

POOKOYA THANGAL MEMORIAL

GOVERNMENT COLLEGE PERINTHALMANNA

Accredited by UGC-NAAC

with 'B' Grade



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**POOKOYA THANGAL MEMORIAL
GOVERNMENT COLLEGE PERINTHALMANNA**

Name

Affiliation

ACADEMIC CALENDAR

2020-21

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.

VISION

Thamasoma Jyothirgamaya

(Lead us from Darkness to Light)

Offering cutting edge education to the entire sections of the society to augment and enlighten expertise and potentials, thereby taking them to the upper echelons of human life.

MISSION

- To equip the students and the community, especially the weaker section , 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
- 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 Warriar 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 student has 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

Fee Schedule (2020-21 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 21st 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 ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) is entrusted 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 high power 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,— The aims and objectives of the Association shall be as 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 33 computers with broad band internet connectivity with UPS power backup. There is one Dot Matrix and one laser printer also. PG classrooms 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 stocked library with 29,828 books 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
	Computers	24

INFLIBNET	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
EDUSAT	Multimedia Computers with microphone	1
	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	Desktop Computer	7
	3KV UPS	1

(Commerce)	Internet Connection	1
	Multi Printer	1
Electronics and Computer Lab(Physics)	Desktop Computer	6
	Internet Connection	6
	LAN Connection	1
	CRO	7
	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
Physics Lab	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
	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, Copy, Scan)	1
	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 Studies	Desktop Computers	1
	UPS	2
	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	1

	facility	
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

AudioVisual Seminar Hall (A/C)	LCD projector	1
	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		zoom track	
		Foot ball field	
		Volley ball court	
		Badminton court	
Other	Boxing	Gloves - 1 set	

sports facilities		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

CENTRAL LIBRARY

The College Library 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 from the 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 for a further period of seven days if no one else has applied for the same books.

- Books borrowed from the Departmental Libraries can be retained for a 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 books borrowed from the Departmental libraries on a date in March every year fixed by the respective Head of 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 of the 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 card or by following the procedure for issuing books i.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 than 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 textbook 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 in such 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 Departmental Libraries 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 to deserving 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 computers 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 Officer of 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.

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	The Special Officer for Scholarships after verification of applications sanctions. Presently

sanction	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	Sanctioned by the Special Officer for

sanction	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	<p>1.Only Muslim girls are eligible</p> <p>2.Should be a student in Govt./Aided institution or should have secured admission under Govt. quota in unaided colleges</p> <p>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</p>

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 Scholarship	Max. Rs 1000/p.m, Rs 10000/p.a
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	Sanctioned by the Special Officer for Scholarships after verification of applications.

sanction	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 Scholarship	Fee , Boarding and Hostel Charges
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 Scholarship	UG & PG- Rs185/ for day scholars and Rs.335/ 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
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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
 - any agitation directed against constituted authority

- any meeting likely to excite disloyalty or disaffection; towards the Government
- 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.

- 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 fees in 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 2020-2120.

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:
$$P = G \times C$$

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 of 3 academic years. The odd semesters (1,3,5) shall be from June to October and the even semesters(2,4,6) shall be from November to March.

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

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

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

<i>A01. Common English Course 1</i>	English courses A01-A06 applicable to BA/BSC Regular pattern
<i>A02. Common English Course II</i>	English courses A01-A04 applicable to Language
<i>A03. Common English Course III</i>	Reduced Pattern (LRP)
<i>A04. Common English Course IV</i>	Programmes B.com, BBA, BBA (T), BBM, B.Sc (LRP), BCA etc.
<i>A05. Common English Course V</i>	
<i>A06. Common English Course VI</i>	
<i>A07. Additional Language Course I</i>	Addl. Language courses A07-A10 applicable to
<i>A08. Additional Language Course II</i>	BA/B.Sc
<i>A09. Additional Language Course III</i>	Regular Pattern
<i>A10. Additional Language Course IV</i>	Addl. Language courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes

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

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,	A03, A04,	A05, A09	A06, A10		
		A07	A08				
2	LRP	A01, A02,	A03, A04,	A11, A12,	A13, A14		

Ao7

Ao8*

* However the existing additional language pattern shall be continued.

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

4.6. Core courses:

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

4.7. Complementary courses:

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

4.8. Open courses:

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

4.9. Common and open courses under SDE/Private Registration:

Existing pattern (as in CUCBCSSUG 2014) shall be followed under SDE/Private Registration.

4.10. Ability Enhancement courses/Audit courses:

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

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

* Colleges can opt any one of the courses.

4.11. Extra credit Activities:

Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in activities like NCC, NSS and

Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

4.12. Credits:

A student is required to acquire a minimum of 140 credits for the completion of the UG programme, of which 120 credits are to be acquired from class room study and shall only be counted for SGPA and CGPA. Out of the 120 credits, 38 (22 for common (English) courses + 16 for common languages other than English) credits shall be from common courses, 2 credits for project/corresponding paper and 3 credits for the open course. (In the case of LRP Programmes 14 credits for common courses (English), 8 credits for additional language courses and 16 credits for General courses). The maximum credits for a course shall not exceed 5. Dual core programmes are having separate credit distribution. Audit courses shall have 4 credits per course and a total of 6 credits in the entire programme. The maximum credit acquired under extra credit shall be 4. If more Extra credit activities are done by a student, that may be mentioned in the Grade card. The credits of audited courses or extra credits are not counted for SGPA or CGPA.

4.13. Attendance:

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

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

4.14. Grace Marks:

Grace marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year

spreading over two semesters. In addition, maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

4.15. Project:

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

5. 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 existing courses and replace any

existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

5.2. The Syllabus of a course shall include the title of the course, the number of credits, maximum marks 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, even though prepared by different Boards of Studies, may be put under a separate head as Syllabus for Common Courses.

5.4. Each course has 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 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 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 the previous semester examination.

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

6.12.6. For readmission, the vacancy should be within the sanctioned strength in the parent college. If there is no vacancy in the junior batch of the parent college, readmission can be taken in another college with the junior batch if there is vacancy within the sanctioned strength in the concerned 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 earlier complementary courses will be cancelled. ii) the students have to write the external examinations for 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 new complementary courses will be conducted”, is to be obtained from the Principal of the college in which the student intends to take readmission.

6.12.8. If change in scheme occurs while readmission, provision for credit transfer is subject to common guidelines prepared by Board of Studies/

Faculty concerned. For readmission to CBCSSUG 2019 involving scheme change, the Principal concerned shall report the matter of readmission to Controller of Examinations with the details of previous semesters and course undergone with credits 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, in consultation with the Faculty Adviser within two weeks from the commencement of each semester. The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed 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 shall register 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 required minimum attendance. If the student has a shortage of attendance below 65% in a semester, the student 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 in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the semester. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission. **There will not be any Repeat semester in CBCSSUG 2019.**

7.3. A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not,

such candidate has to cancel the existing registration 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. For other courses existing pattern will be followed.

7.5. Those students who have followed the UG Programmes in annual pattern or Choice based Credit & Semester System pattern can cancel their earlier registration and register afresh for CBCSSUG 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 the examination have to apply for **Token registration**, within two weeks of the commencement of the next 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 of Studies.

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

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

8.5. Different types of questions shall possess different marks to quantify their range. A general scheme for the question paper is given in Annexure III.

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

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

8.8. Improvement course:

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

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 this semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-1

9.2. Course Evaluation

The evaluation scheme for each course shall contain two parts

1) Internal assessment 2) External Evaluation 20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

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 paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

For practical courses - Record 60% and lab involvement 40% as far as internal is concerned. (if a fraction appears in internal marks, nearest whole number is to be taken)

For the test paper marks, at least one test paper should be conducted. If more test papers are conducted, the mark of the best one should be taken.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of of marks for Test paper and Class Room Participation (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

Sum of the credit points of all courses in a semester

SGPA = -----

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.

Total credit points obtained in six semesters

CGPA = -----

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 decimal 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 examination 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.

Regulations for the Post-Graduate Choice Based Credit Semester System - 2019

1. SHORT TITLE

These regulations shall be called “**Regulations for Choice Based Credit Semester System for Post-Graduate Curriculum - 2019 for affiliated Colleges and for SDE / Private Registration**” (CBCSS-PG)₂₀₁₉.

2. SCOPE, APPLICATION & COMMENCEMENT

The regulations provided herein shall apply to all the regular Post Graduate programmes offered by the University of Calicut, Autonomous Colleges and all the Post Graduate programmes offered by the School of Distance Education / Private Registration with effect from the 2019 batch admission.

However in matters connected to the setting of question papers, conduct of examinations and other matters related to examinations, the Autonomous colleges can draft their own guidelines subject to the approval of the University.

However, these regulations are not applicable to the regular PG programmes offered by the Teaching Departments/Schools of the University and M.P.Ed, M.Ed, MBA and LLM Programmes which are governed by separate regulations.

These regulations shall supersede all the previous regulations for the regular Post-graduate programmes offered through the affiliated colleges, the School of Distance Education or the Private Registration window of the University unless otherwise specified.

3. DEFINITIONS

‘Academic Committee’ means the Committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the Post Graduate programmes, under CBCSSPG-2019.

‘Programme’ means the entire course of study and Examinations (traditionally referred to as course).

‘Duration of Programme’ means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be four semesters.

‘Semester’ means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks each of 5 working days.

‘Course’ means a segment of the subject matter to be covered in a semester (traditionally referred to as paper). All the courses need not carry the same weightage. The courses should define their learning objectives and learning outcomes. A course may be designed in such a way that it consists of lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

‘Core course’ means a compulsory course in a subject related to a particular PG Programme, which shall be successfully completed by a student to receive the degree.

‘Elective course’ means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses are required to complete the programme.

Audit Course :These courses are mandatory for which the student can register without earning credits.

Ability Enhancement Course :This is one among the Audit courses which is mandatory for all programmes but not counted for the calculation of SGPA or CGPA. The object is to enhance the ability and skill in the concerned core area.

Professional competency Course :This is one among the Audit courses which is mandatory for a programme but not counted for the calculation of SGPA or CGPA. The object is to get professional competency and exposure in the concerned core area.

‘Readmission’ is the act of admitting a student again after leaving the institution.

‘Improvement course’ is a course registered by a student for improving his/her performance in that particular course.

‘Department’ means any teaching Department offering a course of study approved by the University in a college or SDE/Private Registration as per the Statute and Act of the University.

‘Parent Department’ means the Department (or SDE/Private Registration) which offers a particular postgraduate programme.

‘Department Council’ means the body of all teachers of a Department in a College.

‘Department Coordinator’ is a teacher nominated by Department Council to coordinate the continuous evaluation undertaken in that Department.

‘Student Advisor’ means a teacher/coordinator from the college nominated by the College Council / to look into the matters relating to CBSSPG-2019.

‘Credit’(C) of a course is a measure of the weekly unit of work assigned for that course.

‘Letter Grade’ or simply **‘Grade’** in a course is a letter symbol (e.g., A+,A,B+,B, etc (as mentioned in Clause 20.2 of this Regulation) which indicates a particular range of grade points which indicates the broad level performance of a student.

Grade Point (G) :It is a numerical weightage allotted to each letter grade on a Grading Scale.

‘Credit point’(P) of a course is the value obtained by multiplying the grade point (G) by the Credit (C) of the course **$P=G \times C$** .

‘Semester Grade point average’ (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places.

‘Cumulative Grade point average’ (CGPA) It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

SDE means School of Distance Education.

Words and expressions used and not defined in these regulations

but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

4. DURATION OF THE PROGRAMME

The minimum duration for completion of a four semester PG Programme is **two years**.

The maximum period for completion is 4 years.

The duration of each semester shall be 90 working days, inclusive of examinations, spread over five months.

Odd semesters shall be held from June to October and even semesters from November to March subject the academic calendar of the University.

5. SCHEME AND SYLLABUS

5.1 The detailed scheme and syllabus for each course shall be framed by the Board of Studies concerned and approved by the faculties concerned and Academic Council based on this Common Regulation.

6. PROGRAMME STRUCTURE

Students shall be admitted to post graduate programme offered under any of the faculties of the University.

The programme shall include three types of courses : **Core courses, Elective courses and Audit Courses**.

Comprehensive Viva-voce and Project Work / Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester. For SDE / Private

Registration students both the Project Work and Comprehensive Viva-voce is optional instead they can have two additional theory courses as per the stipulations of the concerned BoS.

Total credit for the programme shall be 80 (eighty), this describes the weightage of the course concerned and the pattern of distribution is as detailed below :

- i) Total Credit for Core Courses shall not be less than 60 (sixty) and not more than 68(sixty eight).
- ii) Total Credit for Elective Course shall not be less than 12 (twelve) and not morethan 20 (Twenty).
- iii) Total Credits for Comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum of 4 (four) credit for Project Work.
- iv) Total credit in each semester shall vary between 18 to 22.
- v) No course shall have less than 2 credits and more than 5 credits.

Elective courses shall be spread over either in the Third & Fourth Semesters combined or in any one of these Semesters (III / IV) only subject to the stipulations of the BoSconcerned.

Study Tour / Field visit / Industrial visit / Trip for specimen collection may be conducted as a part of the Programme as per the stipulations of the BoS concerned.

Audit Courses :In addition to the above courses there will be two Audit Courses(**Ability Enhancement Course & Professional Competency Course**)with4 credits each. These have to be done one each in the first two semesters. The credits will not be counted for evaluating the overall SGPA & CGPA. The colleges shall conduct examination for these courses and

have to intimate /upload the results of the same to the University on the stipulated date during the III Semester. Students have to obtain only minimum pass requirements in the Audit Courses. The details of Audit courses are given below.

Semester	Course Title	Suggested Area	Details
I	Ability Enhancement Course (AEC)	Internship / Seminar presentation / Publications / Case study analysis / Industrial or Practical Training /Community linkage programme / Book reviews etc.	Concerned BoS can design appropriate AEC & PCC and evaluation criteria by considering the relevant aspects in the core area of the faculty under study.
II	Professional Competency Course (PCC)	To test the skill level of students like testing the application level of different softwares such as SPSS/R/ Econometrics / Pythan/Any software relevant to the programme of study / Translations etc.	

The required number of credits as specified in the syllabus/regulations must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of **80** credits for the successful completion of the programmes.

Courses and Credit distribution summary :

Semester	Course	Teaching Hours	Credit	Total Credit
I	Core Courses (Theory/Practical)		<ul style="list-style-type: none"> • For Core course total credit can vary from 60 to 68. • For Elective Course total credit can vary from 12 to 20 • Minimum Credit for one course shall not be less than 2 (two) and shall not exceed 5 (five). • The maximum credit for comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum credit of 4 (four) for Project Work. 	Vary from 18 to 22 in each Semester
II	Core Courses (Theory/Practical)			
III	(i) Core Courses (Theory/Practical)			
	(ii) Elective Courses (Theory/Practical)			
IV	(i) Core Courses (Theory / Practical) Including : <ul style="list-style-type: none"> (a) Comprehensive Viva-voce (Optional) (b) Project Work / Dissertation (ii) Elective Courses (Theory/ Practical)	Teaching hours can be fixed by the concerned BoS for various courses and shall not exceed 25 hours per week @ 5 hours per day.		
Total credit shall be				80

I	Audit Course I : Ability Enhancement Course (AEC)	Not coming in the normal work load	4 (Not added for SGPA / CGPA)	4
II	Audit Course II : Professional Competency Course (PCC)		4 (Not added for SGPA / CGPA)	4

7. PROJECT WORK / DISSERTATION & COMPREHENSIVE VIVA-VOCE

There shall be a **Project work** with dissertation and **Comprehensive Viva-voce** as separate courses relating to the core area under study in the end Semester and included in the Core Courses.

For Regular students, **Project work is mandatory** for all faculties but **Comprehensive Viva-voce is optional**. Viva-voce related to Project work shall be one of the criteria for Project Work evaluation provided as per 18.6 of this regulation.

SDE/Private Registration students can opt for either Project Work or one Theory Course.

Comprehensive Viva-voce is optional. These shall be in accordance with the decisions and stipulations of the concerned BoS.

If the SDE/Private registration students opt Project Work, it can be done only under the supervision of a working /retired teacher from a Govt /Aided College or a University teacher and prior approval/sanction from the SDE has to be obtained as per the stipulations of the concerned programme curriculum.

The combined Credit for the Project Work and Comprehensive Viva-voce **shall not be more than 8 (eight) credits** subject to a minimum of **4 (four) credit** for Project Work.

All students have to submit a Project Report/Dissertation in the prescribed structure and format as a part of the Project Work undertaken as per the stipulations of the concerned BoS.

There shall be **External and Internal evaluation for Project Work** and these shall be combined in the proportion of 4:1. In the case of Comprehensive Viva-voce, the conduct of **External Viva-voce is mandatory** but internal is optional, subject to the decision and stipulations of the BoS concerned.

Detailed course structure on Project work to be done, Viva-voce and Project Report preparation can be designed by integrating relevant aspects by the concerned Board of Studies of the Programme.

Details of evaluation of Project Work/Dissertation and Comprehensive Viva-voce are given under clause 18 of this regulation.

8. BOARD OF STUDIES AND COURSES

The PG Boards of Studies concerned shall design all the courses offered in the post-graduate programmes. The Boards shall design and introduce new courses, modify or re-design existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

The Syllabus of a course shall include course code, the title of the course, the number of credits, maximum grade for external and internal evaluation, duration of examination hours, distribution of internal grade, model question paper 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.

Code numbers for the courses can be given as per the general guidelines given in the 'Appendix' for a uniform identification.

9. ADMISSION

The admission to all PG programmes shall be as per the rules and regulations of the University.

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

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

The college shall make available to all the admitted students the information regarding all the courses including electives offered with syllabus and credit for the entire course.

There shall be a uniform calendar prepared by the University for the Conduct of the programmes.

There shall be provision for inter collegiate and inter University transfer in the 2nd and 3rd semester within a period of two weeks from the date of commencement of the semesters.

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

The SDE shall make available to all students admitted in SDE/Private Registration mode,

a Handbook containing the details of the courses offered indicating Core courses, Elective courses, Audit Courses, respective credits, procedures of the Project work to be done and other relevant aspects of the Programme in order to get a clear idea about the programme under study.

There shall be provision for transfer from Regular stream to SDE/Private registration and SDE/Private Registration to Regular (under the same scheme and syllabus) in the Second and Third Semester within a period of two weeks or the period fixed by the University from the date of commencement of the academic year as per the existing rules and regulations for inter college transfer. Transfer of students from Autonomous colleges to SDE and SDE to Autonomous Colleges is also permitted.

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.

10. READMISSION

There shall be provision for readmission of students.

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

This readmission is not to be treated as college transfer.

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

The candidate seeking readmission to a particular semester should have registered for the previous semester examination.

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

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

If change in scheme occurs while readmission, provision for credit transfer will be subject to the common guidelines prepared by Board of Studies/ Faculty concerned.

This provision is applicable to SDE/Private Registration student also irrespective of vacancy and sanctioned strength.

11. REGISTRATION

- 11.1 A student shall be permitted to register for a programme at the time of admission.
- 11.2 A student who registers for a programme shall complete it within 4 years.
- 11.3 The college shall send a list of students registered for each programme in each semester giving the details of courses registered to the university in the prescribed form within 45 days of the commencement of the semester.
- 11.4 Students shall be normally permitted to register for the examination if they have required minimum attendance as per clause 12 of this regulation. If the student has a shortage of attendance in a semester, the student shall be permitted to move to the next semester and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the

semester. There will not be any Repeat semester in CBCSSPG 2019.

- 11.5** -The students who have attendance within the limit prescribed as per clause 12 of this regulation, but could not register for the semester examinations, have to apply for token registration, within two weeks of the commencement of the next semester.

12. ATTENDANCE

-The students admitted in the PG programmes in affiliated colleges shall be required to attend at least 75 percent of the total number of classes (theory/practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the University examination.

-For SDE / Private Registration students, minimum 75% of attendance is required for the courses having mandatory Contact classes insisted by the Programme.

-Condonation of shortage of attendance for a maximum of 9 days (10% of the working days in a semester) in the case of single condonation and 18 days (20% of the working days in a semester) in the case of double condonation in a semester subject to a maximum of two times (for single condonation only) during the whole period of Post Graduate programme may be granted by the University as per the existing procedures. In the case of double condonation, only one condonation shall be allowed during the entire programme.

-Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies /Govt. bodies and participation in other extracurricular activities on production of genuine supporting documents, with the recommendation of the Head of the Department concerned.

- A student who is not eligible for such condonation **shall be observed the provisions as per clause 11.4** of this regulation. The principal should intimate the details of these candidates at the commencement of the next semester.

-Women students can avail maternity leave as per the existing university rules.

13. EXAMINATION

13.1 There shall be University examination at the end of each semester.

13.2 Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the curriculum of the particular Programme. The number of examiners and other aspects of the practical examination shall be prescribed by the concerned Boards of Studies of the programmes.

13.3 Project Work / Dissertations shall be evaluated at the end of the programme only. There shall be both Internal and External evaluation for the Project Work. The details of internal evaluation shall be framed by the concerned Boards of Studies.

13.4-Comprehensive Viva–Voce shall be conducted at the end of the programme only.

There shall be only External Comprehensive Viva–Voce conducted by the examiners appointed by the University. The details of evaluation shall be framed by the concerned Boards of Studies.

13.5 -There shall be one end-semester examination of 3 hours duration for each theory course and the duration of practical course can be decided by the concerned BoS.

14. SCHEME AND SYLLABUS

-Distribution of courses/weightage for theory/practical among the

semesters shall be equal as far as possible and the aggregate weightage for each semester shall be stipulated by the Boards of studies concerned.

-The detailed scheme and syllabus for each course shall be framed by the respective Boards of Studies concerned and approved by the faculty concerned and Academic Council.

15. EVALUATION AND GRADING

Evaluation: The evaluation scheme for each course shall contain two parts; (a) Internal / Continuous Assessment (CA) and (b) External / End Semester Evaluation (ESE).

Of the total, 20% weightage shall be given to Internal evaluation / Continuous assessment and the remaining 80% to External/ESE and the ratio and weightage between Internal and External is **1:4**.

Primary evaluation for Internal and External shall be based on 6 letter grades (**A+, A, B, C, D and E**) with numerical values (Grade Points) of **5, 4, 3, 2, 1 & 0** respectively.

Grade Point Average: Internal and External components are separately graded and the combined grade point with weightage **1** for Internal and **4** for external shall be applied to calculate the **Grade Point Average (GPA)** of each course. Letter grade shall be assigned to each course based on the categorization based on Ten point Scale provided in clause **20.2** of this regulation.

Evaluation of Audit Courses: The examination and evaluation shall be conducted by the college itself either in the normal structure or MCQ model from the Question Bank and other guidelines provided by the University/BoS. The Question paper shall be for minimum 20 weightage and a minimum of 2 hour duration for the examination. The result has to be intimated / uploaded to the University during the

Third Semester as per the notification of the University.

16. INTERNAL EVALUATION / CONTINUOUS ASSESSMENT (CA)

This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and viva-voce in respect of theory courses and based on tests, lab skill and records/viva in respect of practical courses.

The criteria and percentage of weightage assigned to various components for internalevaluation are as follows :

(a) Theory :			
SI.No	Component	Percentage	Weightage
1	Examination /Test	40%	2
2	Seminars / Presentation	20%	1
3	Assignment	20%	1
4	Attendance	20%	1
(b) Practical :			
1	Lab Skill	40%	4
2	Records/viva	30%	3
3	Practical Test	30%	3

(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 10.)

Grades shall be given for the internal evaluation are based on the grades A+,A,B,C,D&E with grade points 5,4,3,2, 1 &0 respectively. The overall grades shall be as per the Ten Point scale provided in clause**20.2**of this regulation.

There shall be no separate minimum Grade Point for internal

evaluation.

To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board before 5 days of commencement of external examination.

There shall not be any chance for improvement of internal marks.

The course teacher shall maintain the academic record of each student registered for the course, which shall be forwarded to the University, through the college Principal, after being endorsed by the Head of the Department.

For each course there shall be class **test/s** during a semester. Grades should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal.

Each student shall be required to do **assignment/s** for each course. Assignments after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation etc. and inform the same to the students. Punctuality in submission is to be considered.

Every student shall deliver **Seminar / Presentation** as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the course teacher.

All the records of Continuous Assessment (CA) must be kept in the college and must be made available for verification by university, if asked for.

There shall be an objective test in the nature of **Fill in the blanks / Multiple Choice Questions (MCQ)** for awarding internal assessment marks for SDE/Private Registration students.

17. EXTERNAL / END SEMESTER EVALUATION (ESE)

The semester-end examinations in theory courses shall 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.

After the external evaluation, only Grades are to be entered in the space provided in the answer script for individual questions and calculations need to be done only up to the Cumulative Grade Point (CGP) and all other calculations including grades are to be done by the University.

Students shall have the right to apply for revaluation or scrutiny as per rules within the time permitted for it.

Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request by them as per rules.

The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.

The language of writing the examination shall be specified in the separate regulations for the programme by the concerned BoS.

PATTERN OF QUESTIONS FOR EXTERNAL/ESE :

Questions shall be set to assess the knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.

It has to be ensured that questions covering all skills are set. The setter shall also submit a detailed scheme of evaluation along with the question paper.

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

The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E Grades.

Weightage: Different types of questions shall be given different weightages to quantify their range given in the following model:

Sl. No.	Type of Questions	Individual weightage	Total Weightage	Number of questions to be answered
1	Short Answer type questions	2	$2 \times 4 = 8$	4 out of 7
2	Short essay/ problem solving type	3	$3 \times 4 = 12$	4 out of 7
3	Long Essay type questions	5	$5 \times 2 = 10$	2 out of 4
Total			30	18

Questions should be asked as far as possible from all modules following a uniform distribution. However concerned BoS can change the pattern and type of questions subject to the condition that total weightage should be 30.

End Semester Evaluation in Practical Courses shall be conducted and evaluated by both Internal and External Examiners as per the stipulations of the concerned BoS. Duration and other aspects of practical external examinations shall be decided by the Boards of Studies concerned.

18. EVALUATION OF PROJECT WORK / DISSERTATION

There shall be External and Internal evaluation with the same criteria for Project Work done and the grading system shall be followed as per the specific guidelines and stipulations of

the concerned BoS.

One component among the Project Work evaluation criteria shall be Viva-voce (Project Work related) and the respective weightage shall be 40%.

Consolidated Grade for Project Work is calculated by combining both the External and Internal in the Ratio of 4:1 (80% & 20%).

Details regarding the conduct of external and internal evaluation, criteria for evaluation and other aspects relating to the same can be taken by the concerned Boards of Studies and shall be specified in the Programme curriculum.

For a pass in Project Work, a student has to secure a minimum of **P**Grade in External and Internal examination combined. If the students could not secure minimum **P**Grade in the Project work, they will be treated as failed in that attempt and the students may be allowed to rework and resubmit the same in accordance with the University exam stipulations. **There shall be no improvement chance for Project Work.**

The External and Internal evaluation of the Project Work shall be done based on the following criteria and weightages as detailed below

Sl. No	Criteria	% of weightage	Weightage External	Weightage Internal	Remarks
1	Relevance of the topic and Statement of problem	60%	8	2	Concerned Boards of Studies may conveniently divide this criteria in to various relevant categories and can assign suitable titles provided that the total weightage should be 24 and 6 for External and Internal.
2	Methodology & Analysis		8	2	
3	Quality of Report & Presentation		8	2	
4	Viva-voce	(40%)	16	4	Mandatory criteria
Total Weightage		100%	40	10	

19 - CONDUCT OF COMPREHENSIVE VIVA-VOCE

There shall be External and Internal Comprehensive Viva-voce; while the External Conduct of the Viva-voce is mandatory and the Internal conduct of the viva-voce will be optional subject to the decision and stipulation of the concerned BoS.

The concerned Boards of Studies shall design the structure, criteria, details of appointment of Board of examiners (both external and internal)

There shall not be any Comprehensive viva-voce for **SDE students**.

For a pass in Comprehensive viva-voce, a student has to secure a minimum of **D** Grade in External and Internal examination combined. If the students could not secure minimum **D** Grade in the Project work, they will be treated as failed in that attempt and the student may re appear for the same next time in accordance with the University exam stipulations. **There shall be no improvement chance for Comprehensive viva-voce.**

20 - DIRECT GRADING SYSTEM

Direct Grading System based on a 10 – Point scale is used to evaluate the performance (External and Internal Examination of students)

For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and

GPA/SGPA/CGPA are given on the following way :

- a) First Stage Evaluation for both Internal and External

done by the Teachers concerned in the following Scale :

Grade	Grade Points
A+	5
A	4
B	3
C	2
D	1
E	0

b) The Grade Range for both Internal & External shall be :

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 - 5.00	85.00 - 100.00	Outstanding
A+	3.75 - 4.24	75.00 - 84.99	Excellent
A	3.25 - 3.74	65.00 - 74.99	Very Good
B+	2.75 - 3.24	55.00 - 64.99	Good
B	2.50 - 2.74	50.00 - 54.99	Above Average
C	2.25 - 2.49	45.00 - 49.99	Average
P	2.00 - 2.24	40.00 - 44.99	Pass
F	< 2.00	Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

'B' Grade lower limit is 50% and 'B+' Grade lower limit is 55%

No separate minimum is required for Internal evaluation for a pass, but a minimum **P** Grade is required for a pass in the external evaluation. However, a minimum **P grade** is required for pass in a course.

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

Improvement of Course-The candidates who wish to improve the grade / grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch.

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

Semester Grade Point Average (SGPA) – Calculation

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student.

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.

Semester Grade Point Average - SGPA (S_j) = $\Sigma(C_i \times G_i) / Cr$
 (SGPA = Total Credit Points awarded in a semester / Total credits of the semester)

Where ' S_j ' is the j^{th} semester, ' G_i ' is the grade point scored by the student in the i^{th}

course ' C_i ' is the credit of the i^{th} course, ' Cr ' is the total credits of the semester.

Model calculation is given in the Annexure :

Cumulative Grade Point Average (CGPA) - Calculation

Cumulative Grade Point Average (CGPA) = $\Sigma(C_i \times S_i) / Cr$ (CGPA = Total Credit points awarded in all semesters / Total credits of the

Where C_1 is the credit of the 1st semester, S_1 is the **SGPA** of the 1st semester and Cr is the total number of credits in the programme. The **CGPA** is also calculated in the same

manner taking into account all the courses undergone by a student over all the semesters of a programme. The **SGPA** and **CGPA** shall be rounded off to 2 decimal points.

For the successful completion of a semester, a student should pass all courses and score a minimum **SGPA** of 2.0. However, the students are permitted to move to the next semester irrespective of their **SGPA**.

21. GRADE CARD

The University shall issue to the students grade card on completion of each semester, which shall contain the following information :

- Name of University
- Name of College
- Title of PG Programme
- Semester concerned
- Name and Register Number of student
- Code number, Title and Credits of each Course opted in the semester including Audit Courses
- Letter grade in each course in the semester
- The total credits, total credit points and SGPA in the Semester (corrected to three decimal places)

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 decimal places) and the overall letter grade of a student for the entire programme. The final Gradecard will also contain the list of Audit courses.

22. AWARD OF DEGREE

22.1 The successful completion of all the courses with **P** Grade shall be the minimum requirement for the award of the degree

23. POSITION CERTIFICATE

The University publishes list of top 10 positions for each programme after the publication of the programme results. Position certificates shall be issued to candidates who secure positions from 1st to 10th in the list. The position list shall be finalised after the result of revaluation.

The position list shall be prepared in the order of merit based on the CGPA scored by the students. Grace Grade points awarded to the students shall not be counted for fixing the position.

24. GRIEVANCE REDRESSAL COMMITTEE

Department Level Committee: The college shall form a Grievance Redressal Committee in each department comprising of course teacher , one senior teacher and elected representative of Students (Association Secretary) as members and the Head of the Department as Chairman. The committee shall have initial jurisdiction over complaints against Continuous Assessment.

College Level Committee: There shall be a college level

grievance redressal committee comprising of student adviser, two senior teachers , two staff council members (one shall be elected member) and elected representative of students (College Union Chairperson) as members and the Principal as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students.

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

25. TRANSITORY PROVISION

25.1Notwithstanding anything contained in these regulations, the Academic Council shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme withsuch modifications as may be necessary.

26. REPEAL

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

APPENDIX

1. *First Phase Evaluation can be done at 6 point scale by assigning the respective Grade Points as detailed below (done by the concerned teacher/examiner)*

Grade	A+	A	B	C	D	E
Grade Point	5	4	3	2	1	0

2. Calculation of GPA, SGPA & CGPA based on the Direct Grading system using 10 Point Scale as detailed below :

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 - 5.00	85.00 - 100.00	Outstanding
A+	3.75 - 4.24	75.00 - 84.99	Excellent
A	3.25 - 3.74	65.00 - 74.99	Very Good
B+	2.75 - 3.24	55.00 - 64.99	Good
B	2.50 - 2.74	50.00 - 54.99	Above Average
C	2.25 - 2.49	45.00 - 49.99	Average
P	2.00 - 2.24	40.00 - 44.99	Pass
F	< 2.00	Below 40	Fail
I	0	0	Incomplete
Ab	0	-	Absent

Phases for Evaluation :

I Phase : To be done by the concerned Teacher /Examiner based on 6 Point Scale

1. Evaluation of all individual External Theory courses and Internal evaluation
2. Evaluation of Project Work External and Internal
3. Evaluation of External and Internal Practical Courses
4. Evaluation of External and Internal Comprehensive Viva-voce

II Phase - GPA Calculation - To be done by the University

1. Consolidation of External and Internal for Theory Courses (Calculation of GPA)
1. Consolidation of External and Internal for Project Work (Calculation of GPA)
2. Consolidation of External and Internal for Practical Courses (Calculation of GPA)
3. Consolidation of External and Internal for Comprehensive Viva-voce (Calculation of GPA)

III Phase - SGPA Calculation - To be done by the University

Calculation of Semester Grade Point Average. This is the consolidated net result (Grade) in a particular Semester.

III Phase - CGPA Calculation - To be done by the University

Calculation of Consolidated Grade Point Average. This is the consolidated net result (Grade) of a Programme.

Model Calculation of Grade :

Calculation of overall Grade for one Course (GPA) - Theory External

First Phase Evaluation (Done by the concerned Teacher/Examiner) :

I - THEORY - EXTERNAL :

Type of Question	Qn. No	Grade Awarded	Grade Point	Weightage	Weighted Grade Point	Calculation	
Short Answer type	1	A+	5	2	10	Overall Grade of the theory paper = Sum of Weighted Grade Points / Sum of the weightage 115/30 = 3.83 = Grade A+	
	2	-	-	-	-		
	3	A	4	2	8		
	4	C	2	2	4		
	5	-	-	-	-		
	6	A	4	2	8		
	7	-	-	-	-		
Medium Essay type	8	B	3	3	9		
	9	A+	5	3	15		
	10	-	-	-	-		
	11	-	-	-	-		
	12	-	-	-	-		
	13	A	4	3	12		
Long Essay type	14	B	3	3	9		
	20	A+	5	5	25		
	21	-	-	-	-		
	22	-	-	-	-		
	23	B	3	5	15		
	24	-	-	-	-		
TOTAL				30	115		

Note : 1) The total weightage for external evaluation is **30**,
 (2) Maximum Weighted Grade Point (WGP) is **150 (30 X 5)**,
 (3) Same way all theory courses can be evaluated.

II- THEORY-INTERNAL :

Components	Weightage (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Examination /Test	2	A	4	8	WGP/Total weight = 21/5 =4.40
Seminars / Presentation	1	A+	5	5	
Assignments	1	A	4	4	
Viva-voce	1	A+	5	5	
Total	5			22	O

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

III - Project - External :

Components	Weightage (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Relevance of the topic and Statement of problem	8	A	4	32	WGP/Total weight = 160/40 =4
Methodology & Analysis	8	B	3	24	
Quality of Report & Presentation	8	A+	5	40	
Viva-voce	16	A	4	64	
Total	40			160	A+ - Grade

IV PROJECT - INTERNAL :

Components	Weightage (W)	Grade Awarded	Grade Point(GP)	WGP=W *GP	Overall Grade of the course
Relevance of the topic and Statement of problem	2	A	4	8	WGP/Total weight = 38/10 = 3.8
Methodology & Analysis	2	B	3	6	
Quality of Report & Presentation	2	A	4	8	
Viva-voce	4	A	4	16	
Total	10			38	A+ - Grade

Second Phase Evaluation (Done by the University) :

V- THEORY - CONSOLIDATION OF GRADE (GPA) (INTERNAL + EXTERNAL) :

The external grade awarded for the Course 1 is 'A' with a Grade point of 3.83 and its internal is 'O'. with a Grade Point of 4.6. The consolidated grade for the course Course 1 is as follows.

Exam	Weightage	Grade awarded	Grade Points (WGP / TOTAL WEIGHTAGE)	Weighted Grade Point
External	4	A+	3.83	15.32
Internal	1	O	4.40	4.40
Total	5			19.72
Grade of a course (GPA)	GPA=Total weighted Grade Points/Total weight 19.72/5 =3.94 = Grade A+			

VI - PROJECT WORK - CONSOLIDATION OF GRADE (GPA) (INTERNAL + EXTERNAL) :

Exam	Weightage	Grade awarded	Grade Points (WGP / TOTAL WEIGHTAGE)	Weighted Grade Point
External	4	A+	4	16
Internal	1	A+	3.8	3.80
Total	5			19.8
Grade of a course (GPA)	GPA=Total weighted Grade Points/Total weight 19.8/5 =3.96 = A+ Grade			

Third Stage Evaluation :

CALCULATION OF SGPA (To be done by the University) :

Course code	Title of the course	Credits (C)	Grade Awarded	Course Grade Points (G)	Credit Points (CP=C X G)	SGPA
I - SEMESTER						
001	Course 1	4	O	4.25	17	SGPA = Total Credit Points /Total Credits = 80.16/20 = 4.01 Grade - A+
002	Course 2	4	A+	3.9	15.6	
003	Course 3	4	A	3.45	13.8	
004	Course 4	4	A	3.64	14.56	
005	Course 5	4	O	4.8	19.2	
TOTAL		20			80.16	
II - SEMESTER						
006	Course 6	4	A+	3.88	15.52	SGPA = Total Credit Points /Total Credits = 73.08/20 = 3.65 Grade - A
007	Course 7	4	A+	3.75	15	
008	Course 8	4	A	3.3	13.2	
009	Course 9	4	A	3.56	14.24	
010	Course 10	4	A+	3.78	15.12	
TOTAL		20			73.08	
III - SEMESTER						
011	Course 11	4	A	3.45	13.8	SGPA = Total Credit Points /Total Credits = 74.04/20 = 3.70 Grade - A
012	Course 12	4	A+	3.8	15.2	
013	Course 13	4	O	4.8	19.2	
014	Course 14	4	A	3.58	14.32	
015	Course 15	4	B+	2.88	11.52	
TOTAL		20			74.04	
IV - SEMESTER						
016	Course 16	4	A+	3.85	15.4	SGPA = Total Credit Points /Total Credits = 76.08/20 = 3.80 Grade - A+
017	Course 17	4	A	3.6	14.4	
018	Course 18	4	A	3.47	13.88	
019	Course 19	4	A+	3.8	15.2	
020	Course 20	4	O	4.3	17.2	
TOTAL		20			76.08	

Fourth Stage Evaluation :

CALCULATION OF CGPA (To be done by the University) :

CGPA for the above case :

Semester	Credit of the Semesters	Grade Awarded	Grade point (SGPA)	Credit points
I	20	A+	4.01	80.2
II	20	A	3.65	73
III	20	A	3.70	74
IV	20	A+	3.80	76
TOTAL	80			303.2
CGPA (Total credit points awarded / Total credit of all semesters) = $303.2 / 80 = 3.79$ (Which is in between 3.50 and 3.99 in 10-point scale) Therefore the overall Grade awarded in the programme is - 'A+'				

GUIDELINES FOR CODING VARIOUS COURSES :

The following are the common guidelines for Coding various courses in order to get a uniform identification. It is advisable to assign a Seven Digit Code (combination of Alpha Numerical) for various courses as detailed below :

- First three digits** indicate the Programme/discipline code (ENG for English, MCM for M.Com, CHE for chemistry, PHY for physics, MLM for Malayalam, SKT for Sanskrit, HTY for History etc)
- Fourth digit** is the Semester indicator which can be given as 1,2,3 & 4 respectively for I,II,III & IV Semester (MCM₁, CHE₂ Etc).

3. **Fifth digit** will be the Course Category indicator as detailed below :

SI No	Nature of Course	Course Code
1	Core Courses	C
2	Elective Courses	E
3	Project	P
4	Comprehensive Viva	V
5	Practical / Lab	L
6	Audit Courses	A

4. **Last two digits** indicate the serial number of the respective courses. If there is one digit it should be prefixed by 'o'(Zero). (o1, o2, etc)
5. If the number of courses in one category is only one (eg : Viva, Project etc.), assign the course serial number as o1.

6. Examples :

SI No	Code	Details
1	MCM1C01	M.Com I Sem Core Course No.1
2	CHE 2 A 02	Chemistry II Sem Audit Course No.2
3	ENG 4 V 01	English IV Sem Viva No. 1
4	MLM 3 E 02	Malayalam III Sem Elective No. 2
5	PHY 4 P 01	Physics IV Sem Project Work No. 1
6	BGY 2 L 02	Biology II Sem Practical No. 2
7	PSY 3 C 02	Psychology III Sem Core Course No. 2
8	HTR 2 E 01	History II Sem Elective Course No. 1

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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 conducive to the above objects, and
 - (e) to work for the general welfare of the student community
- All students of the college shall ipso facto be 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

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Vinod T C	Library Attender	9496190491
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Narayankutty	Superintendent	9495217849
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Alex V Joseph	Senior Clerk	9544034909
Ramya	Clerk	9605937440
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 Enquiry	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	Municipality 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 2020-21**JUNE – 2020**

Date	Day		Working Days
1	Mon	College reopens after Summer Vacation, Commencement of Third and Fifth Semester UG Classes and Third Semester PG Classes	1
2	Tue		2
3	Wed		3
4	Thu		4
5	Fri	World Environmental Day	5
6	Sat		
7	Sun		
8	Mon	World Oceans Day	6
9	Tue		7
10	Wed		8
11	Thu		9
12	Fri	World Day against Child Labour	10
13	Sat	Second Saturday	
14	Sun	World Blood Donor Day	
15	Mon	World Elder Abuse Awareness Day	11
16	Tue		12
17	Wed	World Day to Combat Desertification	13

Date	Day		Working Days
18	Thu		14
19	Fri	Reading Day	15
20	Sat	World Refugee Day	
21	Sun	International Day of Yoga	
22	Mon		16
23	Tue	United Nations Public Service Day	17
24	Wed		18
25	Thu		19
26	Fri	World Anti-Drugs Day	20
27	Sat		
28	Sun		
29	Mon	National Statistics Day	21
30	Tue		22
Total 22 Working Days			

JULY - 2020			
Date	Day		Working Days
1	Wed	Doctor's Day	23
2	Thu		24
3	Fri		25

4	Sat		
5	Sun		
6	Mon		26
7	Tue	International Day of Cooperatives	27
8	Wed		28
9	Thu		29
10	Fri		30
11	Sat	World Population Day Second Saturday	
12	Sun		
13	Mon		31
14	Tue		32
15	Wed	World Youth Skills Day	33
16	Thu		34
17	Fri	World Day for International Justice	35
18	Sat	Mandela Day	

19	Sun		
20	Mon	National Moon Day, Karkkidakavavu	
21	Tue		36
22	Wed		37
23	Thu		38
24	Fri		39
25	Sat		

26	Sun	Kargil Victory Day	
27	Mon	Central Reserve Police Force Foundation Day	40
28	Tue	World Hepatitis Day	41
29	Wed		42
30	Thu		43
31	Fri	Bakrid	
Total 21 Working Days			

AUGUST - 2020			
Date	Day		Working Days
1	Sat		
2	Sun		
3	Mon		44
4	Tue		45
5	Wed		46
6	Thu	Hiroshima Day	47
7	Fri		48
8	Sat	Second Saturday	
9	Sun	Nagasaki Day, Quit India Day	
10	Mon		49
11	Tue		50
12	Wed	International Youth Day	51
13	Thu		52

14	Fri		53
15	Sat	Independence Day	
16	Sun		
17	Mon		54
18	Tue		55
19	Wed	World Humanitarian Day World Photography Day	56
20	Thu	SadbhavanaDiwas	57
21	Fri		58
22	Sat		
23	Sun		
24	Mon		59
25	Tue		60
26	Wed		61
27	Thu	College closes for Onam Vacation	62
28	Fri	AyyankaliJayanthi	
29	Sat	National Sports Day, Muharram	
30	Sun	Small Industry Day, First Onam	
31	Mon	Thiruvonam	
Total 19 Working Days			

SEPTEMBER – 2020

Date	Day	Working Days
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1	Tue	Third Onam	
2	Wed	Fourth Onam, SreeNarayana Guru Jayanthi	
3	Thu		
4	Fri		
5	Sat	Teachers' Day	
6	Sun		
7	Mon	College reopens after Onam Vacation	63
8	Tue	International Literacy Day	64
9	Wed		65
10	Thu	Sree Krishna Jayanthi	
11	Fri		66
12	Sat	Second Saturday	
13	Sun		
14	Mon		67
15	Tue	Hindi day, World First Aid Day	68
16	Wed	International Day of Democracy	69
17	Thu	World Ozone Day	70
18	Fri		71
19	Sat	International Day of Peace World Alzheimer's Day	
20	Sun		
21	Mon	SreeNarayana Guru Samadhi	
22	Tue		72
23	Wed	Social Justice Day	73
24	Thu		74

25	Fri	World Tourism Day	75
26	Sat		
27	Sun		
28	Mon		76
29	Tue		77
30	Wed		78
Total 16 Working Days			

OCTOBER - 2020			
Date	Day		Working Days
1	Thu	International Day of Older Persons	79
2	Fri	International Day of Non- Violence, Gandhi Jayanthi	
3	Sat	World Nature Day, World Habitat Day	
4	Sun	World Animal Day	
5	Mon	World Teacher's Day	80
6	Tue	World Wild Life Day World Food Security Day	81
7	Wed	Indian Air-force Day	82
8	Thu		83
9	Fri	World Postal Day	84
10	Sat	World Mental Health Day Second Saturday	
11	Sun	International Day of the Girl Child	
12	Mon	World Sight Day	85
13	Tue	World Calamity Control Day	86
14	Wed	World Standard Day	87

15	Thu	World White Cane Day International Day of Rural Woman	88
16	Fri	World Food Day	89
17	Sat	International Day for Eradication of Poverty	
18	Sun		
19	Mon		90
20	Tue	National Solidarity Day	91
21	Wed		92
22	Thu		93
23	Fri		94
24	Sat	United Nations Day	
25	Sun	Mahanavami	
26	Mon	Vijayadasami	
27	Tue		95
28	Wed		96
29	Thu	Milad-E-Sherif	
30	Fri	World Thrift Day	97
31	Sat	National Integration Day	
Total 19 Working Days			
NOVEMBER – 2020			
Date	Day		Working Days
1	Sun	Kerala PiraviDinam	
2	Mon	Commencement of First Semester UG and PG Classes	98

3	Tue		99
4	Wed	Guru Nanak Birthday	100
5	Thu		101
6	Fri		102
7	Sat	Infant Protection day World Cancer Awareness Day	
8	Sun		
9	Mon	Legal Service Day	103
10	Tue	World Science Day for Peace and Development, Transport Day	104
11	Wed		105
12	Thu		106
13	Fri		107
14	Sat	World Diabetes Day, Children's Day Second Saturday	
15	Sun		
16	Mon		108
17	Tue		109
18	Wed		110
19	Thu	Mother's Day	111
20	Fri		112
21	Sat		
22	Sun		
23	Mon		113
24	Tue		114

25	Wed		115
26	Thu	Law Day	116
27	Fri		117
28	Sat		
29	Sun		
30	Mon		118

Total **21** Working Days

DECEMBER – 2020

Date	Day		Working Days
1	Tue	World AIDS day	119
2	Wed		120
3	Thu	World Disability Day	121
4	Fri	Navy Day	122
5	Sat	World Soil Day	
6	Sun		
7	Mon	International Civil Aviation Day, Armed Force Flag Day	123
8	Tue		124
9	Wed	International Anti-Corruption Day,	125
10	Thu	Human Rights Day	126
11	Fri	UNICEF Day	127
12	Sat	Second Saturday	
13	Sun		
14	Mon	National Energy Conservation Day	128
15	Tue		129

16	Wed		130
17	Thu		131
18	Fri	*College closes for Christmas Vacation	132
19	Sat	Goa's Liberation day	
20	Sun		
21	Mon		
22	Tue		
23	Wed	Farmer's Day	
24	Thu		
25	Fri	Christmas	
26	Sat		
27	Sun		
28	Mon		
29	Tue	*College reopens after Christmas Vacation	133
30	Wed		134
31	Thu		135
Total 17 Working Days			
*May change according to university academic calendar			
JANUARY - 2021			
Date	Day		Working Days
1	Fri		136
2	Sat	MannamJayanthi	
3	Sun		

4	Mon		137
5	Tue		138
6	Wed		139
7	Thu		140
8	Fri		141
9	Sat	PravasiBharatiya Divas Second Saturday	
10	Sun	World Laughter Day	
11	Mon		142
12	Tue	National youth Day (Birth Day of Swami Vivekananda)	143
13	Wed		144
14	Thu		145
15	Fri		146
16	Sat		
17	Sun		
18	Mon		147
19	Tue		148
20	Wed		149
21	Thu		150
22	Fri		151
23	Sat	NetajiSubhash Chandra Bose's Birth Anniversary Day	
24	Sun		
25	Mon	International Customs Duty Day, India Tourism Day, Indian Voter Day	152

26	Tue	Republic Day	
27	Wed		153
28	Thu		154
29	Fri		155
30	Sat	Mahatma Gandhi's MartYr.dom Day	
31	Sun	World Leprosy Eradication Day	
Total 20 Working Days			

FEBRUARY - 2021

Date	Day		Working Days
1	Mon		156
2	Tue	World Wetlands Day	157
3	Wed		158
4	Thu	World Cancer Day	159
5	Fri		160
6	Sat		
7	Sun		
8	Mon		161
9	Tue		162
10	Wed		163
11	Thu		164
12	Fri		165
13	Sat	World Radio Day, Sarojini Naidu's Birth Anniversary, Second Saturday	

14	Sun		
15	Mon		166
16	Tue		167
17	Wed		168
18	Thu		169
19	Fri		170
20	Sat	World Day of Social Justice	
21	Sun	International Mother Language Day	
22	Mon		171
23	Tue		172
24	Wed	Central Excise Day	173
25	Thu		174
26	Fri		175
27	Sat		
28	Sun	National Science Day	
Total 20 Working Days			
MARCH - 2021			
Date	Day		Working Days
1	Mon	Zero Discrimination Day	176
2	Tue		177
3	Wed	World Wildlife Day National Defence Day	178

4	Thu	National Security Day	179
5	Fri		180
6	Sat		
7	Sun		
8	Mon	International Women's Day	181
9	Tue		182
10	Wed		183
11	Thu	Mahashivarathri	
12	Fri	Central Industrial Security Force Day	184
13	Sat	Second Saturday	
14	Sun		
15	Mon	World Consumer Day	185
16	Tue	National Vaccination Day	186
17	Wed		187
18	Thu		188
19	Fri		189
20	Sat	International Day of Happiness	
21	Sun	World Forest Day	
22	Mon	World Water Day	190
23	Tue	World Meteorological Day	191
24	Wed	World TB Day	192
25	Thu		193

26	Fri		194
27	Sat		
28	Sun		
29	Mon		195
30	Tue		196
31	Wed	College Closes for Summer Vacation	197
Total 22 Working Days			

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

* *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	15/10/20	29/10/20	14/11/20	13/12/20	25/03/21
SEMESTER - 2	17/06/21	01/07/21	16/07/21	17/08/21	23/11/21
SEMESTER - 3	07/11/20	21/11/20	09/12/20	14/01/21	16/04/21
SEMESTER - 4	21/05/21	03/06/21	22/06/21	27/07/21	10/09/21

**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

<u>Name</u>	<u>From</u>	<u>To</u>
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
Prof: Chandrachoodan Nair B.	03-04-93	13-09-93
Prof: Lilly E.P.	02-11-92	21-12-92
Prof: Hariharan C.	05-01-93	31-03-93
Prof: Sadanandan C. K.	22-12-92	04-01-93
Prof: Moideenkutty P.T.	01-04-93	02-04-93
Prof: Sethumadhavan K.K.	14-09-93	10-11-93
Prof: Radhakrishnan T.V.	11-11-93	30-03-94
Dr. Santhi Chandra Kammath	31-03-94	11-10-94
Prof: Ramachandran V.R.	10-06-96	26-09-96
Prof: Surendranathan M.P	01-04-98	30-12-98
Prof: Sankara Pillai K.G.	18-08-00	09-10-00
Prof: Nagendran K.R.	19-11-01	10-12-01
Prof: Raziya Y.	12-10-94	03-01-96
Prof: Kunhimohammed K.	23-02-96	09-06-96
Dr. Suseelan M.S.	27-09-96	31-03-98
Prof: Vasudevan M.	31-12-98	04-06-99
Dr. Mohamed K.K.	05-06-99	17-08-00
Prof: Prema Latha L	01-02-00	31-06-00
Prof: Raman P.	10-10-00	23-11-00
	24-11-00	18-11-01
	11-12-01	21-01-02
	25-01-02	10-08-02
	02-09-02	30-06-03
	04-07-03	12-08-05
	13-08-05	07-08-06
	07-08-06	03-12-06
	22-01-07	31-07-07
	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	9-8-2015
Dr. Elsamma Joseph Arackal	10-8-2015	9-3-2017
Paloly Aboobacker	9-3-2017	30-05-2017
Dr. Valsala Kizhakkekarmmal	1-6-2017	30-06-2019
Paloly Aboobacker	01-07-2019	

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
MO N				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
MO N				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
MO				RECESS			TUTORIAL
N							
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 aforementioned 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 remittance
Signature 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