mail or instant messaging is prohibited.

Punishment For Ragging

The UGC Regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being guilty of the offense. As per the regulations any student can be fined up to Rs. 2.5 Lakhs if found guilty of ragging. Depending on the nature and gravity of the offense as established by the Anti Ragging Committee, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Debarring from appearing in any test /examination or

other evaluation process.

3. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
4. Suspension /expulsion from the hostel.
5. Cancellation of admission.
6. Rustication from the institution and consequent debarring from admission to any other institution for a specified period. Fine ranging from Rs. 25,000/- to Rs. 2.5 lakh.

16. Anti-Ragging Committee

Following the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, ITM COLLEGE OF ARTS AND SCIENCE has set up a committee to ensure that ragging does not take place in the campus.

Anti-Ragging Committee Members

Name	Designation
Dr. Rosy Antony	Principal
Mr. Suresh Kumar K.	HOD, Dept.of Travel and Tourism (Co-ordinator)
Mrs. Jitha N. G.	HOD, Dept.of Physics
Prof. Sarathchandran	HOD, Dept.of Commerce
Mrs Reshma Thoonoli	HOD, Dept.of Computer Science
Mrs. Sajna K	HOD, Dept.of Management Studies
Ms Samitha K.M.	HOD, Dept.of English
Mrs. Bindu P.R.	HOD, Dept.of Malayalam (Staff Secretary)
Mrs. Thushara P.K.	HOD, Dept.of Hindi
Mrs Sabira K	Staff Advisor

S.I. of Police, Mayyil	
Mr. Adbul Jabbar	Non. Govt. Social Worker
Mr. Radhakrishnan	Media Representative
Mrs. Reji	President, Kuttiattoor Panchayat
Adv. Dhanisha T.P.	Lawyer

Anti- Ragging Squad

The Anti-Ragging Squad is a mobile and alert patrolling squad responsible for conducting surprise raids in hostels and other hot spots or places of potential ragging. It functions under the overall guidance of the Anti-Ragging Committee.

Mr. Prasoon C.K	Asst.Prof. Dept.of English (Co-ordinator)
Mrs. Remya E.B.	Asst.Prof. Dept.of Commerce
Mrs.Sabira K	Asst.Prof. Dept.of Commerce
Ms Samitha K.M.	HOD, Dept.of English
Mr. Bibin Thomas	Asst.Prof. Dept.of Commerce
Mr Abhilash	Asst.Prof. Dept.of Management Studies
	College Union Chairman
	College Union Secretary
Mr. Yadhukul	Student Representative, V Sem BCA
Ardra K.	Student Representative, V Sem BBA
Rasika N.	Student Representative, III Sem BComCo

17. Anti- Drug Committee

A safe and healthy environment is mandatory for the proper grooming of students. To ensure such a milieu for the students, an Anti-Drug Committee functions in the college.

Members of Anti-Drug Committee

Mr.Rajesh M.C	Dept. of Commerce
Mr.Prasoon C.K.	Dept. of English

Mrs Bindu P. R.	Dept. of Malayalam
Ms Samitha K. M.	Dept. of English

18. Women's Grievance Redressal Forum

For gender equality & Gender justice in all its intervention & practices Women's Grievance Redressal Forum is functioning in the campus.

Members of Women's Grievance Redressal Forum

Dr. Rosy Antony	Principal
Mr. Assainar Master	Ex. Officio Member
Mrs. Sudharama C.G.	PTA Vice President
Mrs. Remya E.B	Dept. of Commerce (Co-ordinator)
Ms. Samitha. KM	Dept. Of English
Mrs. Sajna K	Dept. of Management Studies
Mrs. Sabira K	Dept. of Commerce
Mrs. Preethi k	Dept. of Malayalam

19. Minority and OBC Cell

Sl No.	Name	Designation
1	Mrs. Sabira K.	Co-ordinator
2	Mr. Bibin Thomas	Members
3	Mr. Rajesh M.	Members

20. Tutorial System

With a view to improving the general tone of the college and providing opportunities for close contact between the staff and the students, the tutorial scheme has been introduced in the college. Students of the college are divided in to small groups and each group will be under the personal care of a teacher designated as 'Tutor'. Each Tutor will keep regular

watch over the progress and conduct of the students of his / her group and guide them personally in their studies. The Tutor shall keep a personal diary regarding the conduct, character and progress of the student under his / her care. The chief co-ordinator is responsible for the implementation of the scheme. Mrs. Bindu P. R.(Dept. of Malayalam) is the Tutor Co-ordinator.

21. Continuous Evaluation Process

Class wise written tests, oral tests, seminars and college level internal examinations will be conducted periodically to assess the progress of student. Internal grade of the students will be based on their performance in the continuous evaluation process.

SECTION VI

22. Parent Teacher Association (PTA)

The Parent Teacher Association plays a prominent role in the development of the college. The Principal is the Ex-officio president, Mrs. Sudharma P. G. is the Vice President and Mrs. Nishitha is the Secretary. The association meets at intervals to discuss various problems related to the students. Besides the general body and executive committee meetings, class wise PTA meetings will be conducted after the evaluation of the college level internal examinations to discuss the progress of the students. Participation of parents in class wise PTA meetings is compulsory. Defaulted students will not be permitted to attend the classes till their parents turn up and report before the Tutor concerned within permitted time period.

23. College Union

The object of the College Union is

- (i) to train the students of the college in the duties and rights of citizenship
- (ii) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
- (iii) to organize sports, art and other cultural and recreational

activities.

(iv) to take up other activities that are relevant and incidental to the objective of the University Union.

24. College Magazine

The college magazine will be published annually. The Principal is the final authority in all matters concerning the magazine.

25. Alumni Association

The association of old students was formed in 2011. Further works to enroll more old students in the association are in progress. Annual meeting of Alumni is conducted every year.

26. Green Campus

ITM College of Arts and Science is an eco - friendly green campus with a teeming vegetation, dense trees and plants. College has an active Nature Club under a staff co-ordinator.

SECTION VII

27. Institutional Transport Facilities

College buses are servicing in Kannur-Puthiyatheru Mayyil route and Kannur - Mele Chovva - Chalode route. Kannur Kudukkimotta Mayyil route. Students may use this facility for conveniently reaching the college in time.

28. Scholarships & Welfare Schemes

Post metric scholarship of the central government are awarded to the students belonging to backward minority communities (Muslim, Christian, Parsi, Neo Buddhist) who are with good educational records, but financially backward.

Students of ITM College of Arts & Science are availing the following scholarship

1. Post metric Scholarship
2. Central Sector Scholarship
3. PG Indira Gandhi scholarship for Single Girl Child

4. CH Muhammed Koya scholarship
5. Toddy Tapper's Children's scholarship
6. Prime Minister Education Grand .

In addition to this, Hira Charitable Trust. Mayyil also gives concessions for deserving students.

SECTION VIII

29. Counselling Cell

Aim of the counseling cell is to help the students know about themselves and get information that will help in solving his / her problems.

30. Career Guidance and Placement Cell

The Cell gives the students information on matters important for success in competitive exams, and to assist the students in career and educational planning, Career magazines, pamphlets etc are available at the Library. The placement cell helps the students to seek job opportunities through campus interviews.

SECTION IX

31. Clubs & Forums

Entrepreneur Development Club

The objectives of Entrepreneurship Development Club are to inculcate entrepreneurship qualities, to sensitize industrial scenario, to nurture the latent entrepreneurial talent, develop awareness among its members, of the attitudes, values, and skills of successful entrepreneurs around the globe etc. This club chalks out various programmes suitable to build the entrepreneurship qualities among students.

Debate Club

Communication skill is very important in students career. Debate teaches to organize ideas so that you can express them clearly. Debating also gives you the poise and self - confidence you need to stand up and explain your opinions.

Debate teaches to examine information and ideas closely and critically. Debate Club equips students to articulate, penterative and persuasive in communication.

Arts & Music Club

In the century we are living in, new pieces of art and music are introduced every single day. Older pieces are constantly replaced by new ones. However, several traditional pieces remain significant to us forever, as they defy us as individuals, especially if we were listening to a song at a particular stage in our life, and in the future it reminds us of what we have lived through. In society music and art are equally important as they defy our past, our traditions and our future. Arts & Music is constituted to motivate, encourage and prepare the students to take part in various levels of competitions.

Science Forum

Science is one of the most important channels of knowledge. It has a specific role, as well as a variety of functions for the benefit of our society: creating new knowledge, improving education, and increasing the quality of our lives. Science must respond to societal needs and global challenges. Science is valued by society because the application of scientific knowledge helps to satisfy many basic human needs and improve living standards. In order arouse the quest for scientific pursuit, a Science Forum is functioning in the college.

Literary & Drama Club

Aim of the Literary & Drama Club is to promote reading habit among the students and to encourage them in literary works such as writing short stories, dramas, novels, poems, articles etc.

Bhoomitra Sena - Eco club

The alarming rate of global warming and melting of icebergs result in natural disasters like cyclones, irregular heavy rains, land slides, floods, volcano eruption etc. These arises due to deforestation, uncontrolled urbanization and exploitation of

natural resources. Environmental protection save us from natural and anthropogenic calamities by keeping a balance in our eco system. The aim of eco - club is to inculcate the value of sustainable development. It teaches the student to take care of our mother earth and practice minimalism. Rain water harvesting, plastic waste recycling and organic farming activities will foster environment friendly atmosphere in our campus

Nature & Photography Club

The Club is working in the College to promote the interest of the students in art, photography and nature. Club arranges Nature tours, Gardening, workshops by professional Photographers, sets up a viewing gallery of best of the pictures taken by the members of the club and equips students to participate in online and spot photography competitions.

Film Club

Film Club helps students to make short films, give training in direction, script writing, to create awareness and provide training in the new trends in film making. Club also screen World Classics and evaluate them critically and to conduct seminars, workshops, quiz competitions etc.

Dance & Music Club

Dance & Music Club brings out the dancing and music talents among students and provides them a stage to show their dancing forte. Club offers opportunities in the form of fests, competitions and cultural shows to promote bodily-kinesthetic and musical intelligences.

Drama Club

Drama Club conducts and hosts drama related workshops, directs and performs plays, holds regular meetings to develop skills in all areas of theatre, such as acting, directing, scripting, and designing lights, sound etc.

Tourism Club

The Primary objective of the club is to promote awareness

of tourism development programmes and policies among college students.

Ladies Association

All women students and women staff are the members of the Association. The Association attends to the problems of its members. The Association conducts special programmes for ladies which are relevant from time to time.

Semester Bulletin

A Semester wise bulletin will be published at the end of every semester which includes detail about the programmes conducted in the campus

32. List of Tutors

Class	Name of Tutor
I MSc Physics	Mrs Jitha N.G.
II MSc Physics	Mrs Deepa P. Ravi
I MSc Chemistry	Ms. Unnimaya C.V.
II MSc Chemistry	Mrs. Prathibha M Krishnan
III BCom C.A.	Mr. Mr. Rajesh M.C.
I BCom (Co-op)	Ms. Sariga Pavithran
II BCom (Co-op)	Mr. Bipin Thomas
III BCom (Co-op)	Mrs. Suneera P V
I Bcom Finance I	Mrs. Thushara P.K. & Mrs Joona
I Bcom Finance II	Mrs. Bindhu P. R. & Mrs. Sanila Bharathan
II Bcom Finance	Mrs. Remya E.B.
III Bcom Finance	Mrs. Sabira K.
I BBA General	Mr. Abhilash Rayaroth
II BBA General	Mrs. Rasna P.T.P.
III BBA General	Ms. Sheziya Nooby P.T.P.

I BBA TTM	Mrs. Jaleela Parammal
II BBA TTM	Mr. Stebin Antony
III BBA TTM	Mrs. Anusree M. V.
I BCA	Mrs. Vipina Viswanath
II BCA	Mr. Jithesh P
III BCA	Mrs. Nishitha M
III BSc Physics	Mrs. Raihanath A
I BA English	Mr. Prasoon C.K.
III BA English	Mr. Ratheesh T.

33. Key Academic and Co-Curricular Posts

Club Name	Co-ordinators
Internal Quality Assurance Cell (IQAC)	Mr. Abhilash Rayaroth
Academic Committee	Mr. Suresh Kumar K.
Staff Secretary	Mrs. Bindu P.R.
Staff Advisor	Mrs Sabira K.
Staff Editor	Mrs Thushara P.K.
NSS	Mrs Preethi K
Discipline Chairperson	Mr. Jithesh P. and all HOD's
Anti ragging Committee	Mr. Suresh Kumar
Tutor Co-ordinator	Mrs Bindhu P. R.
Exam Incharge (Uty.& Model Exma)	Mr. Prasoon C.K. Mr. Bibin Thomas Mrs Bindu P. R.
Ladies Association	Mrs Ramya E.B Ms. Samitha K.M.
PTA	Mrs Nishitha M

Admission Nodal Officer	Mr. Jithesh P
Feedback Committee	Ms. Sanila Bharathan
Library Committee	Mrs. Sheena Joseph
Scholarship	Mr. Rajesh M.
Extension Activity	Mr. Suresh Kumar
Unnath Bharath Abhayan	Mrs. Thushara P.K.
NPTEL	Mrs. Sabira K.
NIRF	Mr. Abhilash Rayaroath
ASAP	Mrs. Rasna T.P.P.
Mentorship	Mrs. Nishitha M.
ISO	Mr. Abhilash Rayaroath
College E Journal	Mr. Retheesh T.

33. Campus Clubs and Cells

Career Guidance & Placement Cell	Ms. Sariga Pavithran
Scholarship & Welfare Scheme	Mrs Rajesh
Counselling Cell	Mrs. Jitha N.G.
Entrepreneur Club	Mr. Bibin Thomas
Literary Club	Mrs Thushara P.K.
Drama & Film Club	Mr. Ratheesh T.
Dance & Music Club	Ms. Sheziya Nooby T.P.P.
Nature & Photography Club	Mr. Prasoon C.K. Mr. Sreerag
Bhoomithra Sena	Ms. Unnimaya
Arts Club	Mr. Stebin Antony
Grievance Redressal Cell	Mrs. Remya E.B.
Science Club	Ms. Unnimaya C.V.

Tourism Club	Mr. Abhilash Rayroth
Alumni	Mr. Rajesh M.C.
Staff Club	Mr. Rajesh M.
Forum for Democracy & Social Justice	Mr. Abhilash Rayroth
Institution Innovation Cell	Mrs. Reshma T.
Research Cell	Mrs. Jitha N.G.
Examination Grievance Cell	Mr. Prasoon C.K.
Health Club	Mr. Aneesh K. K.
Eco Club	Mrs. Prathiba M. Krishnan
Training And Development Cell	Ms. Samitha K.M.

SECTION X

33. Rules & Regulations

Admission

1. Application for admission must be made online within the last date of application notified by the Kannur University.
2. Principal reserves the right to reject admission to any candidate without assigning any reason.
3. Applicants who are provisionally selected for admission shall be enrolled only when they produce all the relevant certificates and pay the first semester fees and other fees to be paid at the time of admission. Admission of any candidate who is found to have secured admission by false representation will be cancelled.

Payment of Fees

1. First semester fee, special Fee, caution deposit, University affiliation fee etc. shall be paid at the time of admission.
2. Other semester fees shall be paid before the last date specified by the Principal. The fees may also be remitted in lump sum in advance.

3. If any student fails to pay fees on the due date, he/she shall be liable to pay a fine.
4. If the fees and fine are not paid before the last opportunity, the name of the student will be removed from the roll of the college. If he/she is to be re - admitted he/she has to apply for the special permission of the Principal. He/she will not be eligible for attendance until he/she is re-admitted.
5. Students from other Universities shall pay the matriculation and recognition fee at the time of admission and apply for recognition of the qualifying examination.
6. Attendance certificate required by the University for University Examinations will not be granted unless the Principal is satisfied that the student's conduct and progress have been satisfactory and the student has attended the class three fourth of the working days in the academic semester. Students may also note that unless they register for the University Examinations, they will not be eligible for promotion to higher classes.
7. Students who participate in extra curricular activities will not be granted grace attendance unless they obtain prior written permission from the Principal. Applications for such permission shall be recommended by the teachers concerned.

Discipline And Conduct

1. Students should follow the dress code of the college all days.
2. Students shall always behave with dignity and courtesy.
3. When a teacher enters the classroom the students shall rise up and remain standing until the teacher takes his/her seat or asks them to be seated.
4. As discipline is highly essential to the smooth working of the College, each and every student shall maintain it at any cost. Loitering in the corridors, causing disturbance in the class rooms and other undesirable activities are

strictly forbidden.

5. Absolute obedience is expected from every student. If anyone tries to defy the authority or the Principal or any teacher, disciplinary actions will be taken against them.
6. If any student violates the rules and regulations indicated above, the Principal has absolute authority to expel him/her from the College.
7. Students are forbidden from participating in any meeting or agitation directed against the Government or the College authorities.
8. No meetings, processions or entertainment shall be organized. Any fund collected from the college or hostels without the written permission of the principal is strictly prohibited.
9. If any student is found guilty of indiscipline, such as organizing demonstration or strikes, he / she will be immediately dismissed from the College.
10. No student shall disfigure the walls, windows or furniture by writing on them. If anyone damages or destroys the college property. He or she will have to pay the cost of repair. If necessary, a common fine also will be imposed.
11. Every student is expected to take part in one or more of the games/extra curricular activities for which facilities are provided by the College.
12. The college magazine of the last academic year shall be distributed before the notification for the College Union Election. In case it is not published before the date of elections notification, it can be released only after the College Union elections.
13. Smoking, use of alcohol or intoxicating drinks and consumption of drugs by students are strictly prohibited.
14. The students should move silently when proceeding from one class room to another and at other times, so as

- not to disturb classes or others at work.
15. Every student should greet teachers respectfully on the occasion of his / her first meeting them for the day.
 16. No student shall leave the classroom or laboratory without the permissions of the teachers in charge.
 17. The behaviour of students both within and outside the college premises should be decent.
 18. Students can keep their mobile phones safely in the concerned department shelf. Bringing photo or video cameras by the students in the college campus is strictly prohibited.
 19. The following are not allowed inside the College campus:
 - a) Publishing materials such as journals, magazines, booklets, notices etc... (except during the College Union Election for canvassing votes) without the prior written permission of the Principal.
 - b) Conducting meetings by the student organizations inside the college campus without the prior permission of the Principal.
 - c) Bringing guests, student organization leaders or politicians from outside for student organizational activities inside the College campus.
 - d) Displaying any publicity materials such as banners, wall posters, notices etc, within the college campus.

Dress Code

For the students, college follows a dress code to express both professionalism and uniformity. A professional appearance helps to promote an environment of mutual respect and dignity. Students shall wear proper uniform on all working days, Wherever a dress code has been proposed, all students shall abide by it.

ITM Family Concept

The unity of ITM College of Arts and Science is to be ensured

by cordiality in relationship between all students and staff members.

All shall be committed for harmonious living and respect for members of other communities and religions. No one shall take part in divisive activities and partisan politics or forming associations which go counter to the spirit of harmonious living.

Identity Card

1. All students of the College shall wear College Identity Card on all working days.
2. All payments, issue of certificates, scholarship etc. will be made only on the production of the identity card.
3. The students shall produce their identity cards as and when the college staff demands.
4. The student should surrender the identity Card when he / she leaves the institution.

Attendance and Leave

1. Every student shall put in a minimum attendance of 75% term days.
2. Students are not permitted to absent themselves from classes without leave applications. Leave application should be submitted to the principal in advance through the class tutor/ head of the department.
3. Applications for leave on medical grounds shall be supported by a medical certificates.
4. A student absenting from the college with or without leave for more than five consecutive working days shall report to the principal before attending the class.
5. If a student is absent for more than 15 consecutive working days without satisfactory explanation, his / her name will be removed from the rolls.
6. Promotion to the senior class and presenting them for University Examinations shall be subject to the following

conditions.:

- a) The student should have earned at least three fourth of the attendance prescribed by the college for the course during the semester.
 - b) He/She should have completed the term of the course to the satisfaction of the college authorities and his / her progress, conduct and character should have been satisfactory.
7. Students seeking exemption from the rules related to the minimum attendance shall apply for exemption to the university. The reason for each day's absence is to be explained. In the case of absence on account of illness, a medical certificate also has to be furnished.
 8. No applications for exemption will be recommended by the Principal unless he is satisfied that the shortage of attendance was beyond the student's control. In no case will exemption be granted to the same student for more than once in a course.

Caution Deposit

1. The caution deposit will be refunded (after deducting dues, common fine etc if any) to the students only after the completion period of the programme. They should produce the original receipt issued at the time of admission.

Transfer Certificate

1. Application for Transfer Certificate should be made in the prescribed form at least two days in advance.
2. Conduct Certificate will be issued only along with the Transfer Certificate when the student has completed the Course.
3. A late fee for Rs. 100/- per year will be levied from those who apply for TC after one year of his / her leaving the college. The date of leaving the college will ordinarily be

the last day of his attendance at the college.

4. A fine of Rs. 1000/- has to be paid for the issue of a duplicate TC. Duplicate TC will be issued only on the production of an affidavit signed before a Judicial Magistrate of first Class.

Library

1. The college library will be open from 9.30 am to 4.30 pm on all working days.
2. Absolute silence should be observed in the library and reading room.
3. All students of the college are members of the library.
4. Books shall be issued to them on production of borrower's cards which can be obtained from the library.
5. No member shall keep a book for more than a fortnight.
6. The time for issue and return of books will be notified in the library.
7. Absence from the college will not be a valid reason for delay in returning books.
8. If necessary the librarian may recall a book at any time even when the normal period of loan is not over.
9. Members shall not sub-lend the books of the library.
10. On no account shall a member disfigure a library book. When a member receives a book from the library he/she shall satisfy himself/ herself that the book is in good condition. If it is not, the matter should at once be brought to the notice of the librarian.
11. A fine of Rs. 1/- per day will be levied if a book is kept beyond a fortnight.
12. If the date on which a book is to be returned happens to be a holiday, it shall be returned on the next working day.
13. If the library book lost, the borrower has to replace it with a new copy of the book or to pay three times of the

actual price of the book.

14. Any matter not covered by the foregoing rules shall be decided by the principal.

Laboratories

1. Students are permitted to enter the laboratories only in the time allotted for them.
2. On entering the labs each student should be confined to their position and deal with only those items needed for their work.
3. Utmost care should be taken in handling the lab equipment.
4. If any items are damaged by the student he/she will be liable to pay the cost / repair charge of the items.
5. Before leaving the lab, the student shall report to the teacher in charge and convince that all items are intact.

Hostels

1. Admission to the hostel is for one year only.
2. Students have to submit their application for hostel accommodation to the respective warden of the hostel.
3. The Chief Warden is the final authority to grant admission/re - admission. Chief warden has the right to reject an application without assigning any reason thereof.
4. Inmates of the hostels shall strictly obey the rules and regulations of the hostel.
5. Inmates are expected to stay in the hostel except during college holidays.
6. If they are leaving the hostel on working days, they should submit a written application to the chief warden and obtain permission before leaving the hostel.

College Bus

1. At present college Bus service is available in the following routes.

Kannur - Puthiyatheru - Kambil - ITM College
 Kannur - Kudukkimotta - Mayyil - ITM College

2. Students who want college bus facility shall submit an application in the prescribed form.
3. Allotment will be done as per the availabiltiy of vacancies in the routes.
4. Students are allowed to travel only in the allotted route.
5. They should enter and alight at the selected place itself.
6. Bus fee should be remitted in advance at the college office for a semester in lump sum. The amount remitted once will not be refunded.
7. Mixed seating in the bus is strictly prohibited.
8. Students are required to keep discipline and dignitiy through out the journey.
9. In case of violation of any rule, his/her right to travel in the college bus will be cancelled.
10. The College Authority has the right to permit or reject an application.

SECTION XI

34. FYUGP Regulations and Curriculam Framework-2024

Semester wise Credit distribution of General Foundation Courses

Sl. No.	Name of the General Foundation Course	No. of Courses	Required Credits	Distribution among Semesters and Disciplines in KU-FYUGP	
1	Ability Enhancement Course (AEC)	4	12	Sem I	AEC1
					AEC2
				Sem II	AEC3
					AEC4
2	Multi-Disciplinary Course (MDC)	3	9	Sem I	MDC1
				Sem II	MDC2
				Sem III	MDC3(KS)
3	Value-Added Course (VAC)	3	9	Sem III	VAC1
				Sem IV	VAC2, VAC3
4	Skill Enhancement Course (SEC)	3	9	Sem IV	SEC1
				Sem V	SEC2
				Sem VI	SEC3
	Total in the first three years of KU-FUUGP	13	39		

1. Ability Enhancement Courses shall be offered by language disciplines only. (AEC 1 and AEC 3 shall be offered by English discipline and AEC 2 and AEC 4 shall be offered by other languages.

2. Multidisciplinary Courses: MDC 1 and MDC 2 shall be offered by all disciplines and MDC 3 in Kerala specific content shall be offered by language disciplines only.

3. Value Added Courses: Value added courses shall be offered by all disciplines, and preference of offering value added courses in a college will be given to language or other disciplines depending upon the available workload of the respective disciplines in the college.

4. Skill Enhancement Courses: Skill Enhancement Courses shall also be offered by all disciplines, and preference of offering these courses in a college will be given to disciplines depending upon the available workload of the respective disciplines in the college.

5. Community engagement, social activities such as NCC, NSS, Sports and Games, participation in Arts, and other social activities as deemed appropriate by the university shall also be considered for awarding grades.

6. Grace marks / additional credits for student achievement shall be awarded as per university / government rules.

Consolidated List of Courses and Credits in KU-FYUGP

Sl. No.	Categorization of Courses for all programmes	3-year UG		4-year UG	
		Minimum number of Courses required	Minimum number of Credits required ³	Minimum number of Courses required	Minimum number of Credits required
1.		17	68	22	88
2.	Minor (for Minor pathway)	6	24	8	32
3.	Multi-disciplinary Courses (MDC)	3	9	3	9
4.	Skill Enhancement Courses (SEC)	3	9	3	9
5.	Ability Enhancement Courses (AEC)	4	12	4	12
6.	Value Added Courses (VAC)	3	9	3	9
7.	Internship	-	2	-	2
8.	Mandatory Research Project (Honours With research)	-	-	-	12
	or Optional Project of 12 credits (Honours)	-	-	-	12
	or Optional Project of 8 credits + One Major Course (Honours)	-	-	1	8+4
	or Three Major Courses instead of optional project	-	-	3	12
9.	An Additional Course in Major / Minor / any other discipline	-	-	1	4
	Total	36	133	47	177

Assessment and Evaluation

1. The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE)
2. The evaluation shall be done by indirect grading method
3. The End Semester Evaluation shall be conducted according to the examination calendar of the university.
4. Continuous Comprehensive Assessment includes assignments, seminars, periodic written examinations, or other measures as proposed in the syllabus and approved by the university.
5. Summative assessments (SA) are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period typically at the end of a project, unit, course or semester.
6. Summative assessments may be a class tests, assignments or project, used to determine whether students have learned what they were expected to learn.
7. There shall be Theory and Practical examinations at the end of each semester, ordinarily during October for odd semesters and during March for even semesters, as prescribed in the Scheme of Examinations.
8. Students shall secure minimum of 30% for End Semester evaluation and an aggregate of 35% for successful completion of each course.
9. Regarding evaluation, a one credit course maybe evaluated for 25 marks, two credit for 50 marks, three credit for 75 marks and 4 credit for 100 marks.
10. In the evaluation of a 4-credit theory course of 100 marks, 30 marks will be by continuous comprehensive assessment and 70 marks will be by end semester evaluation. The duration

for the end semester evaluation of theory courses of 70 marks shall be for two hours. For the evaluation of courses with both theory and practicum components, the marks for ESE and CCA may be fixed by ensuring the credit – mark relation (One credit corresponds to 25 marks)

11. In the evaluation of a 3- credit theory course of 75 marks, 25 marks will be by continuous comprehensive assessment and 50 marks will be by end semester evaluation. The duration for the end semester evaluation of theory courses of 50 marks/ below 50 marks shall be of one and a half hour (1.5 hr) For the evaluation of courses with both theory and practicum components, the marks for ESE and CCA may be fixed by ensuring the credit mark relation (One credit corresponds to 25 marks)

12. The end-semester examination question papers for theory courses shall be provided by the university. The evaluation for the odd semesters will be conducted at the college level itself and that for even semesters will be conducted at the university level.

13. Individual learning plans (ILPs) and/or specific assessment arrangements may be put in place for differently abled students.

FYUGP Academic Pathways

a. **Single Major pathway:** This pathway may be recommended to those students who opt for an in-depth study in a particular discipline, without systematically exploring any other discipline

b. **Major with Minor pathway:** This pathway may be recommended to those students who wish for an in-depth study in more than one discipline with a more focus on one discipline (Major) and relatively less focus on the other (Minor). The concept of Minor is relevant only when there is a Major discipline.

c. **Major with multiple disciplines pathway:** This pathway is recommended for students who wish to develop core competencies in multiple disciplines of study. In this case, the credits for the minor pathway shall be distributed among the constituent disciplines/subjects.

d. **Double Major pathway:** This pathway may be recommended to those students who wish for an in-depth study in two disciplines to more or less equal extent.

e. **Major with Vocational Minor pathway:** This pathway may be recommended to those students who wish for an exposure in a vocational discipline in addition to in-depth study in the Major discipline

f. **Multi-disciplinary Major pathway:** The programme offered by this pathway is of a multidisciplinary nature with credits distributed among the broad disciplines. For multidisciplinary major pathway, the credits for the major and minor pathways will be distributed among the broad disciplines.

g. **Interdisciplinary Major pathway:** This pathway programme is offered jointly by two or three disciplines with credits distributed among the constituent discipline / subjects so as to get core competency in the interdisciplinary areas distributed among the constituent disciplines/subjects.

35. CCSS Regulations For PG Programme

Duration

The minimum duration for completion of two year PG Programme in any subject is four semesters , The duration of each semester shall be five months inclusive of examinations. There shall be at least 90 instructional days and a minimum of 450 instructional hours in a semester. First and Third semesters shall be from June to October, and Second and Fourth semesters

shall be from November to March.

Programme Structure

Students shall be admitted into postgraduate programme under faculties of Science, Humanities, Language and Literature, Commerce and Management, Communication, Technology etc. The programme shall include two types of courses: Core Courses and Elective Courses. There shall be a Project /Dissertation to be undertaken by all students. Each course shall have a specified number of credits. A student shall accumulate a minimum of 80 credits in various programmes except for MSW (100 credits), MBA and MCA (120 credits). The number of credits from elective/optional courses shall vary between 12 to 16. Minimum credit for core shall be 64.

Attendance

The students admitted in the PG programme shall be required to attend at least 75% percent of the total number of classes (theory/ practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the University examination. Condonation of shortage of attendance to a maximum of 12 days of the working days in a semester subject to a maximum of two times during the whole period of postgraduate programme may be granted by the Vice-Chancellor of the University. Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the university bodies and participation in other extracurricular activities on production of genuine supporting documents with the recommendation of the Head of the Department concerned. A student who is not eligible for such condonation shall repeat the course along with the subsequent batch. Students who complete the courses and secure the minimum required attendance for all the courses of a semester and register for the university

examinations at the end of the semester alone will be promoted to higher semesters. The students who have attendance within the limit prescribed, but could not register for the examination have to apply for the token registration, within two weeks of the commencement of the next semester.

Examination

There shall be a University examination at the end of each semester. Practical examinations (External) shall be conducted by the University at the end of even semesters. Project evaluation and External Viva Voce shall be conducted at the end of the programme only. Project Evaluation and Viva Voce shall be conducted by two external examiners.

Evaluation

The evaluation scheme for each course (including projects) shall contain two parts: Continuous Assessment (CA) and End Semester Evaluation (ESE). 20% marks shall be given to CA and the remaining 80% to ESE. The ratio of marks between internal and external is 1:4 excluding viva-voce. Both internal and external evaluation shall be carried out using marks with corresponding grades and grade points in 7-point indirect relative grading system.

Continuous Assessment

The percentage of marks assigned to various components for internal evaluation is as follows:

	Theory	
No	Component	% of Internal Mark
1	Two test papers	40
2	Assignments/Book review/debates	20
3	Seminars/presentation of case study	20
4	Attendance	20

	Practical	
No	Component	% of Internal Mark
1	Two test papers	40
2	Lab skill	20
3	Records/viva	20
4	Attendance	20

Tests

For each course there shall be at least two class tests during a semester.

Assignments

Each student shall be required to do two assignments/Book review for each course.

Seminar

Every student shall deliver one seminar as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the teacher in charge. All the results of the CA shall be displayed on the notice board within five working days from the last day of a semester.

End Semester

The End Semester Examination in theory courses is to be conducted by the university with question papers set by external experts. There shall be double valuation system of answer books. There shall be no provision for revaluation.

Project

There shall be a Project Work with Dissertation to be undertaken by all students. Every student has to do the Project Work independently. No group projects are accepted. The project should be unique with respect to title, project content and project layout. No two project report of any student should be identical, in any case, as this may lead to

the cancellation of the project report by the university. Project work shall be carried out under the supervision of a teacher in the parent department concerned or prescribed by the department coordinator. The project report shall be prepared according to the guidelines approved by the university. Two typed copies of the project report shall be submitted to the Head of the Department, two weeks before the commencement of the ESE of the final semester. The external evaluation of the project work shall be carried out at the end of the programme.

Assessment of different components of project may be taken as below:

Internal (Viva) 20% of Total	
Components	Internal Marks %
Punctuality	20
Use of Data	20
Scheme/Organization of Report	40
Viva voce	20

Pass Conditions For Project

Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. For external evaluation, the Project report submitted by the student shall be evaluated by the external examiners. No marks shall be awarded to a candidate if she/ he fails to submit the Project report for external evaluation. A student shall be declared to pass in the Project report course if she/he secures minimum 40 % marks of the aggregate and 40% separately for external. In an instance of inability to obtain a minimum of 40% marks, the Project work may be redone and the report may be resubmitted along with subsequent exams through the parent department. There shall be no improvement chance for the marks obtained in the Project Report.

Point Indirect Relative Grading System

Evaluation (both internal and external) is carried out using

mark system. The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

External (80% of Total)	
Components	External Marks %
Relevance of the Topic	40
Statement of Objectives	10
Methodology/Reference/Bibliography Presentation of Facts/Figures/	15
Language style/diagrams etc.	20
Quality of Analysis /Use of Statistical tools	15

% of Marks (IA+ESE)	Grade	Interpretation	Range of Grade point	Class
90 and above	O	Outstanding	9.00-10	First Class with Distinction
80 to below 90	A	Excellent	8.00-8.9	First Class with Distinction
70 to below 80	B	Very Good	7.0-7.9	First Class
60 to below 70	C	Good	6.0-6.9	First Class
50 to below 60	D	Satisfactory	5.0-5.9	Second class
40 to below 50	E	Pass/Adequate	4.0-4.9	Pass
Below 40	F	Failure	0.00-3.9	Fail

A candidate securing E grade with 40% of aggregate marks and 40% separately for ESE each course shall be declared to have passed in that course. Those who secure not less than 40 % marks (both ESE and CA put together) for all the courses of a semester shall be declared to have successfully completed the semester. The marks obtained by the candidates for CA in the first appearance shall be retained (irrespective of pass or fail) The candidates who fail in theory unit shall reappear for theory unit only, and the marks secured by them in practical unit, if passed in practicals, will be retained. A candidate who fails to secure a minimum for a pass in a course will be permitted to

write the same examination along with the next batch. For the successful completion of a semester, a candidate should pass all courses and secure a minimum SGPA of 4. However a student is permitted to move to the next semester irrespective of his/her SGPA.

Improvement

A candidate who secures minimum marks (40 %) for a pass in a course will be permitted to write the same examination along with the next batch if he/she desires to improve his/her performance in ESE. If the candidate fails to appear for the improvement examination after registration, or if there is no change/up gradation in the marks after availing the improvement chance, the marks obtained in the first appearance shall be retained. There shall be no improvement chance for the marks obtained in internal assessment. Improvement of a particular semester can be done only once the student shall avail the improvement chance in the succeeding year along with the subsequent batch.



Academic Calendar

Important Days	
June	
1	Commencement of Semester- V SemUG
5	Environmental Day -Planting trees (NSS)
14	World blood donor day
17	Bakrid
19	National Reading Day
21	World Music Day
26	Commencement of Semester - III Sem PG
July	
1	World Doctors Day
16	KarkidakaVavu/ Muharam
24	Commencement of Semester - I & III SemUG
26	Cargil Memorial Day - (NSS)
27	A.P.J. Abdul Kalam Day
28	World Nature Conservation Day
August	
1	Commencement of Semester - I Sem PG International Friendship Day (First Sunday)
6	Hiroshima Day- Anti Nuclear Day
9	Nagasaki Day- Paper Crane making (NSS)
13	World Organ Donation Day
15	Independance Day
19	World Photography Day
20	Sree Narayana Guru Jayanti
22	World Folklore Day
26	Sreekrishna Jayanthi
September	
5	Teachers Day
8	World Literacy Day
12	Onam Vacation
14	Hindi Day, Library Day - Donating Books (NSS)

15	Thiruvonam
16	Nabidinam
21	Sree Narayana Guru Samadhi
23	College re-opening after Onam Vacation
27	World Tourism Day
October	
1	International day of the olderperson -
2	Gandhi Jayanti
5	World Teachers Day
9	World Post office Day
11	International Day of the Girl Child
12	Mahanavami
13	Vijayadasami
17	Ayurveda Day
31	Deepavali
November	
1	Keralapiravi Commencement of Semester- VI Sem UG
11	National Education Day
14	Childrens Day
19	International Men's Day
27	Commencement of Semester - IV Sem PG
December	
1	World Aids Day Commencement of Semester -IV Sem UG
3	International Day of People with Disability
5	World Soil day
10	World Human Rights Day
14	National Energy Conservation Day
16	Commencement of Semester - II UG and PG
20	Christmas Vacation
21	NSS Camp

25	Christmas
31	College re-opening after Christmas Vacation
January	
1	Global Family Day
15	National Army Day
25	National Tourism Day
26	Republic Day
30	National Martyr's Day
February	
2	World Wetland Day
13	World Radio Day
14	Valentine's Day
20	World day of Social Justice
21	International Mother Language Day
26	Sivarathri
28	National Science Day
March	
8	Women's Day
21	World Forestry Day
27	World Theatre Day
31	Eid-ul- Fitr

Examination Calendar - UG & PG



UNDER GRADUATE PROGRAMMES (Affiliated Colleges)

Semester/ Admission	Commen- cement of semester	Date of Notification of End semester examination	Tentative date of commence- ment of examination	Tentative date of conclusion of examination	Practical Examination/Viva		End of semester	Publication of Exam Result
					Date of Commencement	Date of Conclusion		
1 /2024	01.07.2024	05.09.2024	06.11.2024	22.11.2024	15.10.2024	31.10.2024	22.11.2024	On or before 23.12.2024
2/2024	02.12.2024	13.02.2025	01.04.2025	15.04.2025	01.03.2025	20.03.2025	15.04.2025	On or before 15.05.2025
3/2024	04.07.2024	25.09.2024	05.11.2024	18.11.2024	24.10.2024	30.10.2024	18.11.2024	10.01.2025
4/2023	20.11.2024	05.03.2025	01.04.2025	21.04.2025	06.03.2025	25.03.2025	21.04.2025	29.05.2025
5/2022	03.06.2024	01.08.2024	15.10.2024	30.10.2024	01.10.2024	10.10.2024	30.10.2024	27.12.2024
6/2022	01.11.2024	03.01.2025	17.03.2025	29.03.2025	18.02.2025	11.03.2025	29.03.2025	29.04.2025

POST GRADUATE PROGRAMME (Affiliated Colleges)

Semester/ Admission	Commen- cement of semester	Date of Notification of End semester examination	Tentative date of commence- ment of examination	Tentative date of conclusion of examination	Practical Examination		End of semester	Publication of Exam Result
					Date of Commence- ment	Date of Conclusion		
1 /2024	01.08.2024	23.10.2024	04.12.2024	20.12.2024	27.11.2024	28.11.2024	20.12.2024	03.02.2025
2 /2024	30.12.2024	17.04.2025	11.06.2025	24.06.2025	16.05.2025	30.06.2025	24.06.2025	18.08.2025
3/2023	18.06.2024	06.08.2024	06.11.2024	18.11.2024	30.10.2024	31.10.2024	18.11.2024	07.01.2025
4/2023	20.11.2024	12.03.2025	02.04.2025	21.04.2025	13.03.2025	26.03.2025	21.04.2025	20.05.2025

Proposed Activities During 2024-25



SI No		Event	Month & Date
		Commerce	
1		Extension at Govt. Pre metric hostel for boys	3.7.2024
2.		Quizdom - Co operative Quiz	12.7.2024
3		Anti Drug awareness class	25.7.2024
4		Signing MOU with XYLEM	29.7.2024
5		Industrial Visit to RUBCO HUAT WOODS PVT LTD	17.8.2024
6.		Industrial Visit to RUBCO HUAT WOODS PVT LTD	24.8.2024
7.		Commerce Exhibition	November 1st week
8.		Talent Show	January 2nd week
9.		Gateway to Stock Market	February 1st week
10.		Extension Programme	February 3rd week
		BBA (TTM)	
1.		World Environmental Day/Quiz Competition, Sapping of plant &	
		Environmental awareness class	5.6.2024
2.		International Yoga Day Demonstration of Asana, Seminar	21.6.2024
3.		National Anti-Drug DAY Poster Display & Human wall against drug	26.6.2024

Sl No	Event	Month &Date
4.	National Doctors Day Awareness against life style diseases	1.7.2024
5.	Malala Day Essay writing on empowerment of women	12.7.2024
6.	Space Tourism Intra departmental Seminar	21.7.2024
7.	Moon Day Inter department Colouring competition & Awareness class	22.7.2024
8.	Sports Tourism Promotion Olympic Quiz	12.8.2024
9.	Olympic Day Olympic Rally	13.8.2024
10.	Independence Day Elocution Competition	14.8.2024
11.	Anti-Ragging Students chain and oath taking	16.8.2024
12.	Teachers Day Honored all teachers	05.09.2024
13.	Intra Department Competition	28.9.2024
14.	Tourisam Day Awareness Campaign	30.9.2024
15.	Seminar on first aid training programme	30.10.2024
16.	Awareness and GST Training	28.11.2024
17.	One month seminar series	December
18.	Christmas carol singing competition	19.12.2024

SI No		Event	Month & Date
		Management Studies	
1.		Extension activities	19.6.2024
2.		Communication club programme	28.6.2024
3.		B Talk series	18.7.2024
4.		INICIO 2024-25	26.7.2024
5.		Industrial Visit	9.8.2024
6.		One Day National Seminar	18.9.2024
7.		Extension activities	7.10.2024
8.		Intra Collegiate Programme	5.11.2024
9.		Project Guidance Session	2.12.2024
10.		Inter Collegiate Management Event	10.1.2024
11.		Career Guidance Session	10.2.2024
12.		Industrial Visit	17.2.2024
		Physics	
1.		Environment Day	5.6.2024
2.		National Space Day	23.8.2024

Sl No	Event	Month &Date
3.	Guest Talk	25.9.2024
4.	Industrial Visit	December 2nd Week
5.	Exhibition	January 2nd Week
6.	National Science Day celebration	February 3rd Week
	English	
1.	Career Guidance Session	13.6.2024
2.	Student guest talk series	June 2nd Week
3.	English Club Activity	30.6.2024
4.	Extension Activity	11.7.2024
5.	Seminar on Foreign Language Learning	22.8.2024
6.	Inter Department Seminar Presentation by Students	6.9.2024
7.	Creative Writing Competition	4.10.2024
8.	Walk with a Scholar	17.11.2024
9.	Field Trip	November Last Week
10.	Seminar on Research Methodology	December 2nd Week
11.	National Level Short Film Festival	January 3rd Week

Sl No	Event	Month & Date
12.	Manuscript Magazine Publication	February 1st Week
	BCA	
1.	National Level IT Fest - Brochure Launch	26.6.2024
2.	Industrial Visit	5.7.2024
3.	Freshers Day Celebration	11.7.2024
4.	National Level IT Fest	3.9.2024
5.	Project Seminar	9.9.2024
6.	Guest Talk - AI in Career	7.1.2025
7.	Extension Activity	22.1.2025
8.	Mental Health Counselling	30.1.2025
9.	Self Defence and Yoga class	6.2.2025
10.	Disha 2k25	12.2.2025
	Chemistry	
1.	Eco Club Inauguration	5.8.2024
2.	Science Trip	31.8.2024
3.	Extension Activity	1.10.2024

SI No	Event	Month & Date
4.	Workshop	6.11.2024
5.	Introduction to Hands on experiments on Chemistry	10.12.2024
6.	Science Exhibition	15.1.2025
7.	Visit to Research lab	21.2.2025
8.	Women Empowerment talk by Women Scientist	8.3.2025
	Hindi	
1.	Premchand Janmadin Samaroh	31.7.2024
2.	Hindi Day Celebration	17.9.2024
3.	Viswa Hindi Divas Samaroh	10.01.2025
	Malayalam	
1.	Vayana Dinaghosham	19.6.2024
2.	Malayalam Club Inauguration	4.10.2024
3.	Motivation Class	15.10.2024
4.	Kerala Piravi Dinaghosham	1.11.2024
5.	Sneha Gayakante Ormakaliloode	16.1.2025
6.	Mathrubhasha Dinaghosham	21.2.2025

SI No		Event	Month & Date
		Eco Club	
1.	Visit to Pavannur Bridge		3.6.2024
2.	Green Thrive Initiative		5.6.2024
3.	Organic oasis		1.10.2024
4.	Mangroove Mission		1.11.2024
5.	Harvesting vegetables & Planting medicinal plants		14.11.2024
6.	Planting vetiver grass and organic farming		15.1.2025
7.	Campus cleaning		5.2.2025
8.	Eco Art Competition		10.3.2025
		Ladies Association	
1.	Girls on Wheels		August 2nd Week
2.	Cake Fest		December 2nd Week
3.	Session on life skill techniques		14.01.2025
4.	Planting Medicinal Plants		February 1st Week
5.	Extension programme		February 2nd Week
6.	Licence Distribution Ceremony		February 2nd Week

Sl No	Event	Month & Date
7.	Self defence class	February Last week
8.	Womens Day Celebration	8.3.2025
	Entrepreneurship Development Club	
1.	Product Launch	January 2nd Week
2.	Industrial Visit	January 3rd Week
3.	Entrepreneurship Awareness class	February 2nd Week
4.	Product Launch	March 1st Week

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Chairman

Convenor

Members

Mr. Prasoon C.K.

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[illegible]

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ACADEMIC RECORD

ODD SEMESTER			GRADE MARK		
Subject	Test 1	Test 2	Assignment	Seminar/Viva	Attendance
EVEN SEMESTER			GRADE MARK		
Subject	Test 1		Assignment	Seminar/Viva	Attendance

TIME TABLE 2024-25											
Semester:						Semester:					
	I	II	III	IV	V		I	II	III	IV	V
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					

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