POOKOYA THANGAL MEMORIAL

GOVERNMENT COLLEGE PERINTHALMANNA

Accredited by UGC-NAAC

with 'B' Grade

Pathaikara PO, Malappuram Dt, Kerala

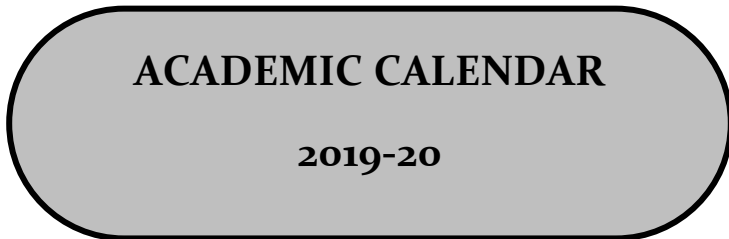PIN: 679322 Phone & Fax: 04933-227370

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POOKOYA THANGAL MEMORIAL

GOVERNMENT COLLEGE PERINTHALMANNA

Name   ....

Affiliation   ....

ACADEMIC CALENDAR

2019-20

This Calendar is published by the Internal Quality Assurance Cell (IQAC) of the College.

This Calendar may be brought to the College every day

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Rationale of the Emblem

The emblem, with the motto *Thamasoma Jyothirgamaya* reflects the transformation of a society through the process of education. The open book entices the scholar to explore the wisdom of the universe. To accomplish this, the motto mandates hard work and perseverance for the total transformation of the society. As knowledge illumines the self and moulds the human personality, the emblem envisages the moulding of human personality through enlightenment.

Thamasoma Jyothirgamaya

(Lead us from Darkness to Light)

- To equip the students and the community, especially the weaker sections, for an upward social mobility, to create an egalitarian social order.
- To empower the girls who were hitherto marginalized, by providing quality higher education.
- To inculcate in the students the vision of a pluralistic society.
- To extend quality education in Science.
- To mould an intellectually competent, morally upright, physically and emotionally healthy student community who are receptive to further growth and
- To provide the students quality higher education in tune with the changing times.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka-jaya-he
Bharatha-bhagya-vidhata

Punjab-Sindhu-Gujarata-Marattaa-
Dravida-Utkala-Vanga

Vindhya-Himachala-Yamuna-Ganga
Uchchala-jaladhi-taranga

Tava-subha-name-jage

Tava-subha-asisa-mage

Gahe-tava-jaya-gatha

Jana-gana-mangala-dayaka-jaya-he
Bharatha-bhagya-vidhata

Jaya-he, Jaya-he, Jaya-he, Jaya-Jaya-Jaya, Jaya-he

COLLEGE AT A GLANCE

The commencement of the Pookoya Thangal Memorial Government College, Perinthalmanna marks the realization of a long cherished dream of an educationally backward region. The college committee was constituted with Dr.P.R Warrier as President and Adv.C.Koya as the Secretary with a team of spirited public men as its members.The College was started in the campus of Government Polytechnic College before it was relocated to the present site .The College had a modest commencement with two batches of Pre degree in the academic year 1975-76.The college was dedicated to late PMSA Pookoya Thangal through a government order dated 15-09-1975. The College was formally inaugurated by His Excellency N.N Wanchoo, Governor of Kerala and started functioning on 6-07-1975. The College committee took up the responsibility of finding a suitable place to house the college. They identified 25.01 acres of land at Pathaikkara, 3 kms away from Perinthalmanna and subsequently the Government acquired it in 1979.The College was shifted to the present campus on 10-12-1987.Under graduate programmes in Arabic, English, Mathematics, Business Administration, Physics and Chemistry were started in 1991, 1993,

1998, 1999, 2000 2004 and 2018 respectively. Post graduate programmes in Arabic and English were started in 2001 and 2012 respectively. Post Graduate programmes in Mathematics and Commerce commenced in the academic year 2013-14. Post graduate programme in Physics was started in 2018. This College visualizes the upward mobility of an educationally hesitant area by imparting quality education at reasonable rate to the underprivileged and the marginalized sections of the society. The College targets to light a flame in the minds of the people who have been driven to the fringes of the society and to inculcate the values of Secularism, Tolerance, and Interdependence among the community.

The journey from darkness to light will enlighten the people and will culminate in self actualisation. We aim at emancipating the feebler segments of the society in and around our vicinity from the debilitating shackles of ignorance and initiate them to the brave new world of knowledge, truth and wisdom, dispelling the varied forces of darkness. We endeavor hard to navigate our student community to enlightenment and illumination of heart and mind and fullness of growth, whereby they build and sustain a healthy rapport with their fellow human beings, society, and environment as also with the Supreme. We

are convinced that the society of youth, we mould here, would engage in relentless search for truth and knowledge and take uncompromising stance for the values of secularism, equality, national integration and social commitment. The students coming out of our campus should be intellectually competent, morally upright, psychologically integrated, physically healthy and acceptable to the society.

The college is located on a hillock in Pathaikkara village, Perintalmanna Taluk, Malappuram District, just 200 meters away from Perintalmanna Ottappalam highway. Far from the din and bustle of the hectic town atmosphere, the college with its idyllic setting of lush green groves offers suitable academic ambience for knowledge seekers. The College has undergone the first cycle of accreditation in 2015. UGC NAAC has conferred 'B' grade at a CGPA of **2.18** on a scale of 4.

PROGRAMMES OF STUDY

All the Under Graduate and Post Graduate programmes are as per the Choice Based Credit and Semester System of the University of Calicut. In the under graduate programme, the studenthas to study the prescribed Common Courses, Core Courses, Complementary Courses and choose one Open Course

from any of the ten options given below.In addition, the respective departments will offer an elective paper making a choice from the list given by the University.The Masters programmes are also choice based. Project work is mandatory for both the U.G and P.G programme.

UNDER GRADUATE PROGRAMME

1. **B.A Programme in Arabic** *with eight additional papers in varied areas as complementary course.*

2. **Bachelor Programme in Business Administration** *with four papers in Economics, Management and Business as complementary course.*

3. **B.A Programme in English** *with Social and Cultural History of Britain and World History as complementary course.*

4. **B.Sc Programme in Mathematics** *with Statistics and Computer Application as complementary course.*

5. **B.Sc.Programme in Physics***with Mathematics and Computer Application as complementary course.*

6. **B.Sc.Programme in Chemistry** *with Mathematics and Physics as complementary course.*

Open Courses offered by the Departments

1. Arabic : Socio-Economic Concept of Islam
2. BBA :Hospitality Management
3. English :Applied Language Skills
4. Mathematics : Mathematics for Natural Science
5. Physics **:** Non- Conventional Energy Sources
6. Physical Education : Physical Activity, Health and Wellness

POST GRADUATE PROGRAMME

1. M.A Arabic Language and Literature
2. M.A English Language and Literature
3. M.Sc. Mathematics
4. M.Com.
5. M.Sc. Physics

Programme	Strength
B A Arabic	40
B B A	40
B A English	40
B Sc Mathematics	30
B Sc Physics	30
B Sc Chemistry	24
M A Arabic	12
M A English	15
M Sc Mathematics	20
M Com	20
M Sc physics	10

COMMUNITY COLLEGE

1. Advanced Diploma in Auto Electrical and Electronics.

CENTER FOR CONTINUING EDUCATION

OF KERALA

1. Diploma in Computer Application

NMEICT of the Ministry of Human

Resource Development

1. Spoken Tutorial Based Software Training

Fee Schedule (2019-20 Admissions onwards)
First/ Second Semester

	B.A	BBA	B.Sc.	M.A	M.Sc.	M.Com
Tuition fee	1000	1000	1000	1800	1800	1800
Admission	75	75	75	150	150	150
Calendar	30	30	30	30	30	30
Library	100	100	100	100	100	100
Lab			400			
Athletic	100	100	100	100	100	100
Stationary	50	50	50	50	50	50
Union	100	100	100	100	100	100

V.Education	25	25	25	25	25	25
Magazine	50	50	50	50	50	50
C.D						
S.A.F	5	5	5	5	5	5
Scout	5	5	5	5	5	5
W.S	5	5	5	5	5	5
M.I	5	5	5	5	5	5
U.U	75	75	75	75	75	75
Sports Affi.	250	250	250	250	250	250
Metri	100	100	100			
Total	**1975**	**1975**	**2375**	**2750**	**2750**	**2750**
T.F	1000	1000	1000	1800	1800	1800
SPLF	825	825	1225	820	820	820
CD	360	360	360	600	600	600
Exam	500/480	480	500	680	730	730
Fine	5	5	5	5	5	5
Re-admission	50	50	50	50	50	50

Third/ Fourth Semester

	B.A	B.B.A	BSC	M.A	M.Com	M.Sc.
Tuition fee	1000	1000	1000	1800	1800	1800
Calendar	30	30	30	30	30	30
Library	100	100	100	100	100	100
Lab			400			
Athletic	100	100	100	100	100	100
Stationary	50	50	50	50	50	50
Union	100	100	100	100	100	100
V.Education	25	25	25	25	25	25
Magazine	50	50	50	50	50	50
S.A.F	5	5	5	5	5	5
Scout	5	5	5	5	5	5
W.S	5	5	5	5	5	5
M.I				5	5	5
U.U	75	75	75	75	75	75
Sports Affi.	250	250	250	250	250	250
Total	**1795**	**1795**	**2195**	**2600**	**2600**	**2600**

T.F	1000	1000	1000	1800	1800	1800
SPLF	665	665	1065	670	670	670
Exam	500/480	480	500	730	780	780
Fine	5	5	5	5	5	5
Re-admission	50	50	50	50	50	50

Fifth/ Sixth Semester

	B.A	B.B.A	B.Sc.
Tuition fee	1000	1000	1000
Calendar	30	30	30
Library	50	50	50
Lab			180
Athletic	100	100	100
Stationary	50	50	50
Union	100	100	100
V.Education	25	25	25

Magazine	50	50	50
S.A.F	5	5	5
Scout	5	5	5
W.S	5	5	5
M.I	5	5	5
U.U	75	75	75
Sports Affi.	250	250	250
Total	**1355**	**1355**	**1535**
T.F	1000	1000	1000
SPLF	565	565	745
Exam	605/585	590	630/670
Fine	5	5	5
Re-admission	50	50	50

The first year students may remit the fee at the time of admission. The second year and third year students may remit the fee, without fine, on or before the seventh day after re-opening. They can pay the fee, with a fine of Rs.5/, on or before the 14th day after re-opening,or else, they can also pay it, with a fine of Rs.10/, on or before the 21[st day] after re-opening.The fee is subject to change as per government order from time to time.

GOVERNING BODIES

COLLEGE COUNCIL

College Council is the apex body that takes all the policy decisions regarding the College. The decision of the Council will be implemented through the different agencies formed by the Council from time to time. The College Council consists of all the Heads of the Departments, Librarian and two teacher representatives. The Staff Council is the larger body of the College Council in which all the members of the staff are members.

INTERNAL QUALITY ASSURANCECELL (IQAC)

Internal Quality Assurance Cell (IQAC) isentrusted with the duty of forming quality parameters and monitoring the academic and co-curricular activities to ensure high standards in the curricular and co-curricular aspects of the College.There is a highpower committee to plan and execute programmes to attain the noble aim in view. The Principal of the College is the head of the IQAC.

ANTI-RAGGING SQUAD

Government has made it clear that ragging in any form should be sternly and effectively prevented. Whenever a criminal offence is committed in the name of ragging, either in the campus or outside, the Principal will report the matter forthwith to the nearest police station. Appropriate disciplinary action will be taken against the culprits.Complying with the U.G.C and Government of Kerala direction in this regard, the College has constituted an Anti-Ragging Squad to ensure that the campus is ragging free and to take stringent measures in the unfortunate instance of having a ragging case.

ASSOCIATION OF PARENTS AND TEACHERS

An Association of guardians and teachers functions in this college since the year 1977-78. The parent / guardian of each student who is admitted to the college shall join the Association by paying a membership fee of Rs.10/(ten) per student, per course, at the time of the student's admission. All teachers are members of the Association.

> _Aims and Objectives,_— Theaims and objectives of the Association shall beas follows.

- To foster and promote good relationship among the members of teaching staff, students and parents / guardians of the students
- To create in its members a keen interest for the smooth working and the progress of the College and for maintaining good discipline and high academic standards and to institute scholarships, prizes, medals, etc;
- To assist students showing high proficiency in their studies.
- To provide better amenities to the students of the college.

STUDENTS' GRIEVANCE REDRESSAL CELL

As stipulated by the University of Calicut, a Students'Grievance Redressal Cell is functioning in the college. The cell addresses issues related to the complaints of students in academic and extracurricular activities. The staff advisor shall function as the coordinator of the cell.

WOMEN CELL

The Women Cell is entrusted with the task of addressing the issues related to the lady students of the College. The Cell will take steps to ensure the individual liberty of the lady students and will provide moral support to the students to tide over the difficulties that might come in their way. The Cell will ensure equal opportunities to lady students at all levels in the College. The lady teacher in charge of the Cell will function as a guardian of all the lady students.

RAHASYA PARATHI PARIHARA CELL

The College has constituted a Cell to ensure the welfare and security of the female students under the leadership of a senior lady Professor. This Cell has the specific duty to look in to the individual cases / difficulties that girls in normal case are reluctant to divulge. The lady Professor will SECRETLY investigate the problem and will sort out the problem, if it is to be   or else, take appropriate steps, including legal measures to ensure that justice prevails. Support will be extended to lady students to deal with instances of eve teasing, harassment and abuse of all sorts. THE PROCEEDINGS OF THE CELL SHALL BE CONFIDENTIAL. The lady students who encounter problems are

encouraged to contact IN PRIVATE the Coordinator without any inhibition.

DISCIPLINE COMMITTEE

This Committee will ensure that proper discipline is maintained among the student community. All the matters pertaining to discipline will be handled by this Committee.

ETHICS COMMITTEE

The Ethics Committee commanded by a senior faculty will intervene, as and when necessary, to ensure that students behave properly. The Committee will organize seminars and workshops addressing behavioral problems. The senior faculty will function with the voluntary cooperation of all the students. Inculcating values and developing a morally upright society is the ultimate aim of the Committee.

LEGAL LITERACY CELL

This Cell aims to promote legal awareness by conducting extension lectures, seminars and workshops. The Cell organizes legal awareness classes to all the students every semester. The

ultimate aim is to instill confidence in the minds of the students by making them legally conscious citizens.

HUMAN VALUE CELL

Human Value Cell strives hard to make the students conscious of the inter connectedness of human beings and has the ultimate aim of making the students think of themselves as members of one world and one humanity. The Cell through its varied programmes intends to teach students to look upon the world in a comprehensive way treating each individual, plants and animals as a member of the universe. A lot of cultural programmes are organized to transact the noble message of fraternity every semester.

EXAMINATION WING

The Examination wing of the College is well equipped to conduct the public examination of the College going students as well as the private candidates of the University. Apart from the regular duties, the wing has successfully taken up the additional duty of conducting a lot of University examinations of distance education students, highlighting the social commitment of the institution. Another Committee under the same Wing is conducts the internal examinations of the college going students. Both these arrangements are adequately supported by the

Administration Wing. The Principal is the Chief Superintendent of Examination.

ALUMNI ASSOCIATION

The College has a very powerful registered Alumni Association as this institution is the alma mater to a lot of eminent personalities of the present day. They are very keen to support the College. The Alumni Association conducts programmes every year in which the former students share their experience and expertise with the present generation.The Alumni association was instrumental in several developmental projects like construction of auditorium and play ground for the college. As per the design of the association, every passing out student would be automatically come in the roll of it. In the next meeting a token fee would be charged as admission fee. At present the association members are working on the preparation of an exhaustive alumni directory.

INFRASTRUCTURE

The college has two academic buildings. Administrative Block (AD Block) and Science Block. The academic block houses the

Principal's office and two teaching departments, Physical education department, multi gymnasium, General Library, INFILBNET, EDUSAT Class room, Seminar Hall, Computer Lab and student's Cooperative store. The Science Block accommodates the rest three teaching departments, Physics Lab, and spaces allocated to different clubs and other co-curricular activities. There are two classrooms with interactive board, one for the Department of Mathematics and the other for the Department of Physics. In all other departments, the classrooms are prepared with LCD projector, LCD TV, and internet connectivity. There are six department staff rooms, including one general faculty room. In all department staff rooms, there are computers, Wi-Fi internet facility, Printers, Photocopiers, digital cameras, and scanners. For professional use of teachers, laptop computers have been provided in a ratio very near to 1:1.

The general computer lab, positioned in the AD block, houses 33computers with broad band internet connectivity with UPS power backup. There is on Dot Matrix and one laser printer also. PG class rooms are furnished with Jefferson chair, fans, tube lights, and podium and internet connectivity. All classes are made operational with the help of ICT gadgets. The department libraries set up nearby the departments enables the students to access the library with much ease. There are 15 class rooms for

the UG courses. In the department of commerce and management studies and English, they have ceiling mounted LCD Projectors and internet connectivity. In other departments, they use portable LCD projectors and laptops as teaching aids.

The college has a well stalked library with 29,828books on all subjects. The library has been computerised and digitalized. There are ten computers installed with internet facility. All students and staff have access to these facilities. The library is manned by one Librarian and an assistant. There are two high-speed photocopiers in the library.

We have the following amenities in the College.

1. Smart Classrooms

2. Inter active white board in class rooms.

3. EDUSAT facility

4. High speed Wi-Fi internet facility

5. Physics lab with advanced instruments

6. General library with internet connectivity.

7. Arabsat.

8. Department Computer Laboratories.

Facilities at a Glance

Name	Facilities	Remarks
Principal's Chamber	Computers	1
	600 VA UPS	1
	Laptop-	0
	All in one copier printer	1
	10 Mbps Broadband connection	1
	Telephone	1
	Public address system	Connected to all class rooms and corridors
Vice Principal's Chamber	Laptop	1

College Office	Computers	5
	3kVA UPS-	2
	600 VA UPS	2
	Laptop	1
	A4 Laser printer	4
	Multi Laser printer	1
	Dot Matrix Printer	2
	Photocopier-Canon-	1
	10 Mbps Broadband Connection	Wi-Fi enabled
	Fax machine	1
	Scanner	1
	Generator	1 Honda

	Telephone	1

1.	Digitalized Central Library	
Sl.No.	**Facility**	**No.**
1	Books(Printed)	29828
2	Books(Digital)	10000
3	Journals(Printed)	20
4	Journals(Digital)	4000
5	Daily	12
6	News paper reading stand	6
7	Display of new arrivals	100

8	Desktop Computers	8
9	Laptop	1
1	Printer	1
1	Multi printer(Fax, Copy, Scan)	1
1	3 KVA UPS	1
1	Education CD/DVD	100/50
1	Staff Reference section	1
1	Student Reference section	1
1	Barcode reader	1
1	MESHI-LOGIC library software	1
1	LAN Connection	1
1	Internet connectivity	8

Laboratory Facilities		
Name of the Laboratory	**Facilities**	**Number**
General Computer Lab(A/C)	Desktop Computers	33
	5KVA UPS	1
	Dot matrix printer	1
	Multi Printer(Fax, Copy, print)	1
	Broad band internet Connection	1
	LCD projector and Screen	1
	Air Conditioner	1
	Generator	1
	LAN connection	1

INFLIBNET	Computers	24
	1.5KVA UPS	1
	600 VA UPS	10
	Multiprinter (Copy,Fax,Scan)	1
	Laser jet printer	1
	Multimedia Projector	1
	LAN connection	24port
	Air Conditioner	1
	10 Mbps broadband Internet connection	1
	Telephone	1
	Multimedia Computers with	1

EDUSAT	microphone	
	Digital Video Camera	1
	3kVA UPS	1
	Edusat Receiver	1
	Air Conditioner	4
	LAN connection	1
	Audio System	1
	Multimedia Projector	1
ARABSAT (Arabic)	Television(32")	1
	Stabilizer	1
	Arabsat Receiver	1
	Arab Channels	58
	English Channels	23

Computer Centre (Mathematics)	Desktop Computer	15
	5KV UPS	1
	Internet Connection	15 Computer
	LAN Connection	16 Port
Computer Centre (Commerce)	Desktop Computer	7
	3KV UPS	1
	Internet Connection	1
	Multi Printer	1
Electronics and	Desktop Computer	6
	Internet Connection	6
	LAN Connection	1
	CRO	7

Computer Lab(Physics)	Signal Generator	6
	Power Supply	10
	UPS	3
	Stabilizer	3
	Dimmer Stat	2
	IC trainer Kit	5
	Transistor Characteristics Apparatus	2
	Bread Board	20
	Transformer	22
	IC, Resisters, Capacitors, Transistors	
	Multimeter	10
	UPS	3
	Stabilizer	3

	Spectrometer	7
	Travelling Microscope	6
	Reading Telescope	4
	Power supply	5
	Potentiometer	4
	Carey foster bridge	4
	Electronic Weighing machine	2
Physics Lab	AC Sonometer	3
	Torsion pendulum	2
	Compound pendulum	12
	Fly Wheel	4

	Ballistic Galvanometer	8
	Common Balance	4
	Beam balance	5
	Box type magnetometer apparatus	3
	Searles vibration magnetometer	2
	Circular coil	2
	Compass box	9
	Deflection magnetometer	10
	Hares apparatus	2
	Melde's apparatus	9
	Multimeter	10

	Newton;s ring set	2
	Planks constant kit	2
	Optical fibre kit	4
	Gate trainer kit	4
	Static torsion apparatus	5
	T.G	10

Infrastructure Facilities in the Departments		
Name of the Department	Facilities	Number
Mathematics	Desktop computers	2
	1KVA UPS	1
	Laptop	5
	Multi Printer (Fax,	1

	Copy, Scan)	
	Broad band Internet facility(Wi-Fi)	1
	Digital camera	1
	Library books	800
	Portable sound system with collar mic	1
	LCD projector	4
	Amplifier	1
	Cordless microphone	1
	Dot-matrix printer	1
Commerce and Management	Desktop Computers	1
	UPS	2

Studies	Laptop	3
	Audio system	2
	LCD Projector	4
	Printer, Scanner, Fax	2
	Internet connection	1
	Green Board	5
	Digital Camera	1
Arabic	Desktop computers	3
	1kVA UPS	1
	600VA UPS	1
	Laptop	5
	Stabilizer	1

		Dot matrix Printer	1
		Laser jet printer	1
		Multiprinter	1
		Broad band Internet Connection(Wi-Fi)	1
		Library books	1800
		Audio System	1
		White Board	1
	Physics	Desktop Computers	2
		UPS	2
		Laptop	2
		Audio system	1
		LCD Projector	3
		Printer, Scanner, Fax	2

	Internet connection	1
	Generator	1
	Green Board	3
	Interactive Board	1
	Digital Camera	1
	Books (other than listed in General Library)	337
English	Desktop Computers	3
	UPS	3
	Laptop	2
	Audio system	1
	LCD Projector	2
	OHP (visualiser	1

	Printer, Scanner, Fax	3
	Internet connection	1
	Green Board	5
	Digital Camera	1
	Video Camera	1
General	Desktop computers	1
	600VA UPS	1
	Laptop	4
	Laser jet printer	1
	Broad band Internet facility	1
Physical Education	Desktop computers	1
	600VA UPS	1

	Laser jet printer	1
	Broad band Internet facility	1

Other facilities		
Name of the Centre	**Facilities**	**No**
Career Guidance and Placement Cell (UGC Funded)	Laptop	1
	Photocopier	1
	Multimedia LCD projector	1

Other Infrastructures	**Facilities**	**No**
	LCD projector	1

AudioVisual Seminar Hall (A/C)	Green Board	1
	Video Camera	1
	Seating capacity	100
	Pulpit	1
	Amplifier with cordless microphone	1
Auditorium	Seating capacity	200
	Public address system	1
Open air Auditorium	Proposed to RUSA	

Facilities available in the Physical Education Department

Name	Facilities	Remarks
Health and Fitness Centre	Squat stand	

	Bench press stand	
	Static cycle	
	Fitness rider	
	Twister	
	Abdominal raised bench	
	Lat pulley	
	Dumbbells	
	Weight lifting sets	
	Weight training bar	
	Weight training disc	
	Weighing machine	
Playground	200m track	

		Foot ball field	
		Volley ball court	
		Badminton court	
Other sports facilities	Boxing	Glows – 1 set	
		Punching kits-1 set	
		Head guard-1 set	
		Punching pad-1 set	
	Wrestling	Wrestling mattress-32 Nos	
	Archery	Boss-3 set	
		Bows- 7 set	
		Arrows-20 nos	
	Power lifting	Weightlifting set	
	Weight lifting	Weightlifting set	
	Yoga center	Auditorium	

	Judo	Wrestling mattress	14
		Dress-1 set	
	Table tennis	TT board- 1 No	2
		TT bat- 4 Nos	4

CENTRALLIBRARY

The CollegeLibrary is under the general supervision of the Librarian and the ultimate control of the Principal.The College Library includes:

- General Library
- Departmental Libraries

The General Library and Departmental Libraries are sub-divided to-

a)Lending Section

b)Reference Section

c)Consulting Section

Library Rules

- The General Library will be open from 9.00 a.m. to 5.00 p.m. on all working days.
- Books will be issued to students fromthe General Library on all working days.The schedule for issue of books from Departmental Libraries will be arranged by the Heads of Departments who will be in charge of the Departmental Libraries of their respective subjects.
- Number of books a student can borrow at a time from the library:

	General Library	**Sectional Library**
U.G.	1	2
P.G.	2	2

- Books borrowed from the General Library must be returned within a fortnight and they can be renewed fora further period of seven days if no one else has applied for the same books.
- Books borrowed from the Departmental Libraries can be retained fora period of 3 weeks and they can be renewed for a further period of one week in the absence of requisition for the same books from anybody else.
- Absence from college will not be accepted as an excuse for not returning the book in time.

- If the due date for return of books falls on a week end or short holidays, the books must be returned on the next working day.

- The Librarian may recall at any time, any book, even if the period of loan has not expired.

- Books borrowed for use during Onam, Christmas and vacations should be returned not later than the third day after the reopening of the college.

- All the books borrowed from the General Library by students and members of teaching and non-teaching staff must be returned by the first of March, every year, for the annual physical stock verification of the library books.

- Students and members of staff must return all the booksborrowed from the Departmental libraries on a date in March every year fixed by the respective Headof Department.

- Before receiving the book the borrower shall initial the entry in the register and verify that the number of the book and the date of issue are correctly recorded.

- Students must examine the books given to them and report to the Librarian if they find them in a damaged condition before taking them away.

- Failure to return a book on or before the due date entails the student to pay a fine of Rs.1/ (one) per day of delay for each book, except in the case of U.G.C. and Book Bank text-books.

- Failure to pay fine in time will result in the forfeiture ofthe right to borrow.

- Hall tickets for University Examinations and Transfer Certificates will be issued or caution deposits refunded only after clearing all the dues to the library.

- Periodicals will be issued to students only on production of identity cardor by followingtheprocedure for issuing booksi.e., they will have to initial in the register before taking the periodicals for reading inside the Library Hall.

- Current magazines and journals may be taken out by the members of the staff after 4.30 p.m. but they should be returned by 9.30 a.m. on the next day. Old periodicals may, however, be kept for a week.

- Readers are requested to use journals and newspapers with due care.

- During working hours, the common room shall be used only as a reading room.

- A member of the teaching staff is allowed to borrow ten books at a time from the Library (including General and Department)

- From each of the other Departmental Libraries they can borrow two books at a time with the sanction of the concerned Head of Department.

- A member of the teaching staff can borrow ten books at a time from his/her Departmental Library and upto a maximum of fifteen books with the sanction of the head of the Department.

- No member of the teaching staff is permitted to borrow more that fifteen books without specific sanction from the Principal.

- The members of teaching staff of the Department of English can borrow the text-books prescribed for their subjects from the General Library in addition to the allowed number of books, and in any case the total number shall not exceed twelve.

- A member of the teaching staff is allowed to borrow text-book prescribed for his/her subject only from the General Library.
- A member of the non-teaching staff is allowed to borrow three books at a time from the General Library.
- Books borrowed other than text-books should be returned within a period of one month by members of the teaching and non-teaching staff, and all books should be returned in time for the annual physical stock verification in March every year.
- A member of the staff who takes leave for more than a month must return all the books borrowed from the Library before proceeding on leave.
- Dog-earing the pages, scribbling on pages, tearing pages,spoiling and injuring of binding will be held to be serious damage to books and insuch cases they are either to be replaced by new copies or got bound by the borrowers as the case may be.

For loss of books the following procedure will be followed:

- If new edition or copies of the lost books are available with the book suppliers the lost book has to be replaced by a new one. Or pay 10 times the face value in the case of books which are published prior to 1-1-1946 or 6 times the

face value in the case of books which are published between 1-1-1946 and 1-1-1970 or thrice the face value of the books is to be remitted in the office in the case of the books published in and after 1-1-1970. If the book value cannot be ascertained from the Register price of similar

- publication at the time of fixation. Sub-lending and transferring books to other person's names are not allowed.

- When returning a book, the borrower must see that the dates of its return and signature of the Librarian are entered in the register.

- Books from the reference section shall not be taken outside the Library.

- **Strict silence** should be observed in the Library. Personal belongings such as umbrellas, bags, tiffin carriers, etc., are not allowed to be kept in the Library. Smoking, sleeping and indecorous behaviour are prohibited inside the library.

- These rules shall apply to the General and DepartmentalLibraries of the College.

- In all matters regarding the Library, the decision of Principal shall be final.

The Reference Section

The section consists of books for reference and consultation only such as Dictionaries, Encyclopedias, Directories, etc. These may be obtained from the Librarian from 9.30 a.m. to 4.30 p.m.on all working days. They shall not be removed from Library except with the special sanction of the Librarian. They must be returned on the same day, and the applications must be taken back. Violation of the rules will result in the students being deprived of the use of the section.

Book Bank

A Book Bank is functioning in the college from the academic year 1977-78 with the help of the University Grants Commission. The Book Bank is attached to the General and Departmental Libraries of the college with the specific purpose of making books available todeserving students on loan for the period of their studies.

Reference books, text-books, subject and language books will be made available with Book Bank. The books will be made available on loan to the poor and needy students and all deprived classes of students whose parental annual income does not exceed Rs. 6,000/.

Library Committee

The College has constituted a library committee to direct and advise the librarian in the smooth functioning of it. It is also the duty of this committee to make arrangements to procure recently published books and to take final decision regarding the journals to be subscribed in the library.All the policy matters related to the development of the library shall be implemented by this Committee in accordance with the spirit of the decisions taken by the College Council and the Staff Council.

GENERAL COMPUTER LAB

The college has instituted a common facility room with thirty well equipped compuers with internet connectivity to cater to the requirement of the students of all disciplines. This air conditioned room is the ideal place for students to browse materials from different sources including N-LIST. The students are assisted by a faculty who is in charge of this lab.

INFLIBNET

The students can access internet and logon to INFLIBNET from the Computer Lab. They can download and retrieve valuable information free of cost. A lot of paid electronic journals and

electronic content is accessible, free of cost for students. Network facility is available in all the Departments including the College Office All the on line registrations including University, KPSC and UPSC and various scholarships are done through the Computer Laboratory.

EDUSAT

The College has EduSat connectivity in the campus since 2013.Educational programmes prepared at various sites will be beamed to our campus. Students will be given opportunities to listen to experts from different fields. Edusatwill play a pivotal role in the dissemination of electronic content.

JEEVANI CENTER

Project Jeevani intends to improve awareness and promotion of mental health among college students along with ensuring early identification of psychological issues among these students. Addressing age appropriate psychological and social factors are essential in building young people's lives. It is vital to focus on helping young people to develop the skills necessary for managing their conditions. Attending to the issues of these students is of great importance, as it is the period that paves way to the successful lives of the students. The Jeevani counsellor will be with the students in their journey in college, sharing their joys

and sorrows, helping them with their pains. Such a psychosocial help would definitely prove to be of immense benefit to the students.

CONVENTION CENTERS

1. Seminar Hall

This is a well-furnished room with state of the art facilities. The Hall can accommodate 200 students at a time. There is television, DVD player, LCD projector, internet connectivity and a lot of other facilities in the Hall. Students and Teachers are free to use the room at any time.

2.College Auditorium

The College Auditorium is located adjacent to the main building. It is a big hall which can accommodate 750 participants at a time.It is primarily used for the big functions organized in the College.

Prior written sanction of the respective Custodian is needed to access the convention centers.

STUDENTS WELFARE
COUNSELLING CENTER

The Counselling Center has been functioning here since 2005.As there is an effective tutorial system in the College; a vast majority of the problems are solved within the class. The Counselling Center addresses pre-marital and post-marital problems among the students. It also addresses the pressures among students due to the changes in the socio-psychological structure of the modern times. The students are encouraged to speak frankly about their problems. At times, parents are also called for and given proper orientation. The students and parents are apprised of the changes in the social scenario and helped to cope up with it.

ASAP AND SKILL DEVELOPMENT CENTER

Additional Skill Acquisition Programme(ASAP) is one of the New Initiatives by the General Education Department and Government of Kerala. It aims at equipping students with the skills required for acquiring employment in allied sectors. Thirty students from various departments especially those who belong to the economically weaker sections are selected for the purpose and training is imparted. ASAP has instituted Skill Development Center in the College.

WALK WITH SCHOLAR PROGRAMME(WWS)

Walk with Scholar Programme is a New Initiative of the Government of Kerala. Walk with Scholar programme, as designed by the Collegiate Education is a programme of giving mentoring to students with the intention of assisting and guiding them to reach their academic, professional and career goals. Thirty students from nine departments are the beneficiaries of this programme.

SCHOLAR SUPPORT PROGRAMME(SSP)

The Scholar Support Programme, a part of the New Initiatives in Higher Education, initiated by the Department of Higher Education,Government of Kerala started in our college in August 2012. This programme aims at imparting additional support to students in those curricular areas in which they are weak.

TUTORIAL SYSTEM

Tutorial system has been introduced as per the UGC norms to guide, monitor, orient and support each student in his/ her study. Students are placed under group tutors and the Head of Department shall be the Chief Tutor. Each group tutor will keep regular watch over the progress and conduct of students under

his/her care and will give proper guidance. All applications including applications for leave of absence and Other requisitions to the Principal can be made only through the group tutor concerned. University Examination application forms shall be attested by the group tutor. The progress and conduct of the students will be intimated to parents by the group tutors. The group tutor shall be the custodian of a detailed profile of each student and will initiate steps to help students in case of difficulties. In addition to that, the Tutor concerned should engage the tutorial hours and furnish monthly report to the Tutorial Coordinator.

Details of the Tutor (To be filled by the student)

Item	Detail
Name of the Student	
Programme of Study	
Semester	
Name of the Tutor	
Phone number of the Tutor	
E mail id of the Tutor	

NATIONAL SERVICE SCHEME (N.S.S.)

National Service Scheme since its inception has stood and stands for inculcating the value of selfless service to humanity by emphasizing the motto '*Not Me But You'*. The college has two units of NSS with 200 volunteers and two programme officers. The units had constructed home for homeless, conducted legal literacy and cancer awareness classes, seminars and competition, blood donations, eye testing, blood grouping camps, pain and palliative help. National Service Scheme aims at education through community service. It is intended to arouse the social conscience of student community by preparing them to be useful to society.

Membership:Membership is voluntary and is strictly on selective basis. 100 students are selected to make, a National Service Corps. Each such student is subject to its discipline and code of behavior. Every student attending the N.S.S. will be required to put the minimum of time equivalent to 120 hours each academic year. Those who complete 240 hours of work in 2 years are eligible for a certificate issued by the University.

Application for enrolment will be called for by the Programme Officerof the unit at the beginning of each academic year.

Membership in N.S.S. and a certificate to that effect from the University will be treated as additional qualification while making recruitments to public services

Blood Donors Forum

The Forum used to conduct blood detection camp every year for the new comers and is in the fore-front to help people in critical condition by donating blood. The Forum aims at creating an atmosphere of mutual trust and inculcate values like commiseration.

Red Ribbon Club

Red Ribbon is a platform for AIDS awareness and fight all sorts of superstition about AIDS in society. A variety of inter-active programmes are conducted to make students AIDS conscious.

CAREER GUIDANCE AND PLACEMENT CELL

The Career Guidance and Placement Cell functions in this College with the twofold aim of guiding students to newer pastures in their career and strengthening their employability. Various programmes like career awareness, orientation sessions and personality development programmes are conducted in this connection. Exclusive sessions on getting admission in Central Universities and Centers of Excellence are given to the students.

Residential and non-residential camps are also conducted. To help them achieve their employment goals, students are duly informed about job fairs. The Cell maintains a database of all the outgoing students.

COMMUNITY COLLEGE

The College has started an *Advanced Diploma Course in Auto Electricals and Electronics* in collaboration with KVR Motors, Perintalmanna, under the Community College Scheme sponsored by the UGC. The eligible students of this course are entitled to monthly stipend. The College has given space to start an office room and a well- equipped class room to conduct the programme. In addition to that, the available human resource in the College is also utilized for the smooth conducting of the programme. A permanent faculty of the College is the Coordinator of the programme and the Board of Studies is constituted from among the teaching staff available in the College

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CENTER FOR CONTINUING EDUCATION

This College is a sub center of the Center for Continuing Education of the Government of Kerala. This Center is offering a

six month Diplomaprogramme in Computer Application. Those who have qualified 10 standard can apply for the programme. The Department of Computer Science is managing the programme.

NMEICT OF MHRD

The Spoken Tutorial based software training programme of IIT Bombay is an initiative of the MHRD to promote IT literacy through open software. TheCollege is offering the programme and the Department of Computer Science is managing it.

SCHOLARSHIP DIVISION

As there are a variety of scholarships available for students a Division has been constituted by the College Council to ensure that maximum students are brought under the umbrella of scholarship and covered by any one of the scholarships. This Division will provide necessary information to students regarding the availability of the scholarship; will help the student to apply for it by processing the application and uploading the matter at the right time .All the official work related to scholarship will be done by this Division.

SUVARNA JUBILEE SCHOLARSHIP	
No. Of Scholarship	UG-3000, PG:1000
Amount of Scholarship	Rs.10,000/Per Year
Eligibility	50% marks in qualifying exam Income limit. - should belong to BPL family. Students of Govt./aided institutions can only apply Scholarship allotted to a particular college for UG & PG
Time to apply	After the completion of first year admissions
Time of sanction	October/November every year
Procedure of sanction	The Special Officer for Scholarships after verification of applications sanctions. Presently the amount is being disbursed to the head of the institution through Demand Draft

Time of disbursement	November/December every year

STATE MERIT SCHOLARSHIP	
No. Of Scholarship	UG 300, P.G. 150
Amount of Scholarship	Rs. 1250/- (UG), Rs.1500/-(PG) (Per Year)
Eligibility	50% marks in qualifying Exam. Income limit Rs.1.0 lakh. But for the first 25 students in HS level and the first 3 students in the UG level and the first student in the PG level, scholarships are awarded without considering income criterion.
Time to apply	Soon after the completion of admissions in Colleges.
Time of Sanction	October/November every year
Procedure for sanction	Sanctioned by the Special Officer for Scholarships after verification of applications.

	Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December
MUSLIM GIRLS SCHOLARSHIP	
No. Of Scholarship	UG- 3000, PG- 1000
Amount of Scholarship	Rs.3000 /-(UG), Rs.4000 /-(PG) (Per Year)
Eligibility	1.Only Muslim girls are eligible 2.Should be a student in Govt./Aided institution or should have secured admission under Govt. quota in unaided colleges 3.income limit Rs.2.5 lakhs. The amount is being credited to the SB a/c of the applicant. Students are advised to submit

	Bank account number of any nationalized Bank with IFSC code
When to apply	After the completion of first year admissions
When is it Sanctioned	October/November every year
Sanctioning Procedure	Sanctioned by the Special Officer for Scholarships after verification of Applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December

MUSLIM GIRL STUDENTS STAYING IN HOSTEL ARE ELIGIBLE TO GET HOSTEL FEE SUBJECT TO MAXIMUM OF Rs.10,000/- PER ANNUM

STIPEND FOR MUSLIM GIRLS RESIDING IN HOSTELS

No. Of Scholarship	2000
Amount of	Max. Rs 1000/p.m, Rs 10000/p.a

Scholarship	
Eligibility	Should be residing in Govt./Govt. approved hostels. Income limit Rs.2.5 lakh
Time to apply	After the completion of first year admissions
Time of Sanction	October/November every year
Procedure of sanction	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December
MUSLIM NADAR SCHOLARSHIP	
No. Of Scholarship	Number not specified(according to allotment of fund)
Amount of Scholarship	Rs125/per year

Eligibility	Girls students belonging to OBC communities and girl students belonging to BPL families of forward casts can apply.50% marks in qualifying exam. Income limit Rs. 18,000/per year
Time to apply	After the completion of first year admissions
Time of Sanction	October/November every year
Procedure of sanction	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December
SANSKRIT SCHOLARSHIP	
No. Of Scholarship	UG- 55, PG – 25
Amount of Scholarship	200 /- (Per Month)

Eligibility	H.S students who study Sanskrit as one of the subjects and students of Sanskrit colleges and Sanskrit University. Income limit 1.0 lakh p.a
Time to apply	Soon after the completion of first year admissions
Time of Sanction	October/November every year
Procedure of sanction	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December
SCHOLARSHIP FOR BLIND/DEAF/PHYSICALLY CHALLENGED STUDENTS	
No. Of Scholarship	Variable
Amount of	Fee , Boarding and Hostel Charges

Scholarship	
Eligibility	Students of Govt/aided colleges and HS institutions are eligible. Fee concession only to those whose annual income are below Rs.25,000/p.a
Time to apply	After the completion of first year admissions
Time of Sanction	October/November every year
Procedure of sanction	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed to the head of the institution through e-Transfer
Time of disbursement	November/December
POST METRIC SCHOLARSHIP for MINORITY	
No. Of Scholarship	Fixed by GOI(Ministry of minority affairs) every year
Amount of	UG & PG- Rs185/ for day scholars and Rs.335/

Scholarship	for hostelers
Eligibility	50% marks in qualifying exam. Income limit Rs.2 lakh. Only Muslim and Christian students are eligible from the state of Kerala.
Time to apply	Decided by GOI
Time of Sanction	October/November every year
Procedure of sanction	Sanctioned by the Special Officer for Scholarships after verification of applications. Presently the amount is being disbursed the electronic transfer to the students account
Time of disbursement	November/December

In addition to this, eligible students can apply for the Scholarship instituted by The Kerala State Higher education Council and the other available Scholarships. For details the students are requested

to visit the website of the Collegiate Education. Students can also get **TeachersDay Scholarship**, the scholarship instituted by the Staff Club of this College.

RULES AND REGULATIONS

COLLEGE RULES

- Students shall keep the identity card and college Calendar with them always and produce the identity card when demand by the college authorities.
- Perfect discipline and decorum should be maintained in the class rooms and in the college campus
- Do not enter or leave a class in session without the permission of the teacher.
- Students shall not smoke, chew pan in the premises of the college. Do not participate in
  - o any agitation directed against constituted authority
  - o any meeting likely to excite disloyalty or disaffection; towards the Government
  - o any movement likely to promote communal ill-feeling

- Do not disfigure college walls, desks or benches with writing or engravings of any description. Students shall not loiter through the corridors or along the verandahs during class hours

- Do not present any mass petition to the Principal. Make representations to higher authorities only through the Principal

- No meeting or entertainment shall be organized or any fund collected in the College without the permission of the Principal

- Students who go over to other college or institutions to take part in acts of indiscipline such as demonstration or strikes will be punished.

- The dress worn shall always be clean, sober and dignified. Students should take note of the notifications put on the notice boards every day before they leave the college. Failure to look at the notice board will not be an excuse for any omission or commission.

- In regard to all matters of conduct in and outside the college not specially mentioned herein, staff and students

are expected to conduct themselves in such a way as to maintain the fair name of the college as well as their own.

- The Principal shall have the power to inflict the following punishments: fine, cancellation of attendance, forfeiture of educational concession and scholarship, suspension, compulsory issue of T. C. etc.
  - o Promotion to higher class, selection for University Examination and issue of progress, attendance or conduct certificates are matters absolutely within the discretion of the Principal.
- Irregular attendance, insubordination to teachers, habitual inattention to class work, obscenity in word or act are sufficient reasons for the temporary or permanent dismissal of a student.
- Staff and students shall not use cell phones in the class room. Camera Cell phones are prohibited in the campus.
- Two-wheelers and Four wheelers shall be parked only at the parking area.

ADMISSIONANDWITHDRAWAL

Admission to the courses in the college is strictly on the basis of merit. The college is affiliated to the University of Calicut and the college has been strictly following the rules and regulations of the university

- Admission to all classes is governed by the rules laid down by the Government of Kerala.
- Application for admission should be made in prescribed form available in the College Office.
- No student will be enrolled or allowed to attend any class until the fees due from him/her have been paid.

Withdrawal--Transfer- Certificate

- No transfer certificate will be issued to those from whom there are any dues to the college. No fee will be levied from those who apply for T. C. within one year after leaving the college. A fee of Rs. 25 will be levied from those who apply for T. C. after the lapse of one year and from the date of leaving the college. An additional fee of Rs. 10 will be levied from those who apply for duplicate copies of the T.C. Every student should take his/her T. C.

at the end of his/her course and produce it when he/she is admitted for the next course.

- No student who has previously studied in any recognized school or college shall be admitted to the college unless he/she presents the Transfer Certificate showing:

  The name of the student in full;

  The date of birth as in the admission register;

  The date on which s/he was admitted to and on which he left the institution;

  The class in which s/he studied at the time of leaving it;

  If it be the time of annual promotions,whether he is qualified for promotion to a higher class, and

  That he has paid all fees or other money due to that institution in respect of that academic year in which s/he was enrolled.

- Every transfer certificate issued to students from a college or other institution after being registered for University Examination shall contain the following details in addition to those prescribed above;

  Name of the examination of the University for which the student has last attended from the college;

  Register number of the student and date of examination;

Whether the student has appeared for the examination;

and

If the student has appeared for the examination the parts and division in which he has passed; and the parts and division in which he has failed.

- Transfer Certificate to a student who has been enrolled for a University Examination, shall be issued only after the provisional results of the examination are published and every such certificate shall contain the details of the parts or division in which he has passed and the parts or division in which he has failed.

- No student shall be admitted to a college or other institutions pending the production of such a certificate. Every such certificate shall be endorsed with the admission number under which the student is enrolled and shall be filed for reference and inspection.

Conduct Certificate

- Conduct certificate is a document which the student has to earn, It will not be issued as a matter of course.

Token Registration

- Applications for token Registration should be submitted to the Principal within 7 days of the reopening of the College every year. If such applications do not reach the university within 15 days after the reopening of the College, such students will not be promoted to the next higher class.

ATTENDANCE AND ABSENCE

- Attendance shall be marked at the beginning of each class, whether Lecture, Practical, Composition or Tutorial by the member of the staff in charge of the class.
- Students should occupy their respective seats before attendance is taken, they should not leave the classroom nor should latecomers enter the classroom without the permission of the members of the staff in charge of the class. For the purposes of attendance, all working days shall be counted as whole days irrespective of the number of working hours. The days that will be taken into account are those marked as working days in the college calendar or notified by the Principal. (Special classes will not count for extra attendance.)

- The working day is divided into 5 periods, each of one hour duration in general. In the Degree classes, the attendance in any part shall be totaled separately.

- No student shall absent him/ herself from a class without leave. Absence without leave for a part of a session shall be considered as absence for half a day.

- Students are informed that they should get 75 Per cent of attendance of the semester and should they fall short, the deficiency will be condoned only when the Syndicate is satisfied, that the absence was for reasons beyond the control of the student.
  The deficiency beyond 20 days will on no account be condoned and exemption will not be granted for more than one semester in any course of study,

- Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be re-admitted at the discretion of the Principal, in which case they will have to pay the re-admission fee of Rs.10/ and all College fee due before they are re-admitted.

- The student coming to the classes late without leave shall lose half a day's attendance, unless otherwise

recommended by the member of the staff-in-charge of that class.

- If leave is required for a single hour only, the application may be made to the member of the staff- in-charge of the class during that hour.
- If leave is required for the afternoon session only, the student should appear in person before the Head of the department concerned and get the application for leave recommended by them.
- Application for leave should be made in the format given in the specimen forms at the end of this Calendar to the Head of the respective department through the Tutor.
- Disciplinary action including infliction of fine will be taken against those who repeatedly absent themselves on insufficient grounds.
- Attendance Progress Certificate will not be effective unless the student has three-fourths of the attendance prescribed by the University.

FEE RULES AND EDUCATIONAL CONCESSIONS

KPCR/OBC/OEC/SC/ST Concessions are being given to students on satisfying the eligible conditions.

SEBC Concession is also given to the eligible students of P. G. courses.

- Every student is liable to pay the prescribed fee for the whole term provided that his/her name is on the rolls of the college:

  if a student studying in an Arts and Science College or Sanskrit College for Degree or Post-graduate courses is admitted to the same course of study in any other similar college, he/she shall- not be called upon to pay over again the fees already paid for the term in the college which issued the T. C. But special- fees and caution deposit will have to be paid again at the new college.

- A student who leaves a private college, affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parent who is/are the employee of Government is liable to pay the prescribed fees only for the period during which the student's name is on the roll of the Government College.

- In the case of students admitted late, after commencement of the academic year, the fee for the preceding months, if any must be collected at the time of admission.

- If in a particular term, a student who stands admitted in a college, but did not attend any of the class, requests permission to discontinue his/her studies in that college and takes T. C, the refund of fees may be ordered in his/her case. The claim for refund in such cases should be preferred by the student with the Principal by submitting an application within 2 months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicant. If the application for refund is not submitted before this period, the claim for refund will be forfeited.
- Refund of fees including specialfees, once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course in an Arts and Science College or Sanskrit College and who joins another Professional or Technical College or Institution offering a different course of instruction and not coming under the Director of Collegiate Education or under the scheme of direct payment.
- The Principals of the Government﹐ Institutions under the Director of Collegiate Education are empowered to sanction the refund of feesin all cases mentioned above.

- In respect of the private Arts and Science Colleges coming under the direct payment system, ̄the respective Zonal Deputy Directors of Collegiate Education are empowered to sanction refund of fee

- Wherever the term 'fee' is mentioned it means 'Tuition Fee' alone.

- If any eligible backward community student had paid the fees at the time of joining the college and such fee had been emitted into the treasury, the amount of fee so paid may be got reimbursed by the Harijan Welfare Department. The time limit prescribed in rule 18 shall not apply in cases of refund of this nature. The Principals of government colleges will claim refunds in such cases and disburse the same to the students in so far as Government colleges are concerned. These rules shall be deemed to have come into force with effect from 1/6/72 i.e., the date of implementation of the scheme of direct payment.

- All claims for refund arising from the respective application of these rules should be performed by the students concerned with the principals of the colleges by submitting an application to the Principal. The claim

should be preferred within two months from the date of the publication of the names of students in the newspaper. If any student fails to prefer the claim within the stipulated period, the claim for the refund will be forfeited as per GO(MS No.91/89 Edn. D Dept. dated 27/4/89)

- The Principal is responsible for collection of fees as provided in these rules.
- The caution deposit to be paid by a student for a particular course shall be retained in the institution till the completion of the course of study.
- At the end of a particular programme, the caution deposit realized from the student will be refunded on receipt of application from the student in the prescribed format.
- The caution deposit paid by a student for a particular programme in an institution shall be refunded after adjusting dues , if any, before the completion of the course in that college, if the student applies for refund of the same and provided that the student takes TC from the college concerned on grounds of discontinuing the course or for pursuing studies for the same or a different course in some other institution.

- It shall be the responsibility of the student to claim the refund of caution deposit paid by him / her for a particular programme immediately after the closing of the college or after the expiry of the academic year or earlier when the claim for refund arises under the circumstances stated above.

- All claims for refund of caution deposit shall be preferred before the reopening date of next academic year.

- In case any student had not been promoted to a higher class on one or more occasions or has discontinued the studies for one or more academic year during the tenure of a course which he / she completed after such break, then the time limit mentioned above for claiming the refund shall be extended by such number of academic years of break.

- Immediately after the expiry of the time limit prescribed for claiming the refund of caution deposit, steps will be taken by the principal of the college to publish the name of the students who have not claimed the deposit before the stipulated date in the newspaper and if he / she is not preferring the claim for the refund within a period of 2 calendar months from the date of publication of the news

the whole amount due to the student shall be permanently forfeited and the same will be withdrawn from the caution deposit account and remitted to Government revenues as per G O (Ms.) No. 91/89/H Edn. Dated 24/4/89.

- The students should keep in safe custody the receipt issued for remittance of the caution deposit amount during the tenure of their course. The caution deposit amount will be refunded only if the concerned receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of the claim for refund. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided further the
Principal is personally satisfied about the identity of the applicant claiming the refund.

Fee Concessions

- Poor, students of other backward communities who are bona fide subjects of Kerala State are eligible for full fee concession. They will have to produce the necessary nativity and community certificate from a Revenue

Officer not below the rank of Tahsildar. Income certificate issued by `the Village' Officer will be accepted for the above purpose. The income limit are as follows:

- Students belonging to Scheduled Castes, Scheduled Tribes, O.E.C including Cudumbies and converts from them are, eligible for full fee concession, lump sum grant for purchase of books, actual boarding and lodging charges in collegiate hostels and other Government hostels or monthly stipend at the rate fixed by the Government from time to time. (The concession shall be granted by the Harijan Welfare Department on proper application with necessary certificate to be submitted, at the prescribed time.)

- Students who are children of Kerala Government Servants who died in harness or within six months after retirements will be eligible for fee full concession for one year in each class provided their annual income is below Rs. 100000.

REGULATIONS FOR CHOICE BASED CREDIT

AND SEMESTER SYSTEM FOR

UNDER GRADUATE (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 Page 4 of 26 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 co-ordinator as convenor and department co-ordinators 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. The

Letter grade that corresponds to a range of CGPA is given in Annexure-I.

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.

3.30. Words and expressions used and not defined in this regulation, but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. PROGRAMME STRUCTURE

4.1. Students shall be admitted 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 of3 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 includesabbreviation of the subject in three letters, the semester number (1 to 6) in which the course isoffered, the code of the course (A to E) and the serial

number of the course (01,02 ......). Thecourse code will be centrally generated by the university. For example: ENG2A03 represents acommon course of serial number 03 offered in the second semester and PHY2B02 representingsecond semester Core course 2 in Physics programme.

4.5. Common Courses: In general, every UG student shall undergo 10 common courses (total 38credits) 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	English courses A01-A04 applicable to Language Reduced Pattern (LRP) Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc.
A03. Common English Course III	
A04. Common English Course IV	
A05. Common English Course V	
A06. Common English Course VI	
A07. Additional Language Course I	Addl.Language courses A07-A10 applicable to BA/B.Sc
A08. Additional Language Course II	
A09.Additional Language Course III	Regular Pattern Addl.Language courses A07-A08 applicable to LanguageReduced Pattern (LRP) Programmes
A10.Additional Languag Course IV	

A11. General Course I	Applicable to Language Reduced Pattern (LRP) Programmes
A12. General Course II	
A13. General Course III	
A14. General Course IV	

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 alloted for open course is 3 and the hours alloted is 3. If there is only one programmein 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 inCUCBCSSUG 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 collegesat least before the fifth semester examination. The list of courses in each semester with credits aregiven 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 + 16for common languages other than English) credits shall be from common courses, 2 credits forproject/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14credits for common courses (English), 8 credits for additional language courses and 16 credits

forGeneral courses). The maximum credits for a course shall not exceed 5. Dual core programmesare having separate credit distribution. Audit courses shall have 4 credits per course and a total of16 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 bythe 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 begranted by University remitting the required fee. Benefits of attendance may be granted to studentswho attend the approved activities of the college/university with the prior concurrence of the Headof the institution. Participation in such activities may be treated as presence in lieu of theirabsence on production of participation/attendance certificate (within two weeks) incurricular/extracurricular activities (maximum 9 days in a semester). Students can avail ofcondonation 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 canmove to the next semester only if he/sheaquires 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 canbe 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 2credits 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 Methodolgy course instead of project. Board of Studies concerned shall prepare the syllabus for the same.

5. BOARD OF STUDIES AND COURSES

5.1. The UG Boards of Studies concerned shall design all the courses offered in the UG programmes. The Boards shall design and introduce new courses, modify or re-design existingcourses

and replace any existing courses with new/modified/re-designed courses to facilitate betterexposure and training for the students.

5.2. The Syllabus of a course shall include the title of the course, the number of credits, maximummarks for external and internal evaluation, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses, project, viva, practical etc. in the scheme and syllabus of various programmes coming under same faculty.

5.3. The Syllabus for Common Courses, eventhough prepared by different Boards of Studies, maybe put under a separate head as Syllabus for Common Courses.

5.4. Each course have an alpha numeric code, the number of credits and title of the course. The code gives information on the subject, the semester number and the serial number of the course. Each module/chapter may mention the number of questions to be asked in each section in the Question paper.

5.5. The syllabus of each course shall be prepared module wise. The course outcomes are to be clearly stated in the syllabus of all subjects including laboratory subjects, The number of instructional hours and reference materials are also to be mentioned against each module. Since a semester contains 16 instructional weeks, the same may be considered in the preparation of the syllabi.

5.6. The scheme of examination and model question papers are to be prepared by the Board of Studies. The number of questions from each module in each section may be given along with the syllabus.

5.7. A Question Bank system shall be introduced. Boards of Studies shall prepare a Question Bank, module wise, at least 8 times to that required for a Question paper.

5.8. Boards of Studies should make the changes in the syllabi and text books in consultation with the teachers. Each Course should have a Preamble which clearly signifies the importance of that course. The Higher secondary syllabus also to be taken into account while preparing the UG syllabus.

5.9. Boards of Studies have to be constantly in touch with renowned Indian Universities and atleast a few foreign universities. Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

6. ADMISSION

6.1. The admission to all programmes will be as per Rules and Regulations of the University.

6.2. The eligibility criteria for admission shall be as announced by the University from time totime.

6.3. Separate rank lists shall be drawn up for reserved seats as per the existing rules.

6.4. The admitted candidates shall subsequently undergo the prescribed courses of study in a college affiliated to the University for six semesters within a period of not less than three

years; clear all the examinations prescribed and fulfil all such conditions as prescribed by the University from time to time.

6.5. The college shall make available to all students admitted a **prospectus** listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses. Detailed syllabi shall be made available in the University/college websites.

6.6. There shall be a uniform **calendar** prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed. Admission notification and the academic calendar for SDE/ Private Registration will be prepared and issued by SDE. **6.7.** There shall be provision for **Inter Collegiate and Inter University Transfer** in third and fifth semester within a period of two weeks from the date of commencement of the semester. College transfer may be permitted in Second and Fourth semester also without change in complementary course within a period of two weeks from the date of commencement of the semester concerned.

6.8. Complementary change at the time of college transfer is permitted in the third semester if all conditions are fulfilled.

6.8.1. Core/Complementary change under SDE/Private Registration: Existing rule (as in CUCBCSS UG 2014) shall be followed in Core/Complementary Change.

6.9. CBCSS regular students can join distance education stream/Private Registration in any semester in the same programme or different one. If core and complementary courses are different, they have to undergo them in the new stream. The marks/grace obtained for common courses will be retained.

6.10. A student registered under distance education stream/Private Registration in the CBCSS pattern may be permitted to join the regular college (if there is a vacancy within the sanctioned strength) in the third and fifth semester with the same programme only. If there is a change in complementary courses, it can be done with following conditions: i) the external and internal marks/grade obtained in the previous semesters for the earlier complementary courses will be cancelled. ii) the students have to write the external examinations for the previous semester for thenew complementary courses along with the subsequent batch. iii) An undertaking to the effect that "the internal evaluation for the previous semesters of the new complementary courses will be conducted", is to be obtained from the Principal of the college in which the student intends to join.

6.11. Provision for **credit transfer** is subject to common guidelines prepared by the faculty concerned.

6.12. There shall be provision for **Readmission** of students in CBCSS UG 2019.

6.12.1. The Principal can grant readmission to the student, subject to the conditions detailed below and inform the matter of readmission to the Controller of Examinations within one month of such readmission.

6.12.2. This readmission is not to be treated as college transfer.

6.12.3. There should be a gap of at least one semester for readmission.

6.12.4. The candidate seeking readmission to a particular semester should have registered for theprevious semester examination.

6.12.5. Readmission shall be taken within two weeks from the date of commencement of thesemester concerned.

6.12.6. For readmission, the vacancy should be within the sanctioned strength in the parentcollege. If there is no vacancy in the junior batch of the parent college, readmission can be taken inanother college with the junior batch if there is vacancy within the sanctioned strength in theconcerned college.

6.12.7. If there is a change in complementary courses, it can be done with following conditions: i)the external and internal marks/grade obtained in the previous semesters for the earliercomplementary courses will be cancelled. ii) the students have to write the external examinationsfor the previous semester for the new complementary courses along with the subsequent batch iii)An undertaking to the effect that "the internal evaluation for the previous semesters of the newcomplementary courses will be conducted", is to be obtained from the Principal of the college inwhich the student intends to take readmission.

6.12.8. If change in scheme occurs while readmission, provision for credit transfer is subject tocommon guidelines prepared by Board of Studies/ Faculty concerned. For readmission to CBCSSUG 2019 involving scheme change, the Principal concerned shall report the matter of readmissionto Controller of

Examinations with the details of previous semesters and course undergone withcredits within two weeks in order to fix the deficiency/excess papers.

7. REGISTRATION

7.1. Each student shall make an online registration for the courses he/she proposes to take, inconsultation with the Faculty Adviser within two weeks from the commencement of eachsemester. The college shall send a list of students registered for each programme in each semestergiving the details of courses registered, including repeat courses, to the University in theprescribed form within 45 days from the commencement of the semester.

It is mandatory that the students who got admission under CBCSS UG 2019 in SDE/Private shallregister for the examinations of the concerned semesters in the same year itself.

7.2. A student shall be normally permitted to register for the examination if he/she has requiredminimum attendance. If the student has a shortage of attendance below 65% in a semester, thestudent shall be permitted to move to the next semester (if the attendance is more than 50% -Provisional registration) and can write the examination for the entire courses of the semester inwhich shortage of attendance occurs as supplementary examination only after the completion ofthe entire programme**.** In such cases, a request from the student may be forwarded through thePrincipal of the college to the Controller of Examinations within two weeks of the commencementof the semester. If the attendance is less than 50%, the student is ineligible to continue theprogramme and has to seek readmission. **There will not be any Repeat semester in CBCSSUG2019**.

7.3. A student who registered for the course shall successfully complete the programme within 6years from the year of first registration. If not, such candidate has to cancel the existingregistration and join afresh as a new candidate.

7.4. For open courses there shall be a minimum of 10 and maximum of 75 students per batch. Forother courses existing pattern will be followed.

7.5. Those students who have followed the UG Programmes in annual pattern or Choice basedCredit & Semester System pattern can cancel their earlier registration and register afresh forCBCSSUG 2019 scheme in the same discipline or a different one.

7.6. The students who have attendance within the limit prescribed, but could not register for theexamination have to apply for **Token registration,** within two weeks of the commencement of thenext semester.

8. EXAMINATION

8.1. There shall be University examinations at the end of each semester. **8.2.** Practical examinations shall be conducted by the University as prescribed by the Board ofStudies.

8.3. External viva-voce, if any, shall be conducted along with the practical examination/projectevaluation.

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

8.5. Different types of questions shall posses different marks to quantify their range. A generalscheme for the questionpaper is given in Annexure III.

8.6. Project evaluation shall be conducted at the end of sixth semester. 20% of marks are awardedthrough internal assessment.

8.7. Audit course: The students can attain only pass (Grade P) for these courses. At the end of eachsemester there shall be examination conducted by the college from a pool of questions set by theUniversity. The students can also attain the credits through online courses like SWAYAM, MOOCetc. The College shall sent the list of passed students to the University at least before thecommencement of fifth semester examination.

8.8. Improvement course:

Improvement of a particular semester can be done only once. Thestudent shall avail of the improvement chance in the succeeding year after the successfulcompletion of the semester concerned. The students can improve a maximum of two courses in aparticular semester (for SDE/Private registration students also). The internal marks alreadyobtained 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 afterregistration, or if there is no change in the results of the improved examination, the mark/gradeobtained in the first appearance will be retained.Improvement and supplementary examinations cannot be done simultaneously.

8.9. Moderation:

Moderation is eligible as per the existing rules of the Academic Council.

9. EVALUATION AND GRADING

9.1. Mark system is followed instead of direct grading for each question. For each course in thesemester letter grade and grade point are introduced in 10-point indirect grading system as perguidelines given in Annexure-1

9.2. Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2)External Evaluation20% weight shall be given to the internal assessment. The remaining 80% weight shall be for theexternal evaluation.

9.2.1.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 paper40%, 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 of marks for Test paper and Class Room Paticipation (CRP) for internal evaluation are as follows.

Split up of 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 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
75% ≤CRP <85%	2	2
85 % and above	4	3

9.2.2. 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.

9.2.3. 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 pattern is given in the Annexure III). The courses with 2/3 credits will have an external examinaion 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.(Guidelines are given in the Annexure II).

After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

9.2.4. 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. **10. INDIRECT GRADING SYSTEM**

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

10.2. 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. (Annexure I).

10.3. 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.

10.4. 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.

10.5. 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.

SGPA of the student in that semester is calculated using the formula

$$\textbf{\textit{SGPA} = \frac{\textit{Sum of the credit points of all courses in a semester}}{\textit{Total credits in that semester}}}$$

10.6. The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\textbf{\textit{CGPA} = \frac{\textit{Total credit points obtained in six semesters}}{\textit{Total credits acquired (120)}}}$$

10.7. SGPA and CGPA shall be rounded off to three decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for

the entire programme shall be awarded to a student depending on her/his CGPA (Annexure-I)

11. GRADE CARD

11.1. The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

▢ Name of University

▢ Name of College

▢ Title of UG Programme

▢ Semester concerned

▢ Name and Register Number of student

▢ Code number, Title and Credits of each Course opted in the semester

▢ Letter grade in each course in the semester

▢ The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)

11.2. The final Grade card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show CGPA (corrected to three decimal places), percentage of marks (corrected to two decimel places) and the overall letter grade of a student for the entire programme. The final grade card shall also include the CGPA and percentage of marks of common

courses, core courses, complementary courses and open courses separately. This is to be done in a 10- point indirect scale. The final Grade card also contain the list of Audit courses passed and the details of Extra credits.

• **Evaluation of Audit courses:** The examinaton shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or Online question paper may be introduced.

12. 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.

12.1. CUSSP for SDE/Private students:

For SDE/Private students, out of the 12 days, the student has to undergo 6 days in a Panchayath or Local body and the remaining 6 days in a Hospital/ Oldage home or in a Pain and palliative centre.. The respective certificate should uploaded to the University (before the commencement of fifth semester examinations) in respective student portal and the University should provide an Online Certificate for the same.

13. AWARD OF DEGREE

The successful completion of all the courses (common, core, complementary and open courses)prescribed for the degree programme with 'P' grade shall be the minimum requirement for the award of degree.

RIGHT TO INFORMATION OFFICE

The Right to Information Office of the College will prepare the response to the queries asked as per the Right to Information Act of the Government of India. The Committee will take utmost care to furnish the complete details regarding the question under consideration keeping the spirit of the Act.

COLLEGE WEBSITE

The College has a website and the URL is *www.ptmgovernmentcollege.in.* This serves as an electronic platform of the College. All the details related to the functioning of the College are available on line. Information to the student community and public is intimated through it. Programme schedule, staff details, highlights of the College are put online.

CLUBS

BHOOMITHRA SENA

The Bhoomitresena with its honest motive of preserving the diverse and multi-dimensional eco system attempts to inculcate among the youngsters the necessity of preserving and handing down the Earth to posterity. The club members actively participate in afforestation mission and has contributed substantially in retaining the greenery in the campus.

FILM CLUB

The Film Club is working actively to promote a love for good cinema, to help students learn how to appreciate good cinema and to develop healthy cinema culture among the youth. The Club takes initiatives to organize film festival in the campus and

to inform the club members of the changes taking place in the world of cinema.

LITERARY CLUB

This club aims at inculcating and honing the reading and writing skills of the students of this college. It would also introduce new arrivals in all disciplines to the students to keep them abreast in the selected area of specialization. Discussions on contemporary issues will be conducted. The club also aims at shaping the creative writing skills of young writers using blogs. The club aspires to bring out a literary magazine.

STAFF CLUB

Staff Club is the cultural forum maintained by the teaching and non-teaching staff of the College. It conducts a lot of programmes both for the staff and students. The Staff Club has instituted a scholarship for needy studious students of the College.

COLLEGE UNION AND AFFILIATED ASSOCIATION

- Every college affiliated to the University of Calicut shall have a College Students' Union.The objectives of the Union shall be:

  (a) to train the students of the college in the duties, responsibilities and rights of citizenship,

  (b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students,

  (c) to organize debates, seminars, work squads, tours and similar other activities,

  (d) to encourage sports, arts and other cultural, educational and recreational activities that are incidental and conductive to the above objects, and

  (e) to work for the general welfare of the student community

- All students of the college shall ipso factobe ordinary members of the Union and shall have the right to vote and contest in the elections of the Union, unless they are otherwise disqualified.

- The Union shall have a union council comprising of the following office-bearers:

    The President of the Union (Principal of the college ex-officio)

    The Chairman

    The Vice Chairman (Lady)

    Secretary

    The Joint Secretary (Lady)

    The University Union Councillor

    Secretary, Fine Arts

    The Chief Student Editor

    The General Captain

    The Staff Advisor nominated by the President

    The Secretaries to the various associations

    One representative for all PG students

- Students should desist from disfiguring the class rooms, compound walls and buildings in the college campus by pasting posters or writings on the walls as part of the election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well. Election campaign/ propaganda in the college campus should be limited to the issue of

pamphlet and bit notices, display of banners and posters and conducting group meetings to present the candidates. Persons who are not on the roll of the college register should not be allowed to take part in the propaganda work in the college campus. Students should not arrange for election propaganda or campaign/meetings in the college campus during working hours except with the specific sanction of the Principal. There should not be any sort of canvassing or propaganda in the college campus on the day fixed for the poll till the election results are announced.

CO - OPERATIVE SOCIETY

All students of the college are expected to get themselves enrolled as members of the society and help in the realization of the objects explained hereunder to their own obvious advantages as well as to the advantage of fellow students of the college. The objects of the Society are:

- To supply text-books and other stationery articles at cheaper rates.
- To encourage thrift and self-help.
- The dissemination of the knowledge of co-operative principles and their realization as far as practicable.

COLLEGE CANTEEN

The canteen is entrusted with the duty of providing quality food at a subsidized rate.

TEACHING STAFF

Dr. Valsala Kizhakkekarmmal Principal	M.Sc,Ph.D,	Office:04933-227370

P. Aboobacker Assistant Professor of Mathematics and Vice Principal	M.Sc	Office:04933-227370 Mob: 9447927328 backerpaloly@gmail.com

DEPARTMENT OF ARABIC

Dr Mohammed Noorul Ameen	MA, Ph.D	9846216130
Anvar koyamburavan	MA,	9497364866
Shafi	M.A	
Dr.Abdul Jaleel T	MA, Ph.D	9847502904 jaleelarabi@gmail.com
Khalid CT	MA	9605403452 khalidsadin@gmail.com
Sabira M K	MA	
Ummusalma N	MA	
Dr. Jabir K	MA, Ph.D	

DEPARTMENT OF COMMERCE AND MANAGEMENT

Shameera Kunhu T	M.Com,	9847212853
Sreevidya U	M.Com	9745925294
Ameer Babu K	M. Com	9747623206 ameerkollarthodi@gmail.com
Noushad KT	M. Com	9446395355 ktnoushad09@gmail.com

DEPARTMENT OF COMPUTER SCIENCE

Asha		7356123523

DEPARTMENT OF ENGLISH

Dr. Nisha M	MA, M.Phil Ph.D	9495740588 deapjay@gmail.com
Rajesh K	MA.	9400789289 rajesh.k2014@tiss.edu
Faisal P	MA, M Phil.	9495166237 faisalpahmed@gmail.com
Afsal P	M. A,	9446300187

Sangeetha	M A	
Unaisa	M A	
Manoj Mathew	M A	
Rubanath	M A	

DEPARTMENT OF HINDI

Dr. Ragi Balagopal	MA, PhD.	9495186599

DEPARTMENT OF HISTORY

Beena P	MA, M.Phil	9846987714

DEPARTMENT OF MALAYALAM

Ayishabi	MA	

DEPARTMENT OF MATHEMATICS

Ratheesh K P	M Sc, JRF	9496467909 ratheeshmath@gmail.com
Susanth P	M Sc.	9946541153 psusanth@gmail.com
Suma P	M Sc	**9446016771**
Abdul saleem VA	MSc	**9947249551**

DEPARTMENT OF PHYSICAL EDUCATION

Sunil MK	MPE	9447535454

DEPARTMENT OF PHYSICS

Ramla KT	M Sc	9995699726
Sunilkumar P	M Sc, JRF	9400001810 skpptm@gmail.com
Nikesh	MSc	

DEPARTMENT OF STATISTICS

Dr. Abdul Saleem	MSc, P hD	8086656036

LIBRARY STAFF

Vinod T C	Library Attender	9496190491

SUPPORTING STAFF

Narayankutty	Superintendent	9495217849
Ajaya Kumar	Head Accountant	9495711055
Alex V Joseph	Senior Clerk	9544034909
Ashokan K R	Clerk	9745348389
Sreenath Sankar	Senior Clerk	9388487918
Priya PS	Clerk	8129846122
Ansu NT	L D Typist	9745860196
Sanal P Soman	Office Attendant	9656207838
Abdu Rahman P K	Office Attendant	9633394082
Abdul Muthlib	Office Attendant	9495336538
Usha K C	Sweeper	8086797043
Subair Ali	Night Watchman	9744890363

Pramod K	Night Watchman	9946859837
Ahammed Kutty	Sanitation Worker	9961301498
Devaki	Sweeper	9746334617

ADDITIONAL CONTACT NUMBERS

College Telephone Number		
1	College (Principal& Office)	04933-227370
University Of Calicut		
1	EPBX Tel	0494-2401144 to 52 0494-2401665 to 72
2	Fax	0494-2400269

3	Vice Chancilor	0494-2400241(O) 0494-2400333(R)
4	Pro- Vice Chancilor	0494-2400243(O) 0494-2400222(R)
5	Registrar	0494-2400252(O) 0494-2400320(R)
6	Controller of Exam	0494-2400291(O) 0494-2400246(R)
7	Finance Officer	0494-2400224
8	Dean of Student's Welfare	0494-2400296
9	DCDC	Extn-128
10	NSS Office	Extn-362
11	Academic Staff College	Extn-350
12	SDE	Extn-355

13	G & A- I		Extn-119
14	G & A- II		Extn-124
15	Central Library		Extn-288
16	Exam Enquary		Extn-227, 228
1	Akshaya Centre Perinthalmanna		0493-3309326
2	Alshifa Hospital Perinthalmanna		0493-3227616
3	Angadipuram RLY Station		0493-3227343
4	Blood Bank Perinthalmanna		0493-3226505

5	BSNL Perinthalmanna	0493-3226700
6	Calicut Air Port, Kondotty	0483-2732369
7	Collectorate Malappuram	0483-2734922
8	Director, Collegiate Edn, TVM	0471-2303107
9	District Ayurvedic Hospital. Kottakal	0483-2742251
10	District Collector malappuram.	0483-2734355
11	District Hospital Perinthalmanna	0493-3227279
12	District Information Office	0483-2734387
13	District Panchayath Malappuram	0483-2734584

14	DTPC Malappuram	0483-2731504
15	Dy. Director, Collegiate Edn, CLT	0495-2722215
16	EMS Hospital Perinthalmanna	0493-3300000
17	Fire Force, Perinthalmanna	0493-3227800
18	Govt. College, Kondotty	0483-2728800
19	Govt. College, Malappuram	0483-2734918
20	Govt. College, Mankada	0493-3202135
21	Govt. College, Thanur	0494-2582800
22	Govt. Medical College, Manjeri	0483-

			2766880
23	Higher Edn Dept. TVM		0471-2518649
24	Income Tax Tirur		0494-2425647
25	KSEB Perinthalmanna		0493-3227219
26	KSRTC Perinthalmanna		0493-3227342
27	Mampad College, Mampad		0493-1200387
28	MES Hospital Perinthalmanna		0493-3258053
29	MES College Manarkkad		0492-4 222377
30	Moulana Hospital Perinthalmanna		0493-3300600
31	NSS College, Manjeri		0483-

		2766136
32	Palghat RLY Station	0491-2555231
33	Muncipality Perinthalmanna	0493-3227363
34	Police Station Perinthalmanna	0493-3327231
35	Post Office Perinthalmanna	0493-3227420
36	PSMO College Thirurangadi	0494 2460335,
37	Ramdas Hospital Perinthalmanna	0493-3226336
38	SBT Perinthalmanna	04933 227702
39	Shoranur RLY Station	0466-2222193

40	SBI Perinthalmanna	0493-3222121
41	Sub Treasury Perinthalmanna	0493-3227428
42	Taluk Office Perinthalmanna	0493-3327230
43	Tirur RLY Station	0494-2422240
44	TMG College, Tirur	0494 - 2630027
45	Water Authority Perinthalmanna	0493-3227260

COLLEGE ALMANC 2019-20

(Tentative Schedule) **JUNE 2019**

Date	Day	Particulars
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	Eid-ulFitar, Environment Day
6	Thu	Re Opening Day
7	Fri	
8	Sat	Holiday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Holiday

16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Holiday
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	Holiday
30	Sun	Holiday

JULY 2019

Date	Day	Particulars
1	Mon	
2	Tue	
3	Wed	

4	Thu	
5	Fri	
6	Sat	Welcome party to 1st Year Students
7	Sun	Holiday
8	Mon	Holiday
9	Tue	
10	Wed	
11	Thu	
12	Fri	World Population Day
13	Sat	
14	Sun	Holiday
15	Mon	Holiday
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday

22	Mon	Holiday
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	Holiday
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	Karkidakavu

AUGUST 2019

Date	Day	Particulars
1	Thu	
2	Fri	
3	Sat	Holiday
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thu	

9	Fri	Nagasaki Day / Quit India Day
10	Sat	Holiday
11	Sun	Holiday
12	Mon	Baliperunnal
13	Tue	
14	Wed	
15	Thu	Independence Day
16	Fri	
17	Sat	Holiday
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	SreekrishnaJayanthi
24	Sat	Holiday
25	Sun	Holiday
26	Mon	

Date	Day	Particulars
27	Tue	
28	Wed	AyyankaliJayanthi
29	Thu	
30	Fri	
31	Sat	Holiday

SEPTEMBER 2019

Date	Day	Particulars
1	Sun	Holiday
2	Mon	
3	Tue	
4	Wed	
5	Thu	Teachers Day
6	Fri	Onam Celebration, Hiroshima Day
7	Sat	Onam Holiday
8	Sun	Holiday
9	Mon	
10	Tue	Onam
11	Wed	
12	Thu	

13	Fri	SreeNarayanaguruJayanthi
14	Sat	Holiday
15	Sun	Holiday
16	Mon	Re opening after onam vacation Ozone Day
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	SreenarayanaSamathi
22	Sun	Holiday
23	Mon	
24	Tue	Semester (Odd) : Centralised Internal Examination
25	Wed	Semester (Odd) : Centralised Internal Examination
26	Thu	Semester (Odd) : Centralised Internal Examination
27	Fri	
28	Sat	Holiday

Date	Day	Particulars
29	Sun	Holiday
30	Mon	

OCTOBER 2019

Date	Day	Particulars
1	Tue	
2	Wed	Gandhi Jayathi
3	Thu	
4	Fri	
5	Sat	Holiday
6	Sun	Holiday – World Wildlife day
7	Mon	Holiday - Mahanavami
8	Tue	Holiday - Vijayadasami
9	Wed	
10	Thu	
11	Fri	
12	Sat	Holiday
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	

Date	Day	Particulars
17	Thu	
18	Fri	
19	Sat	Holiday
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	Holiday
29	Tue	
30	Wed	
31	Thu	

NOVEMBER 2019

Date	Day	Particulars
1	Fri	Kerala Piravi Day

2	Sat	Holiday
3	Sun	Holiday
4	Mon	Commencement even semester
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Holiday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	Annual Athletic Meet
14	Thu	Annual Athletic Meet , Children's Day
15	Fri	
16	Sat	Holiday
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	

21	Thu	
22	Fri	
23	Sat	Holiday
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

DECEMBER 2019

Date	Day	Particulars
1	Sun	Holiday – World Aids Day
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	

7	Sat	Holiday
8	Sun	Holiday
9	Mon	
10	Tue	Human Rights Day
11	Wed	
12	Thu	
13	Fri	
14	Sat	Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	X-Mas Holiday
22	Sun	Holiday – National Mathematics day
23	Mon	
24	Tue	
25	Wed	Christmas

26	Thu	
27	Fri	
28	Sat	Holiday
29	Sun	Holiday
30	Mon	
31	Tue	Reopening after X-Mas Vacation

JANUARY 2020

Date	Day	Particulars
1	Wed	New Year
2	Thu	
3	Fri	
4	Sat	Holiday
5	Sun	Holiday
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	

11	Sat	Holiday
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Holiday
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	Holiday
26	Sun	Republic Day
27	Mon	
28	Tue	
29	Wed	
30	Thu	

| 31 | Fri | |

FEBRUARY 2020

Date	Day	Particulars
1	Sat	Holiday
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Holiday
9	Sun	Holiday
10	Mon	
11	Tue	Semester (Even) : Centralised Internal Examination
12	Wed	Semester (Even) : Centralised Internal Examination
13	Thu	Semester (Even) : Centralised Internal

Date	Day	Particulars
		Examination
14	Fri	
15	Sat	Holiday
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Holiday
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	

MARCH 2020

Date	Day	Particulars
1	Sun	Holiday

2	Mon	
3	Tue	
4	Wed	
5	Thu	College Annual Day
6	Fri	Sendoff to final year students
7	Sat	Holiday
8	Sun	Holiday
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	Semester (Even) : Internal Mark Submission
19	Thu	

20	Fri	Open course application – Online
21	Sat	Holiday
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	Holiday
29	Sun	Holiday
30	Mon	
31	Tue	College Clossing for summer holidays

UNIVERSITY 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.*

SUCCESSION LIST OF PRINCIPALS

Name	**From**	**To**
Prof: Syed Muhammed Shah	16-07-75	20-07-79
Prof: Mammedunni B.	01-08-79	07-09-83
Prof: Mohammed Koya P.	08-09-83	31-03-84
Prof: John A. J.	01-04-84	08-11-87
Prof: Omar M.	09-11-87	31-03-88
Prof: Mohammed C. H.	01-04-88	24-06-90
Prof: John A. J.	25-06-90	31-03-91
Prof: Mohammed Nagoor Meera	01-04-91	18-03-92
Prof: Aboobacker P.	19-03-92	31-07-92
Prof: Unni krishnan P.K.	01-08-92	01-11-92
	03-04-93	13-09-93
Prof: Chandrachoodan Nair B.	02-11-92	21-12-92
	05-01-93	31-03-93
Prof: Lilly E.P.	22-12-92	04-01-93
	01-04-93	02-04-93
Prof: Hariharan C.	14-09-93	10-11-93
Prof: Sadanandan C. K.	11-11-93	30-03-94
	31-03-94	11-10-94
	10-06-96	26-09-96
Prof: Moideenkutty P.T.	01-04-98	30-12-98
	18-08-00	09-10-00
	19-11-01	10-12-01
Prof: Sethumadhavan K.K.	12-10-94	03-01-96
Prof: Radhakrishnan T.V.	23-02-96	09-06-96
	27-09-96	31-03-98
Dr. Santhi Chandra Kammath	31-12-98	04-06-99
Prof: Ramachandran V.R.	05-06-99	17-08-00
Prof: Surendranathan M.P .	01-02-00	31-06-00
Prof: Sankara Pillai K.G.	10-10-00	23-11-00
Prof: Nagendran K.R.	24-11-00	18-11-01
Prof: Raziya Y.	11-12-01	21-01-02
Prof: Kunhimohammed K.	25-01-02	10-08-02
Dr. Suseelan M.S.	02-09-02	30-06-03
Prof: Vasudevan M.	04-07-03	12-08-05
Dr. Mohamed K.K.	13-08-05	07-08-06

Prof: Prema Latha L	.	07-08-06	03-12-06
		22-01-07	31-07-07
Prof: Raman P.		04-12-06	21-01-07
		31-07-07	06-11-07
		01-08-08	22-11-08
Prof: Rajagopalan P.		31-03-09	30-07-09
		01-04-11	19-09-11
		01-06-12	07-10-12
		01-04-13	26-05-13
Prof: Pankunni V.		·11-07-08	31-07-08
Dr. Dhanalekshmy K	.	22-11-08	31-03-09
Prof: Koodathil Krishnan		31-07-09	31-03-11
Prof. Deva Latha Y.		20-09-11	31-05-12
Dr. Prathiba Kumari AR		08-10-12	31-03-13
Prof. Isahak MP		27-05-13	14-05-14
Dr. Damodaran K.K		15-5-14	30-7-14
Prof CT Lilly		1-8-14	31-3-15
Paloly Aboobacker	01-04-2015	9-8-15	
Dr. Elsamma Joseph Arackal	10-8-15	9-3-2017	
Paloly Aboobacker	9-3-2017	18-4-2017	
Dr. Valsala Kizhakkekarmmal	1-6-2017	onwards	

SCHEDULE

Semester ....

	I 9.30- 10.30	II 10.30 -11.30	III 11.30- 12.30	12.30- 1.30	IV 1.30- 2.30	V 2.30 -3.30	VI 3.30- 4.30
MON				RECESS			TUTORIAL
TUE							
WED							
THU							
FRI							

Note: Post Lunch Section Start at 2pm on all Fridays

SCHEDULE

Semester ....

	I 9.30-10.30	II 10.30 -11.30	III 11.30-12.30	12.30-1.30	IV 1.30-2.30	V 2.30 - 3.30	VI 3.30-4.30
MON				RECESS			TUTORIAL
TUE							
WED							
THU							
FRI							

Note: Post Lunch Section Start at 2pm on all Fridays

SCHEDULE

Semester ....

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MON				RECESS			TUTORIAL
TUE							
WED							
THU							
FRI							

Note: Post Lunch Section Start at 2pm on all Fridays

SPECIMEN FORMS

FORM – 1: Refund of Caution

POOKOYA THANGAL MEMORIAL

GOVT. COLLEGE, PERINTHALMANNA
Form of Application for Refund of
Caution Deposit

1. Name (In block letters)

2. Class and Group/Subject

3. Roll No. /Class No.

4. Years of study in the college

5. Amount of caution deposit to
   be returned

6. No. and date of receipt received
   for having made the deposit

7. Whether T.C. has already been
   taken, if so, state No. and date
   of T.C. obtained

8. Address (Permanent home address)

9. Date of application

10. Signature of the student

FORM -2: Receipt of Refund of Caution Deposit

FORM OF RECEIPT

Received from the Principal……………………………….. the sum of

Rs …………………(Rupees……………………………………………….. only)
being the amount of caution deposit due to me.

Signature;

Name:

Roll/Class No. and Subject/Group

To be signed on revenue stamp (if above Rs. 5000)]

Please send the amount by money order at my cost in my
address.

FORM-3: Application for Transfer Certificate and Conduct Certificate

POOKOYA THANGAL MEMORIAL

GOVT. COLLEGE, PERINTHALMANNA

Application for Transfer Certificate and Conduct Certificate

Name of the Student   :

Date of Birth   :

Admission Date   :

Left on   :

Particulars regarding Scholarship   :

Whether qualified for higher class   :

Whether all dues have been discharged

University examination last attended :

Month and Year of Exam   :

Date of application for T C   :

I...................................... do hereby certify that the afore-mentioned details are true to the best of my knowledge and I am

prepared to suffer any consequences if any of these details are found to be incorrect.

Signature of the applicant

For Office Use Only

Year study

Class

Details of remittanceSignature of the Accountant

FORM 4- NON LIABILITY CERTIFICATE

Non Liability Certificate

Name   :

Class and Roll No   :

Sl No	Department	Status	Signature
1	Account Section		
2	Arabic		
3	Commerce and Management		
4	Computer Science		
5	English		
6	General Library		
7	Hindi		

8	History		
9	Malayalam/		
10	Mathematics		
11	Physics		
12	Physical Education		
13	Statistics		
14	N.S.S.		
15	Cooperative Store.		

Office

Principal

Date of Issue

Application for leave/Attendance Claim

Name:

Roll number and Class:

Number of leave/attendance already claimed:

Date/hour for which leave is required:

Day & Date	Hour

Reasons for leave

Date of application

Signature of applicant

Tutor's remarks

Order of the Head

Place

Date