



Naipunnya
School of Management
Cherthala



HANDBOOK & CALENDAR 2022-23





NAIPUNNYA SCHOOL OF MANAGEMENT

Cherthala

Alappuzha, Kerala

Ph: 0478 2817476, 2817478, 8606802255

info@naipunnnya.in

www.naipunnnyacollege.ac.in

(Affiliated to the University of Kerala, Thiruvananthapuram)

HANDBOOK & CALENDAR 2022 - '23



An ISO 9001:2015 Certified Institution

Alterations, if any, in this handbook
Will be notified on the notice board.

PERSONAL MEMO 2022 – ‘23

Name of the student:

Class/Course & Year :

Admn. No.:

Blood Group :

Email ID :

Father

Mother

Name :

Designation :

Home Address :

.....

.....

Email ID :

Tel (Home) :

Mobile :

Office Address :

.....

Sibling associated with Naipunnya (If applicable)

1. Name :

Course & Year :

2. Name :

Course & Year :

Mode of Transport: College Bus / Private / Public Transport / Bicycle / Bike

Bus Route :

Concession Card : Yes/No Hosteller : Yes/No

Signature of the Student:

Specimen Signature Father : Mother :

(To be handed over to the Academic Office In-charge)

PERSONAL MEMO 2022 – ‘23

Name of the student:

Class/Course & Year :

Admn. No.:

Blood Group :

Email ID :

Father

Mother

Name :

Designation :

Home Address :

.....

.....

Email ID :

Tel (Home) :

Mobile :

Office Address :

.....

Sibling associated with Naipunnya (If applicable)

1. Name :

Course & Year :

2. Name :

Course & Year :

Mode of Transport: College Bus / Private / Public Transport / Bicycle / Bike

Bus Route :

Concession Card : Yes/No Hosteller : Yes/No

Signature of the Student:

Specimen Signature Father :

Mother :

COLLEGE ANTHEM

The morning bells do peel and the lovely day unveils
And the grace of God in Naipunnya we see
Stretching for the skies and aiming very high
With an open heart we let the sunshine in

Let's awake let's awake (2)
Let's unite to lift our flag on high
Let's awake let's awake (2)

Naipunnya your wings do make us fly right up to the sky
Reaching for the unreachable distant star
Look ahead and just keep moving on and on
Let's do all things right by avoiding all things wrong
Scatter sunshine all the way all along

Let's awake let's awake (2)
Let's unite to lift our flag on high
Let's awake let's awake (2)
Naipunnya your wings do make us fly right up to the sky
(The morning...)

NAIPUNNYA, A PROFILE

In the classical language Sanskrit, Naipunnya means 'dexterity', 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the student. The Institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Naipunnya School of Management, Cherthala is a project of the Archdiocese of Ernakulam - Angamaly. It was established in Cherthala in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath who was the first president of Naipunnya School of Management. Rev. Fr. Sebastian Kalappurackal was the first Director of 'Naipunnya' and Rev. Fr. Baiju George Ponthempilly was the Assistant Executive Director and their relentless efforts and dedication actualized Naipunnya from a distant dream to a vibrant reality, following Him Rev. Fr. Joshy Puthuva (2006- 2014) and Rev. Fr. Paul Kaithottugal (2014-2019) served as the Executive Directors and Principals of the College, and Fr. Sibi Puthenparambil and Fr. Sebastian Kallarackal as the Assistant Director respectively and their charisma and insight contributed to the infrastructure precisely suited for the learning process. The Patron of the "Naipunnya Group of Institutions" is His Beatitude Cardinal Mar George Alencherry, and Chairman is Arch Bishop Mar. Andrews Thazhath, Rev. Fr. Baiju George Ponthempilly is the Executive Director and Principal. Rev. Fr. Chacko Kilukkan serves as the Assistant Executive Director. Within a decade, Naipunnya emerged as a byword for academic and professional excellence. In the changing scenario of professionalism and knowledge, Naipunnya imparts improved quality and competence to young minds. Expansion of knowledge is an ongoing process here. Naipunnya aims to become a dynamic centre of excellence by motivating the youth to attain their dreams with the support of innovative and quality training programs. We mould students into successful and vibrant professionals by providing them with a perfect launching pad of learning, creativity, discovery and leadership skills. The motto rings loud and clear "To reach the unreached".



Emblem

The dome shaped backdrop signifies the limitless opportunities provided by the institution. The figure represents the eternal striving for perfection. The star underlines the varied and vibrant goals that one can endeavor for. The third letter in the name of the college represents a lighted candle, emphasizing that its role is to function as a beacon light, to lead the way to progress and excellence. The motto sums it all: the relentless determination not to settle for mediocre gains but to aim for the ultimate. Naipunnya College always maintains to live up to her motto “to reach the unreached” which inspires every one of her inmates to aspire more and excel in everything one endeavors. The motto reminds one of the poetic sensibilities of Tennyson’s lines in Ulysses, ‘To strive, to seek, to find, and not to yield’. The emblem of the college illustrates the motto.

Vision

Naipunnya College aims to be a national centre of excellence for value based, inclusive and holistic education and research, moulding our students into highly proficient and responsible global citizens.

Mission

- Accomplish intellectual and professional excellence by creating an insightful, facilitating and mentoring, yet disciplined academic atmosphere.
- Cultivate a spirit of inquiry, advocacy and scientific temper among the members of the College.
- Execute academic and administrative plans and policies in an environment of transparency, equity and fairness.
- Ensure maximum resource efficiency as a responsibility towards the future of the society in which we live.
- Enhance awareness about human rights, cultural and spiritual heritage, and the environment.
- Develop leadership qualities among the students to be the change leaders of tomorrow and equip them to meet the challenges of a world

without frontiers.

- Leverage cutting edge technologies for dissemination of knowledge and for instructional methods.
- Create and maintain physical infrastructure which will support the Vision and Mission, and which will be symbolic of the College's aspirations.

Quality Policy

Naipunnya School of Management aims to develop an effective Quality Management System to gratify the needs of an academic system through effective teaching and learning methodology. We will continually improve the QMS through evaluation and constant updation in compliance with university, and other statutory and regulatory norms. Naipunnya School of Management is committed to foster excellence in Commerce, Arts and Science professionals equipping them to face the global challenges in the society.

Our Values

Our Values will set a framework for building and sustaining our College's culture. We honour these values and hold ourselves accountable to them.

Dignity of the Individual — Respect diversity and facilitate members of our College to discover their multi-dimensional talents and grow to their full potential.

Freedom with Accountability — Freedom to seek the truth, of thought and expression while holding ourselves accountable for our actions and conduct.

Openness – Listen to other view points, and value and acknowledge them.

Pursuit of Excellence – Value superior performance and continue to strive towards achieving the unachievable.

Integrity – Discipline, equity and fairness will be the basis of all our decisions.

Responsibility to the Environment – Respect the planet we inhabit and commit to environmentally sustainable practices only.

Objectives

In order to translate the vision and mission, the following objectives are set:

- To ensure equal opportunities for all.
- To promote research on new and relevant areas of knowledge.
- To organize events that foster inter cultural and inter religious harmony.
- To promote and propagate sensitization programmes on sustainable development.

- To mould a student community that is sensitive to traditional values and social concerns.
- To offer curricular and co-curricular programmes to keep abreast with advance in science, technology and development.
- To nurture leadership qualities that ensure transparency, democracy and accountability in its functions.
- To identify and execute academic activities that ensures qualitative change in education.
- To ensure adequate infrastructural facilities for the effective conduct of envisaged programmes.
- To introduce add-on and certificate courses exercising the freedom to design its curriculum.

Learning Outcomes

- Academic Excellence
- Leadership
- Team Cohesiveness
- Social Concern
- Environmental Consciousness
- Logical Thinking
- Moral Values

PRAYER SONG

There shall be showers of blessing;
This is the promise of love;
There shall be seasons refreshing,
Sent from the Savior above.

Showers of blessing,
Showers of blessing we need;
Mercy-drops round us are falling,
But for the showers we plead.

There shall be showers of blessing
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain.

There shall be showers of blessing;
Send them upon us,
O Lord! Grant to us now a refreshing;
Come, and now honor Thy Word.

There shall be showers of blessing;
O that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call!

There shall be showers of blessing,
If we but trust and obey;
There shall be seasons refreshing,
If we let God have His way.

PATRON
His Beatitude Cardinal Mar George Alencherry

CO-PATRON
His Excellency Mar Andrews Thazhath

NAIPUNNYA GROUP OF EDUCATIONAL INSTITUTIONS
(Managed by the Archdiocese of Ernakulam - Angamaly)

- Naipunnya Institute of Management & Information Technology (NIMIT) Pongam, Koratty.
(Affiliated to University of Calicut; Department of Tourism, Govt. of Kerala; NIOS, New Delhi, Approved by AICTE)
- Naipunnya Business School (NBS) Pongam, Koratty.
(Affiliated to University of Calicut)
- Naipunnya School of Management, Cherthala.
(Affiliated to University of Kerala)
- Naipunnya Public School, Edakunnu, Angamaly.
(Affiliated to CBSE, New Delhi)
- Naipunnya Public School, Thrikkakara, Kochi.
(Affiliated to CBSE, New Delhi)

NAIPUNNYA CHARITABLE SOCIETY
BOARD OF TRUSTEES

1. His Excellency Mar. Andrews Thazhath, *President*
2. Very Rev. Fr. Varghese Pottackal, *Director*
3. Rev. Fr. Paul Madassery, *Vice President*
4. Rev. Fr. Paulachan K J, *Secretary Cum Treasurer*
5. Rev. Fr. Varghese Ponthempilly, *Exe. Director*
6. Rev. Fr. Chacko Kilukkan
7. Rev. Fr. Jimmy Kunnathoor

THE GOVERNING BOARD

1. His Excellency Mar. Andrews Thazhath (President) 0484-2352629
 Apostolic Administrator
 Major Archbishop's House Broadway
 Ernakulam, Kochi 682 031
 Email: athazhath@gmail.com

2. Very Rev. Fr. Varghese Pottackal 9495224297
 (Vicar General and Director of AICO)
 Major Archbishop's House
 Broadway, Ernakulam
 Email: vpottackal@gmail.com

3. Fr. Paul Madassery 9818797433
 (Archdiocesan Finance Officer)
 Major Archbishop's House
 Broadway, Ernakulam
 Email: paulachanm@rediffmail.com

4. Rev Fr. Baiju George Ponthempilly 9847405022
 Executive Director & Principal
 Naipunnya School of Management
 Cherthala
 Email: ponthempilly@gmail.com

5. Very Rev Fr. Anto Cheramthuruthy 9605266504
 Vicar, St. Marys Forane Church Muttom
 Email: acheranthuruthy@gmail.com

6. Rev Fr. Dr. Paul Kaithottungal 8157855744
 Principal – NIMIT
 Pongam – Koratty- Thrissur
 Email: kaithottungal@gmail.com

7. Rev. Fr. Chacko Kilukkan 9496252270
Asst. Executive Director
Naipunnya School of Management
Cherthala
Email: kilukkan@live.com
8. Ms. Mary P.K 9495945379
Staff Secretary
Naipunnya School of Management - Cherthala
Email: marypk88@gmail.com
9. Ms. Liji Jospheh 9895701996
Finance Officer
Naipunnya School of Management - Cherthala
Email: accounts@naipunnya.in

ADVISORY BOARD

1. H.E. Mar. Andrews Thazhath
2. Very Rev. Fr. Sebastian Kalappurakkal
(Vicar, Little Flower Church, Elamkulam)
3. Very Rev. Fr. Dr. Anto Cheramthuruthy
(Vicar, St. Marys Forane Church, Muttom)
4. Very Rev. Fr. Thomas Vaikathuparambil
(Vicar, St. Mary's Forane Church, Pallippuram)
5. Very Rev. Fr. Joseph Thekkinen
(Vicar, St. Joseph's Church, Vaikom)
6. Rev. Fr. Baiju George Ponthempilly
(Exe. Director & Principal, Naipunnya School of Management)
7. Rev. Fr. Chacko Kilukkan
(Asst. Executive Director, Naipunnya School of Management)
8. Prof. Joshy Joseph (Professor, IIMK Campus, Kozhikode)
9. Sr. (Dr.) Sali Rose, (Principal, St. Ann's Public School, Cherthala)
10. Mr. M.S. Sebastian (Director, Eastern Ltd.)
11. Mr. Jose Paul Mathew (MD, Palm Fibre India (P) Ltd., Alappuzha)
12. Mr. Mahadevan Pavithran
(CEO, Travancore Cocotuft Pvt. Ltd., Cherthala)

13. Mr. Jose Dominic (*MD & CEO, CGH Earth, Ernakulam*)
14. Mr. Joy Sebastian
(*Co-Founder & CEO, Techgentsia Software Technologies (P) Ltd.*)
15. Dr. C.V. Anand Bose, IAS
(*Principal Advisor, Govt. of India, DBL Heritage Project*)
16. Mr. Jose Ettuparayil
(*Promoter & Director – Harmony Spices Limited*)
17. Dr. Jacob P.M
(*Director, Naipunnya Business School, Pongam, Thrissur*)
18. Dr. Sabu Varghese (*Associate Professor, NBS Pongam*)
19. Mrs. Pushpa John
(*Vice Principal, Naipunnya School of Management, Cherthala*)

MANAGEMENT

1. Rev. Fr. Baiju George Ponthempilly, *Executive Director & Principal*
2. Rev. Fr. Chacko Kilukkan, *Asst. Executive Director*
3. Ms. Pushpa John, *Vice Principal*
4. Mr. Vishnu G., *Dean of Studies*

STAFF COUNCIL

1. Rev. Fr. Baiju George Ponthempilly, *Principal*
2. Ms. Pushpa John, *Vice-Principal*
3. Mr. Vishnu G, *Dean of Studies*
4. Ms. Mary P K, *Asst. Professor, Staff Secretary*
5. Mr. Prasanth Kumar M, *HoD, Department of Commerce*
6. Mr. Harikrishnan R, *HoD, Department of Hotel Management*
7. Mr. Vinod Chandran, *HoD, Department of Computer Science*
8. Ms. Shema Prakash, *HoD, Postgraduate Department of English*
9. Mr. Jinnat Mathew, *HoD, Department of Physical Education*

KEY PERSONNEL (ACADEMIC)

- Rev. Fr. Baiju George Ponthempilly, *Principal*
 Ms. Pushpa John, *Vice Principal*
 Mr. Vishnu G., *Dean of Studies*

DEPARTMENTS

POSTGRADUATE DEPARTMENT OF COMMERCE AND MANAGEMENT

The Postgraduate Department of Commerce and Management is one of the pioneering departments of Naipunnya, which came into existence in the year 2005. The department aims to transform students into professionals with subject competence and social commitment.

Programmes Offered

Postgraduate Course :

- M.Com Finance
- MTTM

Undergraduate Courses:

- B.Com Commerce with Computer Application
- B.Com Commerce and Tax Procedure & Practice
- B.Com Finance
- Bachelor of Business Administration (BBA)
- B.Com Tourism and Travel Management

Add on Courses: CA Coaching, Bank Coaching, Computerized Accounting in Tally, and Practical Accounting with internship, Web Designing and Civil Service Coaching.

1. Certificate in Fundamentals of Tourism
2. Certificate in Tourism Marketing
3. Certificate in Hospitality Management
4. Certificate in Tour operation and Travel Agency
5. Certificate in Investment Management
6. Certificate in Mutual Funds
7. Certificate in Derivative Markets
8. Certificate in Indian Capital Market
9. NET Coaching

Faculty

Mr. Prasanth Kumar M., M.Com, MSc (IT), MBA, MSc (Appl. Psych), MA
(Business Eco), M.Sc (Applied Psychology), NET
Head of the Departmentmpkumar2003@gmail.com

Ms. Rosemary C.C., M.Com, MBA, B.Ed., SET
(Programme Coordinator - B.Com CA)
Asst. Professorrosemarycc.jayan@gmail.com

Mr. Aravind G Nair., MTA
(Programme Coordinator – B.Com TT)
Asst. Professoraravindnair020@gmail.com

Mr. Renju Chandran V. R., M Com
(Programme Coordinator – B.Com Fin & B.Com Tax)
Asst. Professor..... vr.renjuchandran@gmail.com

Ms. Sreelatha Nair, M.Com, MBA
Associate. Professorsreelathamahadevan@gmail.com

Ms Salimma Joseph, M Com
Associate Professor.....josephsalimma@gmail.com

Ms. Lalamy T K, M Com, SET
Asst Professor.....lalamyvinod@gmail.com

Ms. Simi A, M Com, B Ed , SET, NET
Asst Professor.....simiammini@gmail.com

Ms. Sreelakshmi P P, B Tech, MBA
Asst Professor..... sree giriprasadam@gmail.com

Ms. Roshan Bruce, LLM, M A (Business Eco.)
Asst Professor.....roshanbrucemrm@gmail.com

Ms. Soumya K Tomy, M Com, M A (Business Eco), B Ed
Asst Professorsoumya cijy1@gmail.com

Ms. Kala P, M Com, MBA, B Ed , SET
Asst Professor..... kalapanicker@gmail.com

Ms. Vidya P Nair, M Com, B Ed , SET, NET
Asst. Professor.....vidyarenjtih2008@gmail.com

Mr. Binil V Rajan, M Phil, M Com, MBA, MSc (Appl Psych),
MA (Business Eco), B Ed , SET, NET

Asst. Professor..... binil1000@yahoo.co.in

Ms. Chinnu Mohanan, B Tech, MBA, NET, Diploma in Logistics

Asst. Professor.....chinnurmohanan@gmail.com

Mr. Harikrishnan Mohan, MBA, IATA, UFTAA

Asst. Professor..... harikrishnanmohan@67gmail.com

Ms. Vani Viswan M Com, NET

Asst. Professor..... vaniviswan9213@gmail.com

Ms. Saranyamol V R, M Com, NET

Asst. Professor saranyavravi1997@gmail.com

Ms. Neeraja S, M Com, NET

Asst. Professor.....neerajaskply@gmail.com

Ms. Sheeja S, M Com, NET

Asst. Professor.....sheejas313@gmail.com

Ms. Swathy C S, M Com, SET

Asst. Professor.....swathycs686@gmail.com

Mr. Nubin Babu, M Com

Asst Professor..... nubinbabu@gmail.com

Ms. Swapna V I M Com, SET

Asst Professor..... swapna_xmas@yahoo.co.in

Mr. Abhishek Mohan M Com, SET

Asst Professor..... abhishekmohan001@gmail.com

(Programme Coordinator - BBA)

Mr. Abhinand C S MTA

Asst Professor..... abhinandcs4@gmail.com

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The Computer Science Department aims at providing high quality education and practical training for the under graduate and post graduate students in the dynamic and rapidly changing science and technical field.

Programmes Offered

Undergraduate Courses:

- B.Sc. Computer Science
- Bachelor of Computer Application (BCA)

Add-on Courses:

1. Certificate in E - Commerce
2. Certificate in Cloud Computing
3. Certificate in ASP.NET, C#& Web Development
4. Certificate in Big Data
5. Certificate in Microsoft Office

Faculty

Mr. Vinod Chandran, MCA, PGDBM, NET
Head of the Departmentvinodchandranvc@gmail.com

Ms. Kavitha Santhosh, MCA
Asst. Professor.....kavithasarath27@gmail.com

Mr. Deepak M., ME CSE
Asst. Professordeepakpm1985@gmail.com

Ms. Mary Joseph, MCA, MBA
Asst. Professor..... maryjoseph91@gmail.com

Ms. Priyanka G., MCA, MPhil
Asst. Professor priyabhuvan.priya@gmail.com

Ms. Amulia P.M., MTech, NET
Asst. Professor..... amuliamarkose@gmail.com

Ms. Gayathri A., MSc. CS
Asst. Professor.....gayu.anju@gmail.com

Ms. Girly Antony, MSc (Math.), B.Ed.
Asst. Professorgirlyantony.ga@gmail.com

Ms. Mary P. K., MSc. CS
Asst. Professor..... marypk88@gmail.com

Ms. Nidhy S. Ravi, MCA, MTech
Asst. Professor.....nidhy.ravi@gmail.com

Mr. Denny David, MCA
Asst. Professor..... dennydavid2008@gmail.com

Mr. Jithin Babu, MCA

Asst. Professor.....jithinbabu007@gmail.com

Mr. Joel Joseph, MCA

Lecturer cum Lab Instructorjoeljoseph882@gmail.com

Ms. Rima K. Ouseph, MCA

Lecturer cum Lab Instructorrima897@gmail.com

Mr. Vivek S Varma, MSc

Asst. Professor.....viveksvarmacpd@gmail.com

Mrs. Vidya S Mony, MTech

Asst. Professor.....vidnyasmony@gmail.com

POSTGRADUATE DEPARTMENT OF ENGLISH

The Postgraduate Department of English provides the students an aesthetic as well as critical insight into literary studies. Through the study of language, literature, theory, and culture, the department equips students with the awareness, abilities, and habits of mind crucial to ethical participation in a world that is diverse and intricate, comprehensive and interrelated.

Programmes Offered

Postgraduate Course:

- MA English Language and Literature

Undergraduate Course:

- BA English and Communicative English

Additional/Oriental Language Courses:

- Hindi
- Malayalam

Add-on Courses:

1. Certificate in Grammar & Vocabulary
2. Certificate in Soft Skills
3. UGC-NET Coaching
4. Civil Service Coaching

Faculty

Ms. Shema Prakash, MA, B Ed., SET, CTET
Head of the Department..... pgde.shemaprakash@naipunnya.in

Mr. Binoj T.T., MA (Mal.), B.Ed., SET
Asst. Professor.....pgde.binojtt@naipunnya.in

Dr. Anuja Raj, MA, B.Ed., GNIIT, SET, JRF, PhD
Asst. Professor pgde.anujaraj@naipunnya.in

Ms. Mareena Antony, MA
Asst. Professor pgde.mareenaantony@naipunnya.in

Ms. Haripriya J., MA
Asst. Professor pgde.haripriya@naipunnya.in

Ms. Aneetta Andrews, MA
Asst. Professoraneettaandrews3131@gmail.com

Mr. Krishna P C, MA
Asst. Professor.....pgde.krishna@naipunnya.in

Mr. Jomy Thomas, MA, NET
Asst. Professor jomythomas232@gmail.com

Ms. Reshmi Xavier, MA
Asst. Professorreshmixavier@gmail.com

Ms. Sreelekshmi K P, MA
Asst. Professor.....sreekp1996@gmail.com

Ms. Anna Stain, MA, PGDCSW
Asst. Professor..... pgde.annastain@naipunnya.in

Ms. Suthara S, MA (Hindi)
Asst. Professor.....aneettaandrews3131@gmail.com

Ms. Dhaya Mukesh Dhanya, MA
Asst. Professor.....pgde.dhayamukesh@naipunnya.in

DEPARTMENT OF HOTEL MANAGEMENT

With innovative and quality training programmes in Hotel Management, the department moulds students into successful and vibrant professionals by providing them a perfect launching pad with an added competitive edge to explore all possible avenues in their disciplines.

Programme Offered

Undergraduate Course:

- BMS Hotel Management

Add-on Courses:

1. Certificate in Business Communication
2. Certificate for Event Management in Hospitality Industry
3. Certificate For Creative Arts in Bakery & Carving
4. Certificate in Soft Skill for Interpersonal Development
5. Certificate in Le Sommelier : Wines & Spirits

Faculty

Mr. Harikrishnan R., MBA, MA Tourism Management

Head of the Department nihm.hod@naipunnya.in

Mr. Preeju Scaria., MSc THM

Associate. Professor.....nihm.preejus@naipunnya.in

Mr. John A. Melvin., MBA

Asst. Professor nihm.jmelvin@naipunnya.in

Mr. Gopakumar C.G., MBA

Asst. Professor..... nihm.gopakumar@naipunnya.in

Ms. Resmidevi S.R., BSc (Tech), MMM

Asst. Professor nihm.resmidevi@naipunnya.in

Mr. Mathew Joseph., NCTVT & FCI Certificate

Asst. Professor..... nihm.mathewj@naipunnya.in

Mr. Suresh Mathews, BHM, WSET Level 3, MBA

Asst. Professor nihm.sureshm@naipunnya.in

Mr. Manu M.U., BSc HM, DHMCT

Asst. Professor nihm.manumu@naipunnya.in

Mr. Jophy Jose, DHMCT

Lab In-charge nihm.jophyj@naipunnya.in

Mr. Pavin Johnson, B.Sc Hotel Management

Lab In-chargepavinjohnson5s5@gmail.com

Mr. Akhil Manohar, MBA (pursuing)

Asst. Professor.....visionsofakhil@gmail.com

Mr. Harikrishnan Ramachandran, B.Tech, B.Sc HM

Asst. Professor..... haris51987@gmail.com

Naipunnya School of Management, Cherthala

DEPARTMENT OF PHYSICAL EDUCATION

The Department of Physical Education promotes among the students a keen interest in sports and exercise. The department maintains the policy of motivating students to relentlessly pursue excellence in sports for health, fitness and overall wellness.

Mr. Jinnat Mathew, B.P.Ed. (With B.Com), M.P.Ed., KTET
(KSPA State Referee – Volleyball)

Head of the Department..... hod.ped@naipunnya.in

COUNSELLING

The department aims to promote academic achievement, career development, and personal as well as social growth.

Mr. Sandra, MSc Counselling & Psychotherapy
Counselor

PTA EXECUTIVE COMMITTEE

Rev. Fr. Baiju George Ponthempilly, President

Mr. Thomas Kuriyakose, Vice President

Ms. Sreelatha Nair, Secretary

Mr. Jaimohan, Joint Secretary

Mr. Sreelakshmi, Treasurer

Mr. Prasanth Kumar M.

Mr. Harikrishnan R.

Mr. Vinod Chandran

Ms. Shema Prakash

Ms. Sreeja Shiju

Ms. Sathi Unnikrishnan

Mr. Unni TS

Ms. Sindhu NR

NON-TEACHING STAFF

Ms. Liji Joseph	<i>Finance Officer</i>
Mr. Saji Joseph	<i>Accountant</i>
Ms. Ani Eliswa K.A	<i>Office Assistant</i>
Ms. Nimmy Mathew	<i>Office Assistant</i>
Ms. Teena Philip	<i>IQAC, NAAC, ISO Executive</i>
Ms. Abimol P.P	<i>Librarian</i>
Ms. Neethu D	<i>Library Assistant</i>
Mr. Sithin J	<i>Technical Support / Computer Lab Assistant</i>
Ms. Siji Varghese	<i>Receptionist</i>
Ms. Sherin Joseph	<i>Receptionist</i>
Ms. Jainamma C.I	<i>Asst. Store-keeper</i>
Mr. Ashokan M.D	<i>Security Supervisor</i>
Mr. Mathai A.O	<i>Vehicle Supervisor</i>
Ms. Daisy George	<i>Housekeeping Supervisor</i>
Ms. Ligy Kuriakose	<i>Attender</i>
Mr. Bennychan M.J	<i>Cafeteria Assistant</i>
Ms. Benzy Joseph P.J	<i>Cafeteria Assistant</i>
Mr. Siril Thomas	<i>Electrical Assistant</i>
Ms. Mary Antony	<i>Housekeeping Staff</i>
Ms. Reji P.K	<i>Housekeeping Staff</i>
Ms. Latha N.O	<i>Housekeeping Staff</i>
Ms. Lindamol	<i>Housekeeping Staff</i>
Ms. Vasanthi	<i>Housekeeping Staff</i>
Ms. Omana	<i>Housekeeping Staff</i>
Mr. Thomas John	<i>Housekeeping Staff</i>
Mr. Thomas C M	<i>Housekeeping Staff</i>

Ms. Mini Benny	<i>Kitchen Assistant</i>
Mr. Jayan P.T	<i>Security Guard</i>
Mr. Manoj N.S	<i>Security Guard</i>
Mr. Job C.A	<i>Driver</i>
Mr. Aji K D	<i>Driver</i>
Mr. Tenson	<i>Driver</i>

ACADEMIC PROGRAMMES

Naipunnya School of Management offers 9 undergraduate courses and 3 postgraduate courses. All programmes are done under CBCS – Choice Based Credit System where the duration of the UG programmes shall be 6 semesters and that of PG programmes shall be 4 semesters.

SCHEME AND SYLLABUS

The UG programmes shall include (a) Common Courses I & II (b) Core Courses (c) Complementary Courses (d) Open Courses

PROGRAMME STRUCTURE

A	Program Duration	6 semesters
B	Total Credits required for successful completion of the programme	120
C	Minimum credits required from common courses	38
D	Minimum credits required from Core + complementary + Vocational* courses including Project	79
E	Minimum credits required from Open course	3
F	Minimum attendance required	75%

- The credit distribution for vocational courses is to be decided separately Examinations

The evaluation of each course shall contain two parts

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

DISTRIBUTION OF COURSES**UG PROGRAMMES****OUTLINE OF COMMON COURSES FOR ENGLISH LANGUAGE (BA/ TAX/TT)**

Semester	Course Code	Title of Course	Hours/Week	Credits
1	EN 1111.3	Language Skills	5	4
2	EN 1211.3	English Grammar Usage and Writing	5	3
3	EN 1311.3	English for Career	5	4
4	EN 1411.3	Readings in Literature	5	4

OUTLINE OF COMMON COURSES FOR ENGLISH LANGUAGE (FINANCE)

Semester	Course Code	Title of Course	Hours/Week	Credits
1	EN 1111.2	Language Skills	5	4
2	EN 1211.2	English Grammar Usage and Writing	5	3
3	EN 1311.2	Business English	5	4
4	EN 1411.2	Readings in Literature	5	4

**OUTLINE OF COMMON COURSES FOR ENGLISH LANGUAGE
(HM/BBA/B.Sc. CS/B.Com CA)**

Semester	Course Code	Title of Course	Hours/Week	Credits
1	EN 1111.4	Language Skills	3	2
2	EN 1211.4	English for Career	3	2

B.A English & Communicative English under CBCSS (2021)

Semester	Course Code	Title of Course	Hours/Week	Credits
1	EN 1111.3	Language Course I- Language Skills	5	4
1	CG 1121.3	Writing on Contemporary Issues	3	2
1	CG 1141	Reading Poetry	5	3
1	CG 1171	Basics of Communication	3	3
1	CG 1131	History of English Literature 1	4	3
1		Additional Language 1	5	3
2	EN 1211.3	English Grammar, Usage and Writing	5	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
2	CG 1241	Reading Drama	5	4
2	CG 1271	Environmental Studies	6	4
2	CG 1231	History of English Literature II	4	4
2		Additional Language	5	3
3	EN 1311.3	English for Career	5	4
3	CG 1321	Informatics	4	3
3	CG 1341	Reading Fiction	4	3
3	CG 1342	Malayalam Literature English for Career in English Translation	3	3
3	CG 1331	History of English Literature 3	4	4
3	CG 1371	Copy Editing	4	4
4	CG 1441	Reading Prose	4	3
4	CG 1442	World Classics	4	3
4	CG 1431	History of English Language and Phonetics	4	4
4	CG 1471	Print and Online writing	4	4
4	CG 1472	Theatre Studies	4	4
5	CG 1541	Literary Criticism	5	4
5	CG 1542	Film Studies	4	3
5	CG 1543	Indian Writing in English	3	3
5	CG 1551.1 CG 1551.2 CG 1551.3 PE 1551	Creative Writing Translation Studies English for Media Health and Fitness Education	3	2
5	CG 1571	English Language Teaching	4	4
5	CG 1572	The Language of Advertisements	3	3
5	CG 1573	Audio Visual Writing	3	3
6	CG 1641	Travel Literature	5	3
6	CG 1642	Women's Writing	5	3
6	CG 1643	Methodology and Perspective of Humanities	4	3
6	CG 1661.1	American Literature	3	2
6	CG 1661.2	Communicative Applications in English		

Semester	Course Code	Title of Course	Hours/ Week	Credits
6	CG 1671	Technical English	3	3
6	CG 1672	Business Communication in English	3	3
6	CG 1644	Project / Dissertation	3	4

B.A English & Communicative English under CBCSS (2022)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111.3	Language Course I- Language Skills	5	4
1		Additional Language	5	3
1		Foundation Course	3	2
1	CG 1141	Core I: Introduction to Literary Studies	5	4
1	CG 1171	Vocational Course I: Soft Skills	4	3
1	CG 1131	Complementary Course I: English for Specific Purposes	3	3
2	EN 1211.3	Language Course III- English Grammar, Usage and Writing	5	3
2		Additional Language	5	3
2	CG 1241	Core II: British Literature I	5	3
2	CG 1242	Core III: Narratives of Resistance	3	3
2	CG 1271	Vocational Course II: Narratives of Social Justice and Restitution	4	3
2	CG 1231	Complementary Course II: Language for Media	3	2
3	EN 1311.3	Language Course V- English for Career	5	4
3		Foundation Course II: History of English Language	4	3
3	CG 1341	Core IV: British Literature II	5	4
3	CG 1342	Core V: Popular Literature	4	4
3	CG 1371	Vocational Course III: Translation Studies	4	3
3	CG 1331	Complementary Course III : Environmental Studies and Disaster Management	3	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
4	EN 1411.3	Language Course VI Readings in Literature	5	4
4	CG 1441	Core VI: 20th Century World Literature	5	4
4	CG 1442	Core VII: 20th Century Malayalam Literature in Translation	4	4
4	CG 1471	Vocational Course IV: Language Editing and Publishing	4	3
4	CG 1472	Vocational Course V: Content Writing	4	3
4	CG 1431	Complementary Course IV: Literatures of Travel and Tourism	3	3
5	CG 1541	Core VIII: Film Studies	4	3
5	CG 1542	Core IX: Indian Literature	4	3
5	CG 1543	Core X: Criticism and Theory	5	4
5	CG 1571	Vocational Course VI: Theatre Studies	3	3
5	CG 1572	Vocational Course VII: English Language Teaching	3	3
5	CG 1573	Vocational Course VIII: Language for Advertisement and Marketing	3	3
5	CG1551.1 CG1551.2	Open Course: English for Communication Film Appreciation	3	2
6	CG 1641	Core XI: Gender Studies	5	4
6	CG1642	Core XII: Linguistics and Structure of English Language	5	4
6	CG 1671	Vocational Course IX: Screen Writing and Subtitling	4	3
6	G 1672	Vocational Course X: Public Relations and Corporate Communication	4	3
6	CG 1661.1 CG 1661.2 CG 1661.3	Industry Based Electives: Proof Reading and Copy Editing Academic Writing Professional Communication Practice	4	3
6	CG 1643	Project	3	4

B.B.A under CBCSS (2017-18 admission onwards)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111.1	English I	3	2
1	BM 1121	Environmental Studies	4	4
1	BM 1141	Fundamentals of Management	5	4
1	BM 1142	Managerial Economics	4	4
1	BM 1143	Financial Accounting	5	4
1	BM 1131	Statistics for Business Decisions	4	3
2	EN 1211.1	English II	3	2
2	BM 1221	E-Commerce & Cyber Laws	4	2
2	BM 1241	Marketing Management	5	4
2	BM 1242	Human Resource Management	5	4
2	BM 1243	Financial Management	5	4
2	BM 1231	Business Regulatory Frame Work	4	3
3	BM 1341	Business Environment and Policy	5	4
3	BM 1342	Corporate Regulations	5	4
3	BM 1343	Cost and Management Accounting	5	4
3	BM 1344	Financial Services	5	4
3	BM 1361.1	Elective Course	5	\$
4	BM 1441	Entrepreneurship Development	5	4
4	BM 1442	Business Ethics & Corporate Governance	5	4
4	BM 1443	Operations Management	5	4
4	BM 1444	Skill Enhancement and Employability Orientation	5	4
4	BM 1461.1	Elective Course	5	4
5	BM 1541	Quantitative Techniques for Management	5	4
5	BM 1542	Research Methodology	5	4
5	BM 1543	Investment Management	5	4
5	BM 1544	Project	2	
5	BM 1551.1	Open Course	3	2
5	BM 1561.1	Elective Course	5	4

Semester	Course Code	Title of Course	Hours/ Week	Credits
6	BM 1641	Management Information System	5	4
6	BM 1642	International Business	5	4
6	BM 1643	Strategic Management	5	4
6	BM 1644	Project Work and Viva Voce	2	4
6	BM 1661.5	Elective	3	2
6	BM 1661.1	Elective	5	4
6	G 1672	Vocational Course X: Public Relations and Corporate Communication	4	3
6	CG 1661.1 CG 1661.2 CG 1661.3	Industry Based Electives: Proof Reading and Copy Editing Academic Writing Professional Communication Practice	4	3
6	CG 1643	Project	3	4

B.Com – Finance Under CBCSS (2018 admission onwards)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111	English	5	4
1	1111	Additional Language	4	4
1	CO 1121	Methodology and perspectives of Business Education	4	2
1	CO 1141	Environmental Studies	4	3
1	CO 1142	Management Concepts and Thoughts	4	3
1	CO 1131	Managerial Economics	4	3
2	EN 1211	English II	5	4
2	1211	Additional Language	4	4
2	CO 1221	Informatics and cyber laws	4	3
2	CO 1241	Financial Accounting	4	3
2	CO 1242	Business Regulatory Framework	4	3
2	CO 1231	Business Mathematics	4	3
3	EN 1311	English III	3	3
3	CO 1341	Entrepreneurship Development	4	3
3	CO 1342	Financial Accounting	5	4

Semester	Course Code	Title of Course	Hours/ Week	Credits
3	CO 1343	Company Administration	4	3
3	CO 1361	Elective	5	4
3	CO 1221	E-Business	3	3
4	EN 1411	English IV	3	3
4	CO 1441	Indian Financial Market	4	3
4	CO 1442	Banking and Insurance	4	4
4	CO 1443	Corporate Accounting	5	3
4	CO 1461	Elective Stream	5	4
4	CO 1431	Business Statistics	4	3
5	CO 1541	Fundamentals of Income Tax	5	4
5	CO 1542	Cost Accounting	5	4
5	CO 1543	Marketing Management	4	4
5	CO 1551	Open Course	3	2
5	CO 1561	Elective Stream	5	4
6	CO 1641	Auditing	4	4
6	CO 1642	Applied Costing	5	4
6	CO 1643	Management Accounting	5	4
6	CO 1651	Open Course	3	2
6	CO 1661	Elective Stream	5	4
6	CO 1664	Project	3	4

B.Com – Computer Application under CBCSS (2018 admission onwards)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111	English	3	2
1	CC 1141	Introduction to IT	5	4
1	CC 1121	Methodology and Perspective of Business Education	4	3
1	CC 1142	Environmental Studies	4	3
1	CC 1143	Management Concepts and Thoughts	5	4
1	CO 1131	Managerial Economics	4	3
2	EN 1211	English II	5	4

Semester	Course Code	Title of Course	Hours/ Week	Credits
2	1211	Additional Language	4	4
2	CO 1221	Informatics and cyber laws	4	3
2	CO 1241	Financial Accounting	4	3
2	CO 1242	Business Regulatory Framework	4	3
2	CO 1231	Business Mathematics	4	3
3	EN 1311	English III	3	3
3	CO 1341	Entrepreneurship Development	4	3
3	CO 1342	Financial Accounting	5	4
3	CO 1343	Company Administration	4	3
3	CO 1361	Elective	5	4
3	CO 1221	E-Business	\$	3
4	EN 1411	English IV	3	3
4	CO 1441	Indian Financial Market	4	3
4	CO 1442	Banking and Insurance	4	4
4	CO 1443	Corporate Accounting	5	3
4	CO 1461	Elective Stream	5	4
4	CO 1431	Business Statistics	4	3
5	CO 1541	Fundamentals of Income Tax	5	4
5	CO 1542	Cost Accounting	5	4
5	CO 1543	Marketing Management	4	4
5	CO 1551	Open Course	3	2
5	CO 1561	Elective Stream	5	4
6	CO 1641	Auditing	4	4
6	CO 1642	Applied Costing	%	4
6	CO 1643	Management Accounting	5	4
6	CO 1651	Open Course	3	2
6	CO 1661	Elective Stream	5	4
6	CO 1664	Project	3	4

B.Com – Travel and Tourism Under CBCSS (2018 admission onwards)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111	English I	5	3
1	1111	Additional Language I	4	3
1	TT 1121	Method ology and Perspectives of Business Education	4	2
1	TT 1141	Environ mental studies Tourism	4	4
1	TT 1171	Principles and Practice s	4	3
1	PG 1131	Psychology I	4	4
2	EN 1211	English II	5	3
2	1211	Additional Language II	4	3
2	TT 1221	Informatics and Cyber Laws	4	3
2	TT 1241	Financial Accounting	4	3
2	TT 1271	Emerging Trends in Tourism	4	3
2	PG 1231	Psychology II	4	4
3	EN 1311	English III	3	3
3	TT 1341	Management Concepts and Thoughts	4	3
3	TT 1342	Advanced Financial Accounting	5	3
3	TT 1371	Tourism Marketing	4	3
3	TT 1372	Tourism Regulations	5	4
3	PG 1331	Psychology III	4	4
4	EN 1411	English IV	3	3
4	TT 1441	Business Regulatory Frame Work	4	3
4	TT 1442	Banking and Insurance	4	3
4	TT 1471	Tourism Products	5	4
4	TT 1472	Tour Guiding and Escorting	5	4
4	PG 1431	Psychology IV	4	4
5	TT 1541	Entrepreneurship Development	4	3
5	TT 1542	Cost Accounting	4	4
5	TT 1543	Marketing Management	4	3
5	TT 1551	Open Course – 1/2/3	3	2
5	TT 1571	Sustainable Tourism Management	4	4

Semester	Course Code	Title of Course	Hours/ Week	Credits
5	TT 1572	Hospitality Management	3	3
5		Project	3	
6	TT 1641	Auditing	4	3
6	TT 1642	Applied Costing	4	3
6	TT 1643	Management Accounting	4	4
6	TT 1651	Open Course – 1/2/3	3	2
6	TT 1671	Travel Agency, Tour Operations and Airline Management	4	4
6	TT 1672	Accounting for Tourism Organizations	3	3
6	TT 1644	Project	3	4

B.Com – Tax Procedure Under CBCSS (2018 admission onwards)

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN 1111	English I	5	3
1	1111	Additional Language I	4	3
1	CX 1121	Methodology and Perspectives of Business Education	4	2
1	CX 1141	Environmental studies	4	4
1	CX 1171	Principles of Taxation	4	3
1	CX 1131	Managerial Economics	4	4
2	EN 1211	English II	5	3
2	1211	Additional Language II	4	3
2	CX 1221	Informatics and Cyber Laws	4	3
2	CX 1241	Financial Accounting	4	3
2	CX 1271	Income Tax Law & Practice I	4	3
2	CX 1231	Business Mathematics	4	4
3	EN 1311	English III	3	3
3	CX 1341	Management Concepts and Thoughts	4	3
3	CX 1342	Advanced Financial Accounting	5	3
3	CX 1371	Income Tax Law & Practice II	4	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
3	CX 1372	Recovery and Refund of Income Tax	5	4
3	CX 1331	E-Business	4	4
4	EN 1411	English IV	3	3
4	CX1441	Business Regulatory Framework	4	3
4	CX 1442	Banking and Insurance	4	3
4	CX 1471	Income Tax Assessment I	5	4
4	CX 1472	Income Tax Assessment II	5	4
4	CX 1431	Business Statistics	4	4
5	CX 1541	Entrepreneurship Development	4	3
5	CX 1542	Cost Accounting	4	4
5	CX 1543	Marketing Management	4	3
5	CX 1551	Open Course – 1/2/3	3	2
5	CX 1571	Income Tax Administration	4	4
5	CX 1572	Customs Duty – An Overview	3	3
5		Project	3	
6	CX 1641	Auditing	4	3
6	CX 1642	Applied Costing	4	3
6	CX 1643	Management Accounting	4	3
6	CX 1651	Open Course – 1/2/3	3	2
6	CX 1671	Income Tax Planning and Management	4	4
6	CX 1672	Goods and Services Act	3	3
6	CX 1644	Project	3	4

BSc – Computer Science Under CBCSS

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN1111.4	Language Skills	3	2
1	CS1131	Mathematics I	4	3
1	CS1121	Computer Fundamentals and Pro-gramming in C	4	2
1	CS1132	Digital Electronics	3	3
1	CS1122	Value Education	3	2
1	CS1141	C Programming Lab	4	3
1	CS1133	Digital Electronics Lab	4	3
2	EN1211.4	English for Career	3	2
2	MM1231	Mathematics II	4	3
2	CS1231	Environmental Studies	3	3
2	CS1241	Data Structures	4	3
2	CS1242	Computer Architecture and Micro-pro-cessors	3	3
2	CS1243	Data Structures Lab	4	3
2	CS1244	Assembly language Programming Lab	4	3
3	CS1341	Programming in Java	3	3
3	CS1342	Software Engineering	4	3
3	CS1343	Operating Systems	3	3
3	CS1344	Database Management Systems	4	3
3	CS1345	Design and Analysis of Algorithms	3	3
3	CS1346	Java Programming Lab	4	3
3	CS1347	DBMS Lab	4	3
4	CS1441	System Software	3	3
4	CS1442	Web Programming and PHP	4	3
4	CS1443	Computer Networks and Security	4	3
4	CS1444	Computer Graphics	3	3
4	CS1445	Minor Project	3	3
4	CS1446	Computer Graphics Lab	4	3
4	CS1447	Web Programming and PHP Lab	4	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
5	CS1541	Python Programming	4	3
5	CS1542	Artificial Intelligence	3	3
5	CS1543	Free and Open Source Software	3	3
5	CS1551.1 CS1551.2 CS1551.3	Open Course Digital Marketing Internet and WWW Impact of Social Media Networks	4	2
5	CS1561.3	Elective Object Oriented Analysis and Design Embedded Systems Cloud Computing	3	3
5	CS1544	Python Programming Lab	4	3
5	CS1545	FOSS Lab	4	3
6	CS1641	Data Analytics	4	4
6	CS1642	Internet of Things (IoT)	4	4
6	CS1643	Cyber Security	4	4
6	CS1661.1 CS1661.2 CS1661.3	Elective Machine Learning Block chain Technology Digital Marketing	4	4
6	CS1644	Major Project	9	4

Bachelor of Computer Application under CBCSS

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	EN1111.4	Language Skills	3	2
1	MM1131.9	Mathematics I	4	3
1	CP1121	Computer Fundamentals and organization	3	3
1	CP1131	Digital Electronics	3	3
1	CP1141	C Programming	4	3
1	CP1142	C Programming Lab	4	3
1	CP1122	Open Office Lab	4	3
2	EN 1211.4	English for Career	3	2

Semester	Course Code	Title of Course	Hours/ Week	Credits
2	MM1231.9	Mathematics II	4	3
2	CP1241	Environmental Studies	3	3
2	CP1242	Object Oriented Programming	4	3
2	CP1243	Data Structures in C	3	3
2	CP1244	Object Oriented Programming Lab	4	3
2	CP1245	Data Structures Lab	4	3
3	CP1331	Computer Graphics	3	3
3	CP1341	Computer Networks	3	3
3	CP1342	Operating Systems	3	3
3	CP1343	Database Management Systems	4	3
3	CP1344	Programming in Java	4	3
3	CP1345	DBMS Lab	4	3
3	CP1346	Java Programming Lab	4	3
4	CP1441	Software Engineering	3	3
4	CP1442	Python Programming	4	3
4	CP1443	Web Programming	3	3
4	CP1444	Data Mining & Warehousing	3	3
4	CP1445	Mini Project	4	2
4	CP1446	Python Lab	4	3
4	CP1447	Web Programming Lab	4	3
5	CP1541	PHP and MYSQL	4	3
5	CP1542	Cloud Computing	3	3
5	CP1543	Visual Programming	3	3
5	CP1544	Design and Analysis of Algorithms	4	3
5	CP1551.1 CP1551.2 CP1551.3	Open Course Digital Marketing Internet and WWW Impact of Social Media Networks	3	2
5	CP1545	PHP and MYSQL Lab	4	3
5	CP1546	Visual Programming Lab	4	3
6	CP1641	Artificial Intelligence	3	3
6	CP1642	Software Testing	3	4

Semester	Course Code	Title of Course	Hours/Week	Credits
6	CP1643	Object Oriented Analysis and Design	4	3
6	CP1661.1 CP1661.2 CP1661.3	Elective Internet of Things (IoT) Digital Marketing Big Data Analysis	3	3
6	CP1644	Information Security	4	3
6	CP1645	Major Project	8	4

BMS – Hotel Management Under CBCSS

Semester	Course Code	Title of Course	Hours/Week	Credits
1	EN 1111.4	Language Skills	3	2
1	BH 1121	Elementary French	2	2
1	BH 1141	Front Office Operations	4	3
1	BH 1142	Food Production and Patisserie I	4	3
1	BH 1143	Food and Beverage Service I	4	3
1	BH 1144	Fundamentals of House Keeping	4	3
1	BH 1145	Front Office Operations Practical	2	1
1	BH 1146	Food Production and Patisserie I Practical	2	1
1	BH 1147	Food and Beverage Service I Practical	2	1
1	BH 1148	Fundamentals of Housekeeping Practical	2	1
2	EN 1211.4	English for Career	3	2
2	BH 1241	Front Office Management	4	3
2	BH 1242	Environmental Management	2	2
2	BH 1243	Food Production and Patisserie II	4	3
2	BH 1244	Food and Beverage Service II	4	3
2	BH 1245	House Keeping Operations	4	3
2	BH 1246	Front Office Management Practical	2	1
2	BH 1247	Food Production and Patisserie II Practical	2	1
2	BH 1248	Food and Beverage Service II Practical	2	1

Semester	Course Code	Title of Course	Hours/ Week	Credits
2	BH 1249	House Keeping Operations Practical	2	1
3	BH 1342	Principles of Management	3	2
3	BH 1341	Food Science & Nutrition	4	3
3	BH 1322	Computer Application & Cyber Law	4	3
3	BH 1343	Food Production and Patisserie III	4	3
3	BH 1344	Food and Beverage Service III	4	3
3	BH 1346	Hotel Laws	3	3
3	BH 1323	Computer Application & Cyber Law Practical	2	1
3	BH 1347	Food Production and Patisserie III Practical	2	1
3	BH 1348	Food and Beverage Service III Practical	2	1
4	BH 1441	Hotel Accounting	4	3
4	BH 1442	Food Production and Patisserie IV	4	3
4	BH 1443	Food and Beverage Service IV	4	3
4	BH 1444	Accommodation Operation & Man- agement	4	3
4	BH 1446	Research Methodology	3	2
4	BH 1433	Marketing Management	3	3
4	BH 1447	Food Production and Patisserie IV Practical	2	1
4	BH 1448	Food and Beverage Service IV Practical	2	1
4	BH 1449	Accommodation Operation & Management Practical	2	1
5	BH 1541	Food Production and Patisserie V	4	3
5	BH 1542	Food and Beverage Management	4	3
5	BH 1543	Hotel Facility Planning	4	3
5	BH 1544	Human Resources Management	3	3
5	BH 1535	Financial Management	3	3
5	BH 1551	Hospitality Management	4	2
5	BH 1545	Social Responsibility and Tourism	3	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
6	BH 1641	IET, Report & Self Study - F & B Production	IET	4
6	BH 1642	IET, Report & Self Study - F & B Service	IET	4
6	BH 1643	IET, Report & Self Study - Housekeeping	IET	4
6	BH 1644	IET, Report & Self Study - Front Office	IET	4
6	BH 1645	Research Project Report & Viva Voice		4

M.Com Finance Under CBCS

Semester	Course Code	Title of Course	Hours/ Week
1	CO 211	Business Ethics and Corporate Governance	3
1	CO 212	Legal Framework for Business	4
1	CO 213	Research Methodology	3
1	CO 214	Planning and Development Administration	3
1	CO 215	Advanced Corporate Accounting and Reporting	4
2	CO 221	E-Business and Cyber Laws	4
2	CO 222	Strategic Management	4
2	CO 223	Quantitative Techniques and Financial Econometrics	3
2	CO 224	International Business	4
2	CO 225	Investment Management	3
		Elective - FINANCE	4
3	CO 231U	Income tax Planning and Management	3
3	CO 232F	Security Analysis and Portfolio Management	4
3	CO 233F	International Financial Management	4

Semester	Course Code	Title of Course	Hours/ Week
3	CO 234F	Strategic Cost and Management Accounting	3
4	CO 241W	Goods and Service tax & Customs Duty-Law and Practice	3
4	CO 242F	Risk Management and Derivatives	3
4	CO 243F	Accounting Standards	4
4	CO 244S	Management Optimization Techniques	4

MA English Language and Literature under CBCS

Semester	Course Code	Title of Course	Hours/ Week
1	EL211	Chaucer to The Elizabethan Age	6
1	EL212	Shakespeare Studies	6
1	EL213	The Augustan Age	6
1	EL214	Romantics and Victorians	7
2	EL221	From Modernism to the Present	6
2	EL222	Indian Writing in English	6
2	EL223	American Literature	6
2	EL-224	Critical Studies I	7
3	EL-231	Linguistics and Structure of the English Language	6
3	EL-232	Critical Studies II	7
3	EL233.1	European Drama	6
3	EL234.2	African and Caribbean Literature	6
4	EL241	English Language Teaching	6
4	EL-242	Cultural Studies	7
4	EL243.5	Travel Writing	6
4	EL244.5	Theorising sexualities	6
4	EL245	Comprehensive Paper	
4	EL246	Project & Project based Viva Voce	

Master of Tourism and Travel Management

Semester	Course Code	Title of Course	Hours/ Week
1	MT121	Tourism: Principles and Practices	4
1	MT122	Tourism Products	4
1	MT123	Business Communication	6
1	MT124	Principles of Management	5
1	MT125	Research Methods for Tourism	6
2	MT221	Hospitality Management	4
2	MT222	Management of Travel Agency and Tour Operators Business	4
2	MT223	French	6
2	MT224	Event Management	5
2	MT225	Accounting for Business	6
2	MT226	Study Tour Report and Viva Voce	--
3	MT321	World Travel Geography	5
3	MT322	Tourism Planning and Destination Development	5
3	MT323	Tourism Marketing	4
3	MT324	Financial Management and Entrepreneurship Development	4
3	MT325	IT for Tourism	7
3	MT326	Project/Dissertation and Project based Viva Voce	--
4	MT421	Airline and Airport Management	6
4	MT422	Eco & Responsible Tourism	6
4	MT423	Human Resource Management	6
4	MT424	E- Tourism	7
4	MT425	Internship	--

COLLEGE FACILITIES

Library

The college library has a good collection of books, constantly updated according to the requirements of the students. Exhaustive study materials are available for reference. Magazines and journals are provided to the students. The library is housed in a spacious building sufficient to accommodate its users.

Computer Lab

The college provides two modern software labs with LCD projector: One to provide Windows based proprietary software training and the other one Linux based to provide Free and Open Source software training. It is equipped for providing hardware training and to enhance assembly language programming skills.

Placement Cell

College assists students to get placed in various esteemed firms, gives training in soft skills and technical training through onsite job projects.

Members:

- Mr. Vishnu G., *Dean of Studies*
- Mr. Jithin Babu, *Department of Computer Science & Application*
- Ms. Mareena Antony, *Department of English*
- Mr. John A. Melvin, *Department of Hotel Management*

Smart Auditorium

The college has a spacious Smart Auditorium for conducting various functions of the college. The college assembly is conducted here.

Conference Hall

The conference hall is situated in the administrative block at Director's Room. Special training programmes and meetings are organized here.

Seminar Halls

The college comprises a well-furnished most modern Seminar Halls, with a seating capacity of 75, situated in PG block.

Smart Rooms

The college has three smart-rooms (including Auditorium), which serves class room as well as a mini-presentation hall in the first and second floor of the Academic Block.

Hostels

College provides separate hostels for boys and girls. Boys and girls are accommodated inside the college campus under the supervision of Priests and lady teachers.

College Bus

College offers bus facility for the students to Alleppey, Kalarcode, Muhamma, Kommady, Thumpoli, Kallara, Poochakkal and Aroor.

Chapel

Holy Mass is celebrated in the college chapel every first Friday to create an atmosphere of prayer.

Cafeteria

Light refreshments and meals are provided in the canteen for the staff and students. Students should obtain coupon for lunch from the store between 8.30 am and 9.15 am.

Sports and Games

The college has a well-maintained basketball court, volleyball court and badminton court within the campus where students can have friendly games. They are also fully equipped to conduct sports competitions. Indore curt are set at the auditorium.

Gymnasium

The college has a fully functional gymnasium where students can have workout and practice sessions.

Yoga Room

The college has a dedicated hall for practicing yoga and a visiting tutor to help with instructions

Photostat

The college offers photocopy facilities in the store for the staff and students at a nominal price.

College Store

Students can purchase necessary stationary items from the store. Purchasing during class hours is prohibited.

Ashwas Counselling Centre

Ashwas counselling center serves to provide support and guidance to students.

Sick Room

A rest room for the students who fall sick during college hours.

Suggestion Box

Suggestion Box Students may use this facility for making viable suggestions.

COLLEGE COMMITTEES**Ethics Committee**

Under the supervision of the Principal and HoD s, the Ethics committee handles the behavioral issue of the students.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, *Principal*
- Fr. Chacko Kilukkan, *Asst Executive Director*
- Ms. Pushpa John, *Vice Principal*
- Mr. Vishnu G., *Dean of Studies*
- Mr. Jinnat Mathew, *HoD, Dept. of Physical Education*
- Mr. Harikrishnan R, *HoD, Dept. of Hotel Management*
- Ms. Shema Prakash, *HoD, PG Dept. of English*
- Ms. Kavitha Santhosh, *Asst. Professor, Computer Science*

Women's Cell – Against Sexual Harassment of Girls and Women

Under the supervision of Vice Principal, the college runs a women's cell for the empowerment of girls, act against sexual- any harassment of girl students and women employees in the campus

Members of the Cell:

- Ms. Pushpa John, Vice Principal
- Ms. Resmidevi S R, Dept. of Hotel Management
- Dr. Anuja Raj, PG Dept. of English
- Ms. Liji Joseph – Finance officer
- Ms. Daisy George – House Keeping Supervisor

Grievance Redressal Cell

To maintain a proper and better atmosphere in the campus, college facilitates a Grievance redressal cell for students. Any complaints can be taken to this cell.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Dr. P J Chacko, Professor
- Ms. Salimma Joseph, Asst. Professor
- Ms. Girly Antony, Asst. Professor

Anti-Ragging Cell

This cell aims to make the campus ragging free. Any complaints may be registered here.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Fr. Chacko Kilukkan, Asst Executive Director
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Mr. Jinnat Mathew, HoD, Dept. of Physical Education
- Mr. Harikrishnan R, HoD, Dept. of Hotel Management
- Ms. Shema Prakash, HoD, PG Dept. of English
- Ms. Sreelatha Nair, Asst. Professor
- Mr. Abhishek Mohan, Asst. Professor

Cell on Substance Abuse (Anti-Drug Cell)

This cell aims to make the campus free from drug / substance abuse like cigarettes/ cigars / beedi/ hookah/ Alcohol / Alcoholic Substance / Narcotic or Psychotropic substances.

Coordinator – Mr. Denny David

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Fr. Chacko Kilukkan, Asst Executive Director
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Mr. Bennichan – Parent Representative
- Mr. Jinnat Mathew, HoD, Dept. of Physical Education
- Mr. Harikrishnan R, HoD, Dept. of Hotel Management
- Ms. Shema Prakash, HoD, PG Dept. of English
- Ms. Sreelatha Nair, Asst. Professor
- Mr. Aavind G Nair, Asst. Professor

Employee Grievance Cell

This Cell aims to redress any grievances of employees.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Rev. Fr. Chacko Kilukkan, Asst. Exec. Director
- Ms. Pushpa John, Vice Principal – Coordinator of the cell
- Ms. Liji Joseph , Non-Teaching staff Representative
- Ms. Siji Varghese, Non-Teaching staff Representative
- Ms. Mary P K, Staff Secretary – Teaching staff

Examination Cell

The Examination Cell aims at smooth conduction of internal and university exams.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies

- Mr. Prasanth Kumar M., HoD, Commerce and Management
- Mr. Harikrishnan R., HoD, Hotel Management
- Mr. Vinod Chandran, HoD, Computer Science & Applications
- Ms. Shema Prakash, HoD, English

Equal Opportunity Cell

To address the issues related to Staffs & Students belonging to SC/ ST, OBC, Minorities, Persons with Disabilities on a continual basis. The objective is to help and empower differently abled staff and students

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal -- Chairperson
- Ms. Pushpa John, Vice Principal - Advisor
- Mr. Vishnu G., Dean of Studies
- Mr. Prasanth Kumar M., HoD, Commerce and Management
- Mr. Harikrishnan R., HoD, Hotel Management
- Mr. Vinod Chandran, HoD, Computer Science & Applications
- Ms. Shema Prakash, HoD, English

Discipline Committee

Discipline committee aims to maintain student discipline of the campus. Any complaints may be registered here.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Mr. Jinnat Mathew, HoD, Dept. of Physical Education
- Mr. Renju Chandran V R, Staff Secretary
- Mr. John A. Melvin, Asst. Professor
- Ms. Shema Prakash, HoD, PG Dept of English
- Mr. Denny David, Asst. Professor

Code of Conduct Monitoring Committee

This cell has been formulated to ensure that students follow the proper code of conduct in the campus.

Members of the cell:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Mr. Jinnat Mathew, HoD, Dept. of Physical Education
- Mr. Vinod Chandran, HoD, Dept. of Computer Science
- Mr. Prasanth Kumar, HoD, PG Dept. of Commerce & Management
- Mr. Harikrishnan R., HoD, Dept. of Hotel Management
- Ms. Shema Prakash, HoD, PG Dept. of English
- Ms. Liji Joseph, Accounts Officer
- Ms. Kavitha Santhosh, Asst. Professor, Computer Science

Internal Quality Assurance Cell (IQAC)

IQAC was formed in January 2017 with an aim to ensure the maintenance of quality in academics and administration and to achieve NAAC Accreditation for the institution.

Chairman: Rev. Fr. Baiju George Ponthempilly

- Team Leaders:
 - Mr. Deepak M
 - Mr. Preeju Scaria
 - Ms. Anuja Raj
 - Mr. Gayathri A
 - Mr. Sreelakshmi P.P
 - Ms. Lalamy T.K
 - Mr. Resmidevi S.R
- Member from the Management:
 - Rev. Fr. Chacko Kilukkan
- Senior Administrative Staff:
 - Ms. Pushpa John
 - Ms. Liji Joseph
 - Ms. Prasanth Kumar M
 - Mr. Harikrishnan R
 - Mr. Vinod Chandran
 - Ms. Shema Prakash
 - Mr. Jinnat Mathew

- Nominee From:
 - Local Society: Very Rev. Fr. Anto Cherumthuruthy
 - Student Alumni: Mr. Sangeeth S
 - Industry: Mr. Mathew Joseph (COO, Fresh To Home)
- Coordinator: Mr. Vishnu G
- Joint Coordinator: Mr. Abhinand C S, Ms. Mareena Antony
- ISO Coordinator - Ms. Priyanka G
- IQAC Executive (NAAC & ISO) - Ms. Teena Philip

College Level Monitoring Committee

The fundamental objective of the committee is to work in line with the IQAC to maintain exceptional quality in the functioning of the college. Committee shall be responsible for the conduct of various academic matters and shall consider all complaints and issues not redressed by DLMC Members of the committee:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies
- Mr. Jinnat Mathew, HoD, Dept. of Physical Education
- Mr. Vinod Chandran, HoD, Dept. of Computer Science
- Mr. Prasanth Kumar, HoD, PG Dept. of Commerce & Management
- Mr. Harikrishnan R., HoD, Dept. of Hotel Management
- Ms. Shema Prakash, HoD, PG Dept. of English

Department Level Monitoring Committee

The committee has been formulated to warrant internal quality in each department of the college. They conduct, monitor and evaluate the courses and examines the complaints of students regarding evaluation
Core Members of the committee:

- Rev. Fr. Baiju George Ponthempilly, Principal
- Ms. Pushpa John, Vice Principal
- Mr. Vishnu G., Dean of Studies

Department-wise Members:

Department of Computer Science:

- Mr. Vinod Chandran, HoD
- Ms. Kavitha Santhosh, Asst. Professor
- Ms. Priyanka G., Asst. Professor

Postgraduate Department of Commerce and Management:

- Mr. Prasanth Kumar, HoD
- Mr. Abhishek Mohan, Asst. Professor
- Mr. Renju Chandran V R., Asst. Professor

Postgraduate Department of English:

- Ms. Shema Prakash, HoD
- Mr. Binoj T.T., Asst. Professor

Department of Hotel Management:

- Mr. Harikrishnan R., HoD
- Mr. Preeju Scaria, Asst. Professor
- Mr. John A. Melvin, Asst. Professor

Department of Physical Education:

- Mr. Jinnat Mathew, HoD

Naipunnya Research Forum

NSM Research forum was formed in September 2021 with an aim to promote research culture among faculties and students, to conduct National and international research conferences, to support faculties and students to write research papers etc

- Chairman: Rev. Fr. Baiju George Ponthempilly
- Coordinator: Mr. Prasanth Kumar
- Committee

Mr. Vishnu.G

Dr. Anuja Raj

Ms. Resmidevi S R

Mr. Abhishek Mohan

Ms. Sreelakshmi P P

Ms. Amulia P.M

Scholarship Support Cell

A place where students get polished to compete with the new world's requisites. It develops their attitude as well as their soft skills.

Coordinators:

Ms.Aneetta Andrews

Ms. Nimmy Mathew

Ms. Siji Varghese

STUDENT SUPPORT SERVICES

The college offers various support services for the development of students.
General Coordinator: Mr. Abhishek Mohan.

PTA

Parents Teachers Association in the college stands for the upliftment of both the students and the institution. By organizing regular PTA Meetings, the PTA in our institution ensures that along with teachers, parents also can creatively contribute to the development of the institution.

Coordinators: Ms. Sreelatha Nair, Ms. Sreelekshmi K. P.

Certificate and Diploma Programmes

Various departments in the college offer varieties of diploma and certificate courses that aim at the development of different skills and abilities of students. By being part of these types of short term courses students can have an overall growth both in terms of their practical and academic life.

General Coordinator: Mr. Deepak M

Department-wise Coordinators:

Ms. Resmidevi S.R. (Department of Hotel Management)

Ms. Chinnu Mohanan

(Postgraduate Department Commerce and Management)

Ms. Mareena Antony (Postgraduate Department of English)

Health, Fitness Services and Sports

It's a forum to promote the physical fitness among students various by providing both various sports activities and Gymnasium facilities.

Coordinator: Mr. Jinnat Mathew

Executive Grooming Programme

A place where students get polished to compete with the new world's requisites. It develops their attitude as well as their soft skills.

Coordinators: Mr. Prasanth Kumar

Mr. Harikrishnan R

COLLEGE CLUBS

Nature Club – Bhoomitra sena

The nature club fosters an abiding love for nature and an awareness of one's constant dependence upon nature.

Coordinators: Mr. Renju Chandran
Ms. Mary Joseph

Brain Skill

The brain skill centre is a forum for the overall development of the students. It organizes competitive programs and seminars.

Coordinators: Ms. Kavitha Santhosh
Ms. Rose Mary
Mr. Denny David

Sargavedi

A forum for literary creativity and the appreciation of arts, Sargavedi serves as a platform to nurture literary interests and talents among students. Students can interact with people of similar interests.

Coordinators: Mr. Aravind G Nair
Ms. Haripriya J.
Mr. Preeju Scaria
Ms. Sreelakshmi P.P.
Ms. Mary P.K.

Debate Club

A place where students get a chance to enhance their logical potential and critical thinking to compete with the new world's requisites. It develops their attitude as well as their soft skills.

Coordinators: Ms. Reshmi Xavier

Red Ribbon Club

Red Ribbon Club is a Government of India initiative for colleges to spread awareness about HIV / AIDS.

Coordinators: Mr. Binoj T.T
Ms. Mareena Antony

Tourism Club

A club that runs with the motto 'earn while you learn'. It has its attractions like placement, tourism boutique and many other tourism related celebrations.

Coordinators: Mr. Aravind G Nair
Mr. Harikrishnan Mohan

Electoral Literacy Club

Electoral Literacy Club aims to develop awareness about civic education and electoral rights among the students in the country.
Coordinator: Ms. Anna Stain

Media Club

A place where students can explore their talents in popular media such as filmmaking, documentary etc. The club thrives to make them fully equipped to compete with the new world's requisites.
Coordinators: Ms. Roshan Bruce
Mr. Deepak

Centre for Gandhian Studies

Centre for Gandhian Studies aims to inculcate Gandhian values in the students to create a prosperous and civilized society.
Faculty In-charge: Mr. Nubin Babu

Saheli - Women's Cell

Saheli is a forum for the women students in the campus. It serves as a platform to express views and develop self-reliance.
Coordinators : Ms. Priyanka G
Members : Dr. Anuja Raj, Ms. Vidya P. Nair,
Ms. Kala P, Lalamy T K

Boys Club

Boys club is a platform for the boys in the campus that provides various programmes and social activities for their mental and physical development.

Coordinators: Mr. Denny David
Mr. Jithin Babu

Management Club

The club offers presentation, management games and discussion related to marketing, finance and human resource.

Coordinator: Mr. Prasanth Kumar M

Entrepreneurial Club

The club undertakes all activities that inculcate entrepreneurial attitude among students

Coordinators: Mr. Abhishek Mohan

Cycling Club

The club encourages students and teachers to use cycle for purpose and leisure with an aim to promote less pollutant alternative travel modes that are healthy for the people and environment, conduct professional cycling races, trips etc

Coordinators: Mr. Jinnat Mathew

Health and Fitness Club

The club encourages students and faculties to be healthy, provide gym facilities, yoga training etc for both students and faculties

Coordinators: Mr. Jinnat Mathew

Folklore Club

The club has been formed to impart knowledge about our folk culture and tradition in students.

Coordinator: Mr. Binoj T.T.

Teachers' Club

The aim of teachers club is to create harmony and cooperation among the faculty members in the college through various activities and programmes.

General Coordinators: Mr. Manu M.U. (Hotel Management)
 Ms. Gayathri A. (Computer Science)

Creative Arts Club

The Division's vision is predicated on the belief that must continue to distinguish itself as a vibrant and cutting-edge center for the hospitality arts, combining the study of traditions, as well as innovations. Creative new ways of thinking and making are the hallmark of the hospitality arts and have the capacity to invigorate our university's research, scholarship and technical practices and infuse our community with energy and inspiration.

Coordinator: Mr. Manu M.U.

Grow with US

Our vision is to create a better professional and personal development with our environment.

Coordinator: Mr. Suresh Mathews.

DEPARTMENT OF HOTEL MANAGEMENT **Facilities Exclusive**

Training Restaurant and Mock Bar (ATR, BTR & QTR)
The Training Restaurant in the Institute is an exact replica of a hotel restaurant. All aspects of food and beverage service are imparted to the students to match international standards of service.

Food and Beverage Production Lab (ATR, BTR, QTR)
The food production labs (Basic, Quantity and Advanced) are well set with all state-of-the-art equipment and includes individual work table, cooking range, tool kit and other accessories.

Front Office

The front office provides hands-on training. The students are well trained in all aspects of reception, billing, cashiering, guest management, book keeping and computerized hotel management system packages.

Housekeeping (Laundry and Linen)

The students are taught all aspects of laundry operations. The mock laundry gives them hands down experience in housekeeping.

Guest Room

The Institute has a mock guest room. Professional training is imparted in guest room cleaning, bed making and interior decoration.

Maintenance and Engineering Workshop

The Institute also imparts training to the students in repair and maintenance of common hotel equipment like Electrical circuit, basic carpentry works, exhaust fans, common light fixtures.

Placement Cell

The Institute arranges training facilities in the best hotels and offers attractive placement assistance in India and abroad. Our major sponsors are Oberoi Group, Taj Group, Leela Group, Marriott, Le-Meridien, IHG, Jumeirah-Dubai, Emirates Flight Catering, Kumarakom Lake Resort, ITC group, CGH Earth, Zuri, Royal Mirage, Dubai & Anathra, Doha.

GROOMING & HYGIENE STANDARDS BASIC MANNERS

- No chewing gum or popping bubble gum in the campus.
- Be helpful and cooperative with everyone.
- Be neat and conservative as our standards require you to be.
- Do not cough or sneeze in anyone's direction. Use a tissue, and then say 'excuse me'.
- Keep your campus tidy.

DRESS CODE

- Present yourself neat and clean.
- Tie must be proper and elegantly worn.
- Use only mild deodorant.
- Shave regularly, as the stubbles do not suit our standards.

HAIR

- Well-maintained short, neatly cut hair.
- Should not fall on forehead, touch the ear or touch the collar.
- Neatly combed, not oily.
- Moustache neatly trimmed.
- Moustache should not cover upper lip.
- Face, clean shaved.
- Beard is permitted only as a part of religious sentiments.

FINGERNAILS

- Clean and dirt free.
- No nicotine, carbon or ink stains on fingers.

ORNAMENTS

- No ring can be worn except wedding ring.
- No bracelets or bands (except for religious reasons)
- Wrist watch should be conservative and not flashy or too large.
- Leather strap should either be black, brown or tan.
- Metallic strap should be in gold or silver colour.

FOOTWEAR

- Well maintained, polished, in good condition.
- Only black shoes are permitted.
- Socks must be black, matching the trousers and shoes.

UNIFORM

- Well pressed and clean uniform.
- Uniform trousers, front creased.
- Spotless, well ironed uniform tie.
- No loose threads or broken buttons.
- Cuffs and collars must be stain free and clean.
- Belt should be plain black, not flashy buckle, not more than 1.5” wide.
- Always wear a vest. (Cut banyans)

ATTITUDE

- Check your emotions.
- Think before you speak.
- Maintain a professional behaviour.
- Be confident.

ETIQUETTE

- Be polite and respectful.
- Keep yourself vigilant and smart

- Do not crack indecent jokes.

For the practical sessions, students should ensure that they wear their uniform as instructed here.

A. Food Production

- White Drill Chef Coat
- Black and White check terry cotton trousers
- White Drill Aprons
- Checked Scarf
- Checked Dusters
- Black Cotton Socks
- Black Leather Shoes
- Production Tool Kit

B. F&B Service

- Black terry cotton trousers
- White full sleeved shirt (a single pocket on the left without a flap)
- Black bow tie
- Black Cotton Socks
- Black Leather Shoes with laces
- Black belt
- Ivory colour damask napkins (22" x 22")
- White casement waiter's cloth (18" x 24")
- Service tool kit (including wine opener)

C. Accommodation Operations

- Black terry cotton trousers.
- Brown full sleeved shirt
- Black Apron
- Checked Dusters

D. Front Office

- Black terry cotton trousers
- White full sleeved shirt
- Tie
- Black Cotton Socks
- Black Leather Shoes

COLLEGE ACTIVITIES

National Service Scheme (NSS)

The NSS aims at inspiring students with a sense of social responsibility and commitment. It also imparts leadership training to students and trains them to live and work together in peace and amity in order to achieve the common goal of making the world a better place to live in.

Programme Officers: Mr. Harikrishnan Mohan
Mr. Krishna P C

National Cadets Corps (NCC)

The National Cadet Corps (NCC) is the youth wing of the Indian Armed Forces with its headquarters in New Delhi, India. It is open to school and college students on voluntary basis as a Tri-Services Organization, comprising the Army, the Navy and the Air Wing, engaged in grooming the youth of the country into disciplined and patriotic citizens.

Programme Officers: Mr. Jinnat Mathew

Centre for Career Guidance and Placements

It provides sufficient information regarding various career choices and higher study options in and outside India. It arranges job interviews.

Coordinators: Mr. Vishnu G.
Mr. John A. Melvin
Mr. Abhishek Mohan
Ms. Mareena Antony
Mr. Jithin Babu

Remedial Coaching

The centre for remedial coaching serves to improve the academic skills, linguistic proficiency and examination performance of students.

Coordinators: Ms. Amulia P.M
Ms. Soumya K. Tomy

'Unarv' Mentoring Centre

The centre offers an opportunity for students to get individual attention. Students can open up and seek support and guidance to solve their various problems.

Coordinators: Ms. Girly Antony
 Ms. Salimma Joseph
 Dr. Anuja Raj

Assembly

College conducts general and departmental assemblies to the students. The assemblies enhance their style of presentation and critical evaluation.

General Assembly: Mr. Renju Chandran V R

Section Assembly: Mr. Aravind G Nair

Mr. Deepak Mohan

Prayer session (Daily): Ms. Sreelatha Nair

Ms. Kala P

CYBERSQUAD - Computer Science Association

The IT club under 'Cybersquad' organizes series of seminars, talks and events to enhance the students' knowledge with the changes in the fast growing IT world.

Career Startup

To encourage students to set up new small scale IT ventures that would help them achieve proactive industrial experience.

COMZONE – Commerce Association

Commerce Association (COMZONE) is formed by the Postgraduate Department of Commerce and Management with an aim to provide a platform to enhance student personality and to acquaint them with trade, business and management, www.comzone.in

NELA – English Association

NELA, or Naipunnya English Literary Association, has been formed by the Postgraduate Department of English aiming to enrich the literary aptitude of the students.

Soft Skill Development Programme

Aiming for the overall development of students, the college provides customized need assessment and training service in the areas of soft skills and English language skills.

VANQUISH – Intercollegiate Management Fest

The fest provides a platform for students to face competition and emerge as managers of tomorrow. The fest is conducted by the Postgraduate Department of Commerce and Management (www.vanquish.org.in).

‘ABHINAYA’ – Drama and Performance Event

‘Abhinaya’ offers the students a platform to expand their flair and knowledge of performing arts. The event is organized and conducted by the Postgraduate Department of English.
Coordinators: Ms. Sreelekshmi K P

Third Space

Third Space is an initiative by the Postgraduate Department of English wherein students can showcase their creative talents.
Coordinators: Ms. Mareena Antony

‘Sperolit’ – Intercollegiate Literary Fest

This public event is organized every year to promote intercollegiate harmony and a sense of healthy competition through a set of literary events. ‘Sperolit’ is the brainchild of the Postgraduate Department of English.
Coordinators: Ms. Shema Prakash

Ms. Haripriya J

Book Bank

It is run for the Economically Backward Students. The students can take reference books for the course and return it after exams.

Bridge Course

The college undertakes to offer Bridge Course for students of all graduate courses.

Online Blood Bank

The college offers the facility of online blood bank. The site www.naipunnyabloodbank.com has the facility for free registration for blood donors. One can search and find the matching donor absolutely free.

Mentoring System

A teacher is assigned to guide a group of students. The stu-

dents are given special attention in terms of their behavior and discipline. The execution of the system is department wise.

Industrial Visits

It is undertaken to enhance students' practical knowledge and on site observation.

Job Training

The college offers training programmes for the students of Tourism and Travel Management and hotel management in terms of experiential job training.

National Trip

The college offers a national level tour package exclusively for the students of Tourism and Travel Management to get access to the various cultures of India.

KAZHCHA – A View of Nature (Tourism Club)

“Sustainable Tourism”. The club offers Eco Tours, Cultural Destination Visit, Social Visit, Industrial Visit, Rare Destination Presentations, Itinerary Presentations, Brochure Designing and Flash Project Presentations.

Tourism Boutique (Earn While You Learn)

The interactive programme under KAZHCHA, Tourism Boutique specializes in key aspects: Green Evangelization, Community Tourism and Exploring the Unexplored

English Speaking Zone

The college offers a space for students to practice English speaking and thereby improve their communication skills.

Campus Chronicle

Campus Chronicle aims at preparing the daily events of the college.
Faculty In-charge: Ms. Roshan Bruce

Cultural Meet

College offers an opportunity for the students to hold a monthly gathering to create a lively and harmonic atmosphere. The students exercise and better their organizing capacity and leadership in such enterprises.

A Day Out: An Intellectual Retreat

College proffers an opening for the students where the idea goes ‘fusing academics with exploration of nature’.

Media

Media works at collecting and preparing news and photographs for publishing in the newspapers.

Faculty In-charge: Mr. Binoj T.T., Mr. Vishnu G

Drisyata

A Quarterly Magazine of Arts, Science and Commerce is published to showcase artistic and intellectual creativity.

Faculty In-charge: Mr. Binoj T.T., Mr. Vishnu G

Journal

Departments take initiative to publish ‘department journals’ which focus on the aesthetic, scientific and critical insight of our students giving the opportunity to get them printed.

ISO

Naipunnya School of Management is an ISO 9001:2015 Certified Institution. Under the guidance of the management representative both the faculty and the students follow the requirements to maintain the ISO standard.

Management Representative (MR): Ms. Priyanka G.

ISO Executive - Ms. Teena Philip

RULES AND REGULATIONS OF THE COLLEGE

The students must conduct themselves in a manner that will uphold and enhance the prestige and reputation of the college both within and outside the campus. Courtesy is an essential quality of professionals. It is therefore imperative that the students possess a pleasant disposition and should be courteous to staff, guests and friends.

1. The medium of instruction, examination and communication is English. Students must speak English in the campus.
2. Students are required to conform to the grooming standards of the college in the matter of uniforms and personal hygiene. The uniform should be worn on all working days.

3. Lack of attention and indifference towards studies, lack of courtesy towards staff members or outsiders will be viewed seriously.
4. The students should wear their identity tags on all days.
5. The conduct of the student in the classroom and on the premises must be satisfactory. Indulgence in any act of violence is a serious offence that warrants immediate expulsion from the institution along with forfeiture of fees.
6. Habitual negligence in work, dishonesty, obscenity in word or act, insubordination or such other acts of misconduct will involve serious disciplinary action.
7. In compliance with the order of the Honourable Supreme Court of India and as per the instructions from the university, incidents of ragging will be seriously dealt with.
8. Students should take care of the property of the college and help to keep the campus clean.
9. Any property damaged due to the negligence of the students will be repaired/replaced at the expense of the students.
10. Unruly behaviour, loud and aggressive talk, shouting or howling will not be allowed in the campus.
11. All fees and dues must be remitted to the office on or before the stipulated dates, failing which, a fine will be levied and the student may not be permitted to attend class or appear for examinations. Fees once paid are not refundable.
12. Smoking is strictly prohibited.
13. No society/ club/ association will be formed in the college without the Principals permission.
14. Outsiders are not to be invited to address the students of the college without prior permission from the college authorities.
15. The students shall not take part in politics or political campaigning within the campus.
16. A suggestion box is placed in the college lobby. All suggestions and comments may be addressed to the Principal.
17. The Principal reserves the right to suspend/ dismiss any student if it is felt that the continuance of the student in the college is detrimental to the proper functioning/ interest of the college.
18. Students who wish to avail themselves of bus and railway concessions should contact the office.

19. Use of mobile phones, cameras and personal gadgets of any kind are not permitted in the campus as per Government Order R.T No 346/05 H.E dated 1-3-05. If students are found with such gadgets they will be fined Rs.1000/- and the gadgets will not be returned until the course is completed. However the student shall be allowed to deposit the gadgets at the reception for special purpose, with the permission of the Principal.
20. The vehicles of students will be permitted in the campus only with the vehicle pass issued by the college (Two- wheelers). Vehicle passes will be issued to students who present a request duly signed by the parents.
21. The student should wear a helmet. Bringing a different vehicle will require a fresh pass.
22. Ragging is a very serious criminal offence Under Kerala Ragging Prohibition Act 1998 and is punishable with 2 years imprisonment along with penalty of Rs. 10,000/-. Students committing the offence will be expelled from the institution and they shall not be given admission to any other educational institution for a period of 3 years from the date of expulsion (Kerala Ragging Prohibition Act 1998)
23. Students should wear their photo pasted identity cards while on campus. Students who fail to do so will lose their attendance for the day
24. Performing cinematic dances and fashion shows within Educational Institutions are also prohibited by the Government vide G.O No. 346/05 H.E dated 1-3-05
25. It is not permitted to stick bills, posters or scribble on any part of the building, compound wall, any wall, black boards or furniture. Damage to college property will warrant strong disciplinary action.
26. The campus is a smoke free zone. Smoking or selling cigarettes and other tobacco products and drugs in an area within a radius of 100 yards of Educational Institution is prohibited vide GO No. 822./05/H dt. 12-05-2005
27. It is forbidden to organize or attend meetings other than the official ones which are specifically permitted by the Principal. No political activity shall be permitted in the campus. Strong disciplinary action will be taken against those who break these rules.

The Principal will take decision for matters not included in these

regulations and the decisions will be final. Non-compliance with the college rules is a serious offence and will seriously be dealt with.

ATTENDANCE AND PUNCTUALITY

1. Students must be punctual for assembly, theory and practical classes, submission of journals, assignments and projects.
2. Students are required to obtain 75% attendance of the total working days, failing which he/she will not be permitted to appear for the qualifying examinations.
3. If a student is late for an hour, he/she will be marked absent for that hour. If a student is late for the Morning Prayer which begins at 9.20 am he/she will be marked absent for the first hour.

LEAVE AND ABSENTEEISM

1. Absence without leave is considered as a breach of discipline and any leave taken without proper sanction will be liable for disciplinary action.
2. Absence must be informed to the department concerned (through college landline) between 9.30 AM and 10.30 AM.
3. Prior permission for leave must be obtained in writing duly authorized by the parent/local guardian. Leave forms should be obtained from the store in advance.
4. Submission of leave application does not ensure granting of leave.
5. Leave can be taken only if the authority concerned has sanctioned it. Leave will be granted depending on the merit of the case.
6. Absence due to ill-health should be intimated to the office at the earliest and a medical certificate should be produced at the time of return.
7. Students will not be permitted to leave the college premises during working hours without written permission from the Principal. This will be granted only in cases of emergency or illness

COMPUTER LAB

Students and staff members who use computers are expected to be responsible for observing the lab rules.

Basic Guidelines

- No bags are allowed in the computer lab.
- Computer users must log in before entering and log out while leaving.

- Labs must be kept clean.
- Handle computer with care.
- While leaving the lab, make sure that the computer is turned off.
- Lab as well as Internet facility is to be used for educational purpose only.
- In case of any error, seek the help of lab-in-charge.
- Students are not supposed to view, save or download objectionable material of any type. Computers will be inspected by system administrators
- Students should maintain silence in the lab.
- Each user must have his/her own account. Shared accounts are not entertained at any cost. This is for the accountability and security
- Personal program files may NOT be installed.
- Personal USBs are to be used only with permission of the lab-in-charge.
- Students are not allowed to carry with them any gadgets to the lab.
- Violation of Lab rules will result in disciplinary action.

LIBRARY

The college has a well-stocked library with a library council for the upkeep of library facilities.

LIBRARY COUNCIL

- Rev. Fr. Baiju George Ponthempilly, *Principal*
- Rev. Fr. Chacko Kilukkan, *Asst. Executive Director*
- Ms. Pushpa John, *Vice-Principal*
- Mr. Vishnu G., *Dean of Studies*
- Ms. Abimol P.P., *Librarian*
- Ms. Rosemary C.C., *Asst. Professor*

LIBRARY RULES

- The library is open from 8.30 am to 5pm on all days except Sundays.
- Students and staff must record their user-time in the respective register.
- All PG students shall be issued a maximum of six books and UG students a maximum of three books at a time, which should be returned on the seventh day from the date of issue. Late return will be fined.

- Any damage or loss of book will have to be compensated either through replacement or through remitting the cost of the book as fixed by the librarian.
- Journals, magazines and reference books are not to be issued to students for outside reference.
- An atmosphere of perfect silence and studious seriousness should be maintained in the library throughout the working hours.
- Students are expected to keep their bags outside.
- The book will be issued only on produce of the student's ID card.
- Library should be kept clean.
- Marking, underlining or tearing pages is forbidden.
- The use of cell phones in the library is forbidden. Users are not permitted to smoke, chew or consume food in the library.
- The library membership cards are not transferable.
- Any violation of the library rules and regulations will result in disciplinary action.

HOSTEL RULES (SAVIO HOME & ALPHONSA HOME)

Admission

Savio Home is the boys' hostel and Alphonsa home is the girls' hostel. The admissions to the hostels are made at the beginning of the academic year. Hostel accommodation is allotted at the discretion of the warden and on condition that the student agrees to abide by the rules and regulations of the Hostel.

Guidelines

- Hostellers should abide by the decisions of the hostel wardens.
- General time-table of the Hostel should be followed by every hosteller.
- The students should keep the hostel clean.
- Students shall not keep large amount of cash or valuables with them.
- Students are responsible for their belongings. The authority will not be responsible for any loss.
- Students should ensure that the light and fans are switched off when they leave their room.
- Electrical gadgets will not be allowed in the hostel.
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- Students are warned against defacement of the walls with drawings or writing of any sort.
- Students are warned against wearing indecent dress.
- Students are requested to read the instructions on the notice board.
- Smoking and drinking is strictly forbidden. Anyone violating the above rules will be expelled from the hostel.
- Any hosteller who wishes to go out of the campus shall obtain written permission from the warden. This should be noted in the Movement Register.
- Students must not stay in the hostel once examinations are over.
- Boarders will be personally/ collectively responsible for any loss or damage caused to the common property of the hostel.
- Unauthorized stay is punishable.

KERALA RAGGING PROHIBITION ACT 1998

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചുകൊണ്ടുള്ള 1998 ലെ കേരള റാഗിംഗ് നിരോധന ആക്ടിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേയ്ക്കായി താഴെ കൊടുക്കുന്നു.

ഒരു വിദ്യാർത്ഥിയോട് ക്രമ വിരുദ്ധമായ പെരുമാറ്റം മൂലം വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തി ചെയ്യൽ എർത്ഥമാക്കുതും അതിൽ:

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധികേചപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ
2. ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ പങ്കെടുക്കുകയോ, അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയോകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയോകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതാണ്.
5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4 ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും

പിരിച്ചു വിടേണ്ടതും, അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതാകുന്നു.

- 6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മൂൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാ മൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദ്വ്യഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.
- 7. 1ാം ഉപ വകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാ മൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദ്വ്യഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.
- 8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6 ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിങ്ങിനെക്കുറിച്ചുള്ള ഒരു പരാതിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാവസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്റെ മേൽ 4 ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണുകളുടെ ഉപയോഗം തടയുന്നതിനും അശ്ലീല ചുവയുള്ള സിനിമാറ്റിക് ഡാൻസുകളും, ഫാഷൻ ഷോകളും നിർത്തലാക്കിക്കൊണ്ടുള്ള സർക്കാർ ഉത്തരവ്.

01/03/2005 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (ആർ.റ്റി) നം.34..05.ഉ.വി.വ പ്രകാരം വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപനത്തിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും, സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവയും നിർത്തലാക്കിയിരിക്കുന്നു.

PAYMENT OF FEES

Instalment	Date of Payment
I	At the time of admission
III, V	July 1 - 15
II, IV, VI	January 1 - 15

1. Fees will be collected in 2 installments every year.
2. The semester fee shall be paid at any branch of Federal Bank.
3. Students must pay semester fees on or before the notified date. After the due dates fees will be accepted (for a period of 15 days) along with a fine of Rs. 100/- which will multiply on a fifteen-day-basis.
4. If the student fails to remit the fees on the due date his/her name will be removed from the rolls and their attendance shall not be marked until they clear the dues.
5. The fee defaulters are re-admitted once the following conditions are satisfied.
 - a. Written application for re-admission from the parent with valid reasons.
 - b. Payment of fee dues with fine.
6. Students who wish to discontinue the course, after the official commencement of the course are liable to pay the whole fees due to the college for the respective course of study in lump sum before applying for the TC.
7. Hostel fee and Bus Fee should be paid at the beginning of every academic year.

CONCLUSION

These guidelines are meant for the smooth functioning of the campus. The practice of these instructions outlined in the book will help one to be self-disciplined, self-motivated both in the campus and in professional life in future. The whole hearted cooperation of students is expected.

RESTRUCTURED CURRICULUM - UNIVERSITY OF KERALA

The college is affiliated to the University of Kerala. Students are admitted to the First Degree Programme follow Choice Based Credit and Semester (CBCS) system which includes six courses viz, Language Courses, Foundation Course, Core Course, Complementary Course Vocational Course, Elective Course and Project/ Dissertation. The normal duration of the Degree Programme is three years consisting of six semes-

ters. Each semester includes five months inclusive of the days of the examinations with atleast 90 working days and 450 instructional hours. For all courses (Theory and Practical), Grades are given on a 7-point scale on the total percentage of marks. The grading Criteria is given below:

Percentage of Marks Letter Grading

90 and above	A+ (Outstanding)
80 to <90	A (Excellent)
70 to < 80	B (Very Good)
60 to <70	C (Good)
50 to <60	D (Satisfactory)
40 to <50	E (Adequate)
Below 40	F (Failure)

F (Failure)

A minimum of 40% marks (E Grade) is required for passing a course with separate minimum of 40% marks (E Grade) for Continuous Evaluation and End Semester Evaluation.

EXAMINATIONS AND INTERNAL ASSESSMENT

For all programmes offered by the college, two semester tests/model exam will be conducted and their average will be considered for CE. All papers except Project/ Dissertation will have internal exams. Each student shall be required to do one assignment or one seminar for each paper. Continuous Evaluation marks shall be consolidated by adding the marks of attendance, assignments/ seminars and test paper.

Assignment/ Seminar	10 Marks
Test Paper	10 Marks
Total	20 Marks

CRITERIA TO APPEAR IN THE FINAL EXAMINATION

1. Not less than 75% attendance.
2. Satisfactory performance in the internal assessment.
3. Satisfactory performance in the Industrial training session.

Hall tickets for University examinations should be collected on the day previous to the examinations after obtaining no dues certificate.

ISSUE OF CERTIFICATES

Students are advised to keep sufficient number of copies of their certificates of qualifying examinations and other documents before submitting them to the office at the time of admission. Documents submit-

ted will be returned only when the course is completed or at the time of issuing TC. Original certificates will be issued only after clearing all dues.

SCHOLARSHIPS

- Mar Varkey Vithayathil Memorial Award for the Best Out-Going Student of the College sponsored by Rev. Fr. Simon Pallupetta, Rev. Fr. Thomas (Jimmy) Poochakkatt and Rev Fr. Paul Kaithottugal of the Archdiocese of Ernakulam-Angamaly.
- Maniyampilly Award for the Best Out-Going Student of BA Communicative English, sponsored by Mr. M.V. John, Former Principal, Naipunnya School of Management.
- Anandhakrishnan Memorial Award for the Best Out-Going Student of Department of Hotel Management sponsored by Mr. Sasidharen and Mrs. Sreedevi, Ambattumadam.
- St. Euphrasia Award for Best Out-Going Student of Commerce Department Sponsored by Prof. Matilda John and Prof. Sushila George.
- Kochuthressia Joseph Memorial award for the Best Out-Going Student of Department of Computer Science sponsored by Mr. Varghese Joseph, Anathazhath, Mumbai.
- Ponthempally Family Award for the Best Out-Going Student of Department of TT sponsored by Fr. Varghese Ponthempally, Former Executive Director, NSM.
- Ullahan Chozhithara Memorial Award for the best out-going student of the Department of Management sponsored by Fr. John Chozhithara.
- Fr. John Romeo Pattassery Memorial Award for the Best Student of Hindi Language sponsored by Mrs. P.T. Mariyakutty Pattukulangara.
- Award for the Best Student of Malayalam Language (First Year).
- Award for the Best Student of French Language (First Year).

TROPHIES AND AWARDS

- The College overall trophy for the best performer in Arts.
- The College overall trophy for the best participant in Sports.
- Award for cent percent attendance for the second year students.
- Memento and cash award to college top scores for the university examination.
- A Special Excellence Award for the best overall performance in the college.
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ACADEMIC CALENDAR 2022 – 2023**June 2022**

Date	Day	Activity
1	Wednesday	Academic Year 22-23 commences after vacation S2 & S4 June 1 – FDP for Staff on Research Methodology (CSA)
6	Monday	World Food Safety Day (Creative arts Club celebrations) (HM) July 6 – Innovation Club Project Idea Presentation S2/S4 CS
7	Tuesday	Creative Arts – Mathews Muthabikh (HM)
10	Friday	Grow with US – Dept. assembly (HM)
11	Saturday	E-colloquium 1 (PGDE)
13	Monday	Orientation activities on IET and Project HM (HM) Placement Cell - Aptitude & Reasoning workshop S4 CS First internal Exam (s2)2021 batch,(s4)2020 batch
14	Tuesday	First internal Exam (s2)2021 batch, (s4)2020 batch
15	Wednesday	Grow with US by Creative Arts Evening skill development programme (HM) First internal Exam (s2)2021, (s4)2020 batch
16	Thursday	First internal Exam (s2)2021 batch & (s4)2020 batch
17	Friday	First internal Exam (s2)2021 batch,(s4)2020 batch
18	Saturday	First internal Exam (s2)2021 batch,(s4)2020 batch
20	Monday	First internal Exam (s2)2021 batch, (s4)2020 batch
22	Wednesday	Creative Arts – Series Escoffier Alfresco (HM)
24	Friday	Grow with US Dept. assembly (HM), Technical Talk- S2 CS
27	Monday	SPSS Data Analysis Workshop (Commerce)
28	Tuesday	Grow with US - Hospitorus – Intra dept. competition(HM)
29	Wednesday	Grow with US by Creative Arts Evening skill development programme (HM)
30	Thursday	Tourism Club Inauguration (commerce) Tourism Boutique Launching (commerce)

July 2022

Date	Day	Activity
1	Friday	HM EVS Trip of S4 students (CSA)
8	Friday	Grow with US – Dept. assembly (HM)BAS2, BAS4, MAS2 and MAS4 (PGDE)

Date	Day	Activity
9	Saturday	E-colloquium 2 (PGDE)
11	Monday	World Population Day (commerce)
13	Wednesday	Grow with US by skill devt prgm (HM)
15	Friday	Workshop on GST Filing (Commerce) Second internal Exam (s2)2021 (s4)2020 batch
16	Saturday	Second internal Exam (s2)2021 (s4)2020 batch
18	Monday	Commencement of S1 Orientation (HM) Second internal Exam (s2)2021(s4)2020 batch
19	Tuesday	Second internal Exam (s2)2021 (s4)2020 batch
20	Wednesday	Creative Arts – Mathews Muthabikh (HM) Technical Seminar for S4 (CSA) Second internal Exam (s2)2021 (s4)2020 batch
21	Thursday	Second internal Exam (s2)2021 batch
22	Friday	PTA Meeting S1/S2/ S4 (HM) Second internal Exam (s2)2021 (s4)2020 batch
25	Monday	Grow with US by Creative Arts Evening skill development programme (HM) Orientation week for S1 (tentative) (PGDE) National Parents Day (Commerce)
26	Tuesday	Orientation week for S1 (tentative)(PGDE) Project submission for MAS4 (PGDE)
27	Wednesday	Orientation week for S1 (tentative)(PGDE)
28	Thursday	Orientation week for S1 (tentative)(PGDE)
29	Friday	Creative Arts – Series Escoffier Alfresco, Grow with US – Dept. assembly (HM) Orientation week for S1 (tentative)(PGDE)
30	Saturday	Orientation week for S1 (tentative)(PGDE) International Friendship Day (commerce)
31	Sunday	Maths Club – Quiz Contest(CSA)

August 2022

Date	Day	Activity
1	Monday	EVS Trip of S2 Students(CSA)
2	Tuesday	Workshop on Income Tax filing (commerce)
4	Thursday	Grow with US development programme (HM)

Date	Day	Activity
5	Friday	Internship Commerce)
6	Saturday	Menadzer(Department Mmnt Fest) (commerce)
7	Sunday	National Handloom Day (commerce)
8	Monday	Bridge Course(commerce)
9	Tuesday	Accounting Aptitude Test(commerce)
10	Wednesday	Grow with US -Wine - Training (HM)
11	Thursday	Fresher Orientation Programme (commerce)
12	Friday	Creative Arts – Series Escoffier Alfresco (HM) International Youth Day (commerce)
13	Saturday	Grow with US – Dept. assembly (HM) E-colloquium 3 (PGDE)
15	Monday	Independence Day (HM)
16	Tuesday	Commencement of S1 (HM) Poster Making Competition- IT Club (CSA)
17	Wednesday	Creative Arts – Mathews Muthabikh (HM)
18	Thursday	Orientation Class for First Year students- Importance and Future of IT & IT Job Market (CSA)
19	Friday	Identify Hidden Destination (commerce) World Photography Day (commerce)
21	Sunday	World Senior Citizen Day
22	Monday	Grow with us Training V SEM HM Value Added / Add-On Course by Dept for S3 /S5 begins (CSA)
23	Tuesday	Grow with us Training V SEM HM
24	Wednesday	Grow with us Training V SEM HM
25	Thursday	Escoffier Café Alfresco (HM)
26	Friday	Technical Workshop for S2 Entrepreneur Day (commerce)
29	Monday	Grow with US – Dept. assembly (HM)
30	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM)

September 2022

Date	Day	Activity
2	Friday	Grow with US- Industrial visit Laundry (HM)
3	Saturday	Onam Holidays (PGDE)
5	Monday	Teacher's Day
6	Tuesday	Creative Arts Club -Best Manager Competition(HM)
7	Wednesday	Tourism Day (Commerce)
8	Thursday	Grow with US skill development programme (HM) International Literacy Day (commerce)
9	Friday	Junior Vanquish 2.0 (commerce)
14	Wednesday	Creative Arts – Mathews Muthabikh (HM) Literario (PGDE)
15	Thursday	Literario (PGDE)
16	Friday	Grow with US – Dept. assembly (HM) Literario (PGDE)
18	Sunday	IET Interviews in Hotels/College (HM)
19	Monday	Creative Arts -Escoffier Café Alfresco (HM) Presentation Contest on New Software S3/S5BSc (CSA)
23	Friday	Grow with US – Dept. assembly (HM)
27	Tuesday	Grow with US -Tourism Day Celebration and Sweet Fest by .H.M. (HM)
29	Thursday	Submission of Final Copy of S6. H.M. Project (HM)
30	Friday	Grow with US by Creative Arts Evening skill development programme (HM) Research Paper Presentation by Dept Teachers (CSA)

October 2022

Date	Day	Activity
2	Sunday	Gandhi Jayanthi- Cleaning Cherthala (HM)
3	Monday	Presentation Contest on New Software S3/S5 (CSA) World Marketing & Communication Day (commerce)
4	Tuesday	Cultural Visit (commerce) First internal Exam (s1)2022 (s5)2020 batch Second internal Exam (s3)2021 batch

Date	Day	Activity
5	Wednesday	First internal Exam (s1)2022 (s5)2020 batch Second internal Exam (s3)2021 batch
6	Thursday	Creative Arts – Mathews Muthabikh(HM) First internal Exam (s1)2022 (s3)2021 (s5)2020 batch
7	Friday	Commerce Day (commerce) First internal Exam (s1)2022 (s3)2021 (s5)2020 batch
8	Saturday	First internal Exam (s1)2022 (s3)2021 (s5)2020 batch
10	Monday	Comclave (Commerce Conclave) (commerce) First internal Exam (s1)2022,(s3),(s5)2020 batch
11	Tuesday	Interview Training and Workshop-Placement Cell (CSA) First internal Exam (s1)2022,(s3)2021,(s5)2020 batch
12	Wednesday	Grow with US by Creative Arts Evening skill development programme(HM)
13	Thursday	Mono Perficien, soliloquy competition for students (PGDE)
14	Friday	Grow with US – Dept. assembly(HM)
15	Saturday	World Students’ Day (commerce)
16	Sunday	Creative Arts – World Food Day Celeberations(HM)
17	Monday	Eco Tour (commerce)
18	Tuesday	World Chef day Celebrations- Creative Arts Club(HM)
19	Wednesday	ISBN Edited Book Release (Comzone)
20	Thursday	Innovation club- Seminar on Innovative Ideas. (CSA)
21	Friday	Creative Arts -Escoffier Café Alfresco(HM)
25	Tuesday	Karma 2021 Inter School Fest - HM(HM)
26	Wednesday	Grow with US by Creative Arts Evening skill development programme(HM)
28	Friday	Grow with US – Dept. assembly(HM) Internet Day Celebration - Quiz on Internet technologies (CSA)

November 2022

Date	Day	Activity
1	Tuesday	Creative Arts -Escoffier Café Alfresco- Kerala Piravi, Kerala snacks fest HM(HM)
2	Wednesday	Maths Club- Rubik’s Cube Competition (CSA)

Date	Day	Activity
3	Thursday	Workshop on Research Methodology (commerce)
4	Friday	Department Level Research Conference
9	Wednesday	Grow with US skill development programme(HM)
10	Thursday	Software Incubation Centre-Student Selection for In-house Projects (CSA)
11	Friday	Grow with US – Dept. assembly(HM) Short film fest (PGDE)
15	Tuesday	National Entrepreneurship Day (commerce) second internal Exam (s1)2022 (s3)(s5)2020 batch
16	Wednesday	Creative Arts – Mathews Muthabikh(HM) Technical Seminar on IT- S1 students (CSA) second internal Exam(s1)2022 (s3)2021 (s5)2020
17	Thursday	second internal Exam (s1)2022 (s3)2021(s5)2020
18	Friday	second internal Exam (s1)2022 (s3)2021 (s5)2020
19	Saturday	second internal Exam (s1)2022 batch(s5)2020 batch
20	Sunday	Grow with US - Industrial Visit (HM)
21	Monday	second internal Exam(s1)2022(s3)2021 (s5)2020
22	Tuesday	Creative Arts- Escoffier Café Alfresco(HM) second internal Exam (s1)2022 (s5)2020 batch
25	Friday	Grow with US – Dept. assembly(HM) INDUSTRIAL VISIT: Industry-Expert Interaction Session for S5 students (CSA)
29	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM)

December 2022

Date	Day	Activity
2	Friday	Creative Arts Cake and Wine Making Ceremony, HM) World Computer Literacy Day (commerce)
5	Monday	Grow with US - Fire Fighting Class - Training (HM)
6	Tuesday	Interview Skill Training (commerce)
7	Wednesday	Creative Arts – Mathews Muthabikh (HM)
9	Friday	Smarter every day! V2 (PGDE) Technical Talk for S6 (CSA)
13	Tuesday	Creative Arts Escoffier Café Alfresco (HM)

Date	Day	Activity
15	Thursday	Placement Cell – Training for Tech Interview and Test (CSA)
16	Friday	Grow with US – Dept. assembly (HM)
19	Monday	Grow with US by Creative Arts Evening skill development programme (HM)
20	Tuesday	X MAS Cake making (HM)
21	Wednesday	X MAS Cake making (HM)
22	Thursday	X MAS Cake making (HM) Maths Club- National Mathematics Day Contest (CSA)
24	Saturday	Christmas holidays (PGDE)

January 2023

Date	Day	Activity
1	Sunday	New Year Day (HM)
5	Thursday	Placement Cell Resume Preparation Workshop (CSA)
6	Friday	Grow with US – Dept. assembly (HM) Smarter every day ! V2 (PGDE)
7	Saturday	Study Tour (commerce)
10	Tuesday	IT Club- Workshop for S4 (CSA)
12	Thursday	Grow with US -Carving work shop (HM) National Youth Day (commerce)
13	Friday	All India Trip (commerce)
16	Monday	S6 UG Project Submission (draft) (PGDE)
17	Tuesday	Creative Arts Escoffier Café Alfresco (HM)
18	Wednesday	National Tourism Day Celebration(commerce)
19	Thursday	Grow with US by Creative Arts Evening skill development programme (HM)
20	Friday	Arthunkal feast (PGDE)
21	Saturday	Study tour for BA S6 (PGDE)
22	Sunday	Study tour for BA S6 (PGDE)
23	Monday	Republic Day (HM)Study tour for BA S6 (PGDE)
24	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM)International Day of Education (commerce)

Date	Day	Activity
27	Friday	Grow with US – Dept. assembly (HM) YANTRIKA 2K23 -IT Fest- Inter Collegiate level (CSA)
30	Monday	Industrial Visit(commerce)
31	Tuesday	Career Guidance Seminar (commerce)

February 2023

Date	Day	Activity
7	Tuesday	First internal Exam (s2)2022 batch
8	Wednesday	Creative Arts Escoffier Café Alfresco (HM) Class test 2 for BA S2, BA S4, BAS6, MA S4 (PGDE) First internal Exam (s2)2022 batch
9	Thursday	First internal Exam (s2)2022 batch
10	Friday	Grow with US – Dept. assembly (HM) First internal Exam (s2)2022 batch
11	Saturday	2022 batch
13	Monday	First internal Exam (s2)2022 batch
14	Tuesday	FDP for Staff (by External Expert) (CSA) First internal Exam (s2)2022 batch
16	Thursday	Creative Arts Mathews Muthabikh (HM) IT Technical Talk for First Year students (CSA)
17	Friday	Student Tours [FINAL YEAR STUDENTS] (CSA) Abhinaya 2K23 (PGDE)
18	Saturday	Abhinaya 2K23 (PGDE)
19	Sunday	Abhinaya 2K23 (PGDE)
21	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM) Malayala Divasam (PGDE) Management Day (commerce)
24	Friday	Grow with US – Dept. assembly (HM) ENTREE 2K23 for PLUS TWO students (CSA)
28	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM) Brillianty (PGDE)

March 2023

Date	Day	Activity
10	Friday	Grow with US – Dept. assembly (HM)
14	Tuesday	Grow with US by Creative Arts Evening skill development programme (HM) IT Club - Web Site Design Contest (CSA)
15	Wednesday	International Consumer Rights day (commerce)
17	Friday	Creative Arts Mathews Muthabikh (HM)
20	Monday	IT Technical Talk for Second Year students (CSA)
22	Wednesday	Creative Arts Escoffier Café Alfresco (HM)
23	Thursday	Farewell for BA S6 (PGDE)
25	Saturday	Grow with US – Dept. assembly (HM)
26	Sunday	Study-break for BA S6
29	Wednesday	Grow with US by Creative Arts Evening skill development programme (HM)

April 2023

Date	Day	Activity
1	Saturday	Internship for BA S3 (tentative) (PGDE)
4	Tuesday	Second internal Exam (s2)
5	Wednesday	Second internal Exam (s2)
6	Thursday	Creative Arts -Mathews Muthabikh (HM) Second internal Exam (s2)
7	Friday	Grow with US – Dept. assembly (HM) Second internal Exam (s2)
8	Saturday	Second internal Exam (s2)2022 batch
10	Monday	Second internal Exam (s2)2022 batch
11	Tuesday	Second internal Exam (s2) 2022 batch
13	Thursday	Grow with US by Creative Arts Evening skill development programme (HM)
17	Monday	Incubation Centre Project Presentation (CSA)
18	Tuesday	Creative Arts -Escoffier Café Alfresco (HM) P lacement cell-Group Discussion workshop (CSA)
24	Monday	Grow with US skill development programme (HM)
28	Friday	Grow with US – Dept. assembly (HM)

May 2023

Date	Day	Activity
1	Monday	May Day (HM)
4	Thursday	Grow with US skill development programme (HM)
5	Friday	Grow with US – Dept. assembly (HM)
12	Friday	Creative Arts -Escoffier Café Alfresco Food Festival 2023 (HM)
23	Tuesday	IT Technical Talk for First and Second year students (CSA)

LATE LOG

Sl. No.	Date	Reason	Time	Remarks	Signature of Student	Signature of Dean of Studies

LATE LOG

Sl. No.	Date	Reason	Time	Remarks	Signature of Student	Signature of Dean of Studies

LEAVE LOG

Signature of Principal										
Signature of Class Teacher										
Signature of Parent										
Teachers Remarks										
Reason										
Class										
Date										

COURSES OFFERED

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BMS HOTEL MANAGEMENT

B.COM TOURISM & TRAVEL MANAGEMENT

BA ENGLISH & COMMUNICATIVE ENGLISH

B.COM COMPUTER APPLICATIONS

B.COM TAX PROCEDURE & PRACTICES

B.COM FINANCE

BBA

BCA

B.SC COMPUTER SCIENCE

MTTM (MASTER OF TOURISM & TRAVEL MANAGEMENT)

M.COM FINANCE

MA ENGLISH LANGUAGE & LITERATURE

NAIPUNNYA SCHOOL OF MANAGEMENT

A Project of the Archdiocese of Ernakulam – Angamaly
Affiliated to the University of Kerala
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near Manorama Junction, Cherthala
0478 2817476, 2817478, 8606802255
info@naipunnya.in, www.naipunnyacollege.ac.in