Naipunnya
TO REACH THE UNREACHED

ACCREDITED WITH GRADE
A
NAAC

NAIPUNNYA
SCHOOL OF MANAGEMENT CHERTHALA

HANDBOOK
& CALENDAR
2023/24

NAIPUNNYA SCHOOL OF MANAGEMENT
Cherthala
Alappuzha, Kerala
Ph: 0478 2817476, 2817478, 8606802255
info@naipunnyacollege.ac.in
www.naipunnyacollege.ac.in

(Affiliated to the University of Kerala, Thiruvananthapuram)

A Project of the Major Archeparchy of Ernakulam-Angamaly

HANDBOOK & CALENDAR 2023 - 2024

National Assessment and Accreditation Council

An ISO 9001:2015 Certified Institution

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

PERSONAL MEMO 2023 – '24

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 peal 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 Major Archeparchy 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. Their relentless efforts and dedication actualised Naipunnya from a distant dream to a vibrant reality, following Him Rev. Fr. Joshy Puthuva (2006- 2014) and Rev. Fr. Paul Kaithottungal (2014-2019) served as the Executive Directors and Principals of the College, and Fr. Sibi Puthenparambil and Fr. Sebastian Kallarackal as the Assistant Directors 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 Mar George Cardinal Alencherry, and Co-Patron is Archbishop 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, 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, '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 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

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

6. Rev Fr. Dr. Paulachan K J   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: asst.ex.director@naipunnyacollege.ac.in

8. Ms. Mary P.K   9495945379
    Staff Secretary
    Naipunnya School of Management - Cherthala
    Email: marypk88@gmail.com

9. Ms. Liji Jospeh   9895701996
    Finance Officer
    Naipunnya School of Management - Cherthala
    Email: accounts@naipunnyacollege.ac.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. Berchmans Kodackal
    (Vicar, St. Joseph's Forane 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. Ms. 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*

STAFF COUNCIL

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

KEY PERSONNEL (ACADEMIC)

Rev. Fr. Baiju George Ponthempilly, *Principal*
Ms. Pushpa John, *Vice Principal*
Fr. Anil Kiliyelikkudy, *Academic Coordinator*
Mr. Abhinand C S, IQ*AC Coordinator*

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 - Master of Tourism and Travel Management

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
- B.Com Accounts and Data Science

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 Tally Prime. (Tally Solutions)
2. Certificate in Statutory Return Filing. (CIAP institute)
3. Certificate in Warehouse Management. (LEESHORE Logistics Academy)
4. Certificate in Personal Finance. (APEX Academy)
5. Certificate in Capital Market Operations. (APEX Academy)
6. Certificate in Personality Development. (APEX Academy)
7. Certificate in Data Analysis using SPSS. (APEX Academy)
8. Certificate in Customer Relationship Management (APEX Academy)
9. Certificate in Event Management (APEX Academy)
10. Certificate in Tourism Marketing and Public Relations (APEX Academy)
11. Certificate in Global Distribution System (GDS)
                              (ALHIND Aviation Academy)

Faculty

Dr. Prasanth Kumar M., M.Com, MSc (IT), MBA, MA (Business Eco), M.Sc (Applied Psychology), NET
Head of the Department .... pgdcm.prasanth@naipunnyacollege.ac.in

Mr. Aravind G Nair., MTA, PGDLM (Programme Coordinator – B.Com TT)
Asst. Professor .... pgdcm.aravindg@naipunnyacollege.ac.in

Mr. Renju Chandran V. R., M Com
(Programme Coordinator – B.Com Fin & B.Com Tax)
Asst. Professor.....................................pgdcm.renjuc@naipunnyacollege.ac.in

Ms. Lalamy T K, M Com, SET (Programme Coordinator – B.Com CA)
Asst Professor.................................... pgdcm.lalamy@naipunnyacollege.ac.in

Mr. Abhishek Mohan M Com, MBA, SET (Programme Coordinator - BBA)
Asst Professor...............................pgdcm.abhishekm@naipunnyacollege.ac.in

Ms. Sreeletha Nair, M.Com, MBA
Associate. Professor .... pgdcm.sreelatha@naipunnyacollege.ac.in

Ms Salimma Joseph, M Com, MBA
Associate Professor........................pgdcm.salimmaj@naipunnyacollege.ac.in

Ms. Simi A, M Com, B Ed , SET, NET
Asst Professor....................................... pgdcm.simia@naipunnyacollege.ac.in

Ms. Sreelakshmi P P, B Tech, MBA, MA Psychology
Asst Professor.......................pgdcm.sreelekshmipp@naipunnyacollege.ac.in

Ms. Roshan Bruce, LLM, M A (Business Eco.)
Asst Professor..................................pgdcm.roshanb@naipunnyacollege.ac.in

Ms. Soumya K Tomy, M Com, M A (Business Eco), B Ed
Asst Professor ....pgdcm.soumyak@naipunnyacollege.ac.in

Ms. Kala P, M Com, MBA, B Ed , SET
Asst Professor...................................... pgdcm.kalap@naipunnyacollege.ac.in

Ms. Vidhya P Nair, M Com, B Ed , SET, NET
Asst. Professor.................................pgdcm.vidhyap@naipunnyacollege.ac.in

Ms. Chinnu Mohanan, B Tech, MBA, NET, Diploma in Logistics
Asst. Professor................................pgdcm.chinnum@naipunnyacollege.ac.in

Ms. Saranyamol V R, M Com, NET
Asst. Professor .... pgdcm.saranya@naipunnyacollege.ac.in

Ms. Neeraja S, M Com, NET
Asst. Professor................................. pgdcm.neerajas@naipunnyacollege.ac.in

Ms. Sheeja S, M Com, NET
Asst. Professor................................. pgdcm.sheejas@naipunnyacollege.ac.in

Mr. Nubin Babu, M Com
Asst Professor.................................. pgdcm.nubinb@naipunnyacollege.ac.in

Ms. Swapna V I M Com, SET
Asst Professor.................................pgdcm.swapnavi@naipunnyacollege.ac.in

Mr. Abhinand C S MTA
Asst Professor............................pgdcm.abhinandcs@naipunnyacollege.ac.in

Mr. Nixon Nepolean MTA
Asst Professor..pgdcm.nixo@naipunnyacollege.ac.in

Mr. Bicku Raju MTA
Asst Professor.................................... pgdcm.bickur@naipunnyacollege.ac.in

Mr. Prince P MBA
Asst Professor................................... pgdcm.princep@naipunnyacollege.ac.in

Ms. Anupa Treesa George M.Com, B.Ed, NET
Asst Professor....................................pgdcm.anupat@naipunnyacollege.ac.in

Mr. Abraham K MTTM
Asst Professor................................... pgdcm.princep@naipunnyacollege.ac.in

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 - Business
2. Certificate in Knowledge Engineering
3. Certificate in Web Application Development
4. Certificate in Deep Learning
5. Certificate in Ethical Hacking
6. Certificate in Image Editing

Faculty

Mr. Vinod Chandran, MCA, PGDBM, NET
Head of the Department .... csa.vinodc@naipunnyacollege.ac.in

Ms. Kavitha Santhosh, MCA
Asst. Professor.. csa.kavithas@naipunnyacollege.ac.in

Mr. Deepak M., ME CSE
Asst. Professor .... csa.deepakm@naipunnyacollege.ac.in

Ms. Mary Joseph, MCA, MBA
Asst. Professor.................................. csa.maryjoseph@naipunnyacollege.ac.in

Ms. Priyanka G., MCA, MPhil
Asst. Professor .... csa.priyankag@naipunnyacollege.ac.in

Ms. Amulia P.M., MTech, NET
Asst. Professor.................................... csa.amuliapm@naipunnyacollege.ac.in

Ms. Gayathri A., MSc. CS
Asst. Professor...................................... csa.gayathria@naipunnyacollege.ac.in

Ms. Girly Antony, MSc (Math.), B.Ed.
Asst. Professor .... csa.girly@naipunnyacollege.ac.in

Ms. Mary P. K., MSc. CS
Asst. Professor...csa.marypk@naipunnyacollege.ac.in

Ms. Nidhy S. Ravi, MCA, MTech
Asst. Professor...csa.nidhysr@naipunnyacollege.ac.in

Mr. Denny David, MCA
Asst. Professor... csa.dennyd@naipunnyacollege.ac.in

Mr. Jithin Babu, MCA
Asst. Professor.................................... csa.jithinbabu@naipunnyacollege.ac.in

Mr. Joel Joseph, MCA
Lecturer cum Lab Instructor ....csa.joeljoseph@naipunnyacollege.ac.in

Ms. Rima K. Ouseph, MCA
Lecturer cum Lab Instructor ....csa.rimak@naipunnyacollege.ac.in

Mr. Vivek S Varma, MSc
Asst. Professor...csa.viveks@naipunnyacollege.ac.in

Mrs. Vidya S Mony, MTech
Asst. Professor..vidnyasmony@gmail.com

Ms. Vishnupriya K V, MCA
Lecturer cum Lab Instructor ....csa.vishnupriya@naipunnyacollege.ac.in

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:
S1- Certificate in Library and Information Science
S2- Certificate in Information Technology
S3- Certificate in Human Rights.
S4- Certificate in Audio-visual Writing
S5- Certificate in Career in Freelancing

Faculty

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

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

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

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

Ms. Reshmi Xavier, MA
Asst. Professor ....pgde.reshmixavier@naipunnyacollege.ac.in

Ms. Sreelakshmi K P, MA
Asst. Professor........................... pgde.sreelakshmikp@naipunnyacollege.ac.in

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

Ms. Suthara S, MA (Hindi), B.Ed, SET, K TET 3 and K.TET 4
Asst. Professor.......................... pgde.sutharasumesh@naipunnyacollege.ac.in

Ms. Lima Sabu, MA, NET
Asst. Professor.. pgde.limas@naipunnyacollege.ac.in

Mr. Anil Surya M S, MA, NET
Asst. Professor.................................... pgde.anilsurya@naipunnyacollege.ac.in

Ms. Nancy Johnson, MA, B.Ed, KTET
Asst. Professor..pgde.nancyj@naipunnyacollege.ac.in

Ms. Deepa P S, MA B Ed, SET, C TET, K TET
Asst. Professor..................................... pgde.deepaps@naipunnyacollege.ac.in

Ms Arathy Shaji, MA
Asst. Professor................................. pgde.arathyshaji@naipunnyacollege.ac.in

Mr. Saran Joseph Alexander, MA
Asst. Professor..pgde.saranj@naipunnyacollege.ac.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:

S1- Certificate course in Hospitality Communication
S2- Certificate Course Creative Arts in Bakery, Confectionery & Carving
S3- Certificate Course in " Le Sommelier " Mixology
S4- Certificate Course in Functional Catering in Hospitality Industry.
S5- Certificate Course in Personality Traits for Interpersonal Development.

Faculty

Mr. Harikrishnan R., MBA, MA Tourism Management
Head of the Department .... nihm.harikrishnanr@naipunnyacollege.ac.in

Mr. Preeju Scaria., MSc THM
Associate. Professor..............................nihm.preejus@naipunnyacollege.ac.in

Mr. John A. Melvin., MBA
Asst. Professor ....nihm.jmelvin@naipunnyacollege.ac.in

Mr. Gopakumar C.G., MBA
Asst. Professor.............................. nihm.gopakumar@naipunnyacollege.ac.in

Ms. Resmidevi S.R., BSc (Tech), MMM
Asst. Professor ....nihm.resmidevi@naipunnyacollege.ac.in

Mr. Mathew Joseph., NCTVT & FCI Certificate
Asst. Professor................................... nihm.mathewj@naipunnyacollege.ac.in

Mr. Manu M.U., BSc HM, DHMCT
Asst. Professor .... nihm.manu@naipunnyacollege.ac.in

Mr. Jophy Jose, DHMCT
Lab In-charge .... nihm.jophyj@naipunnyacollege.ac.in

Mr. Pavin Johnson, B.Sc Hotel Management
Lab In-charge .... nihm.pavinj@naipunnyacollege.ac.in

Mr. Akhil Manohar, BSc HM & Cs
Asst. Professor......................................nihm.akhilm@naipunnyacollege.ac.in

Mr. Broncelee George, B.Sc HM&CS

Asst. Professor................................ nihm.bronceleeg@naipunnyacollege.ac.in

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.

Lt. Jinnat Mathew, B.P.Ed. (With B.Com), M.P.Ed., KTET

(KSVA State Referee – Volleyball)

Head of the Department....................... ped.jinnatm@naipunnyacollege.ac.in

COUNSELLING

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

Sr. Sandra, MSc Counselling & Psychotherapy   Counselor

PTA EXECUTIVE COMMITTEE

Rev. Fr. Baiju George Ponthempilly, President

Mr. Anilkumar, Vice President

Ms. Sreelatha Nair, Secretary

Ms. Sindhu Dileep, Joint Secretary

Ms. Sreelakshmi K P, Treasurer

Mr. Varghese.

Mr. Salim K R

Mr. V Babu

Ms. Aswathi J

Ms. Sindhu P D

NON-TEACHING STAFF

Ms. Liji Joseph	*Finance Officer*
Mr. Saji Joseph	*Accountant*
Ms. Ani Eliswa K.A	*Office Assistant*
Ms. Nimmy Mathew	*Office Assistant*
Ms. Abimol P.P	*Librarian*

Ms. Neethu D	*Library Assistant*
Mr. Sithin J	*Technical Support / Computer Lab Assistant*
Ms. Siji Varghese	*Receptionist*
Ms. Sherin Joseph	*Receptionist*
Ms. Jainamma C.I	*Asst. Store-keeper*
Mr. Ashokan M.D	*Security Supervisor*
Mr. Mathai A.O	*Vehicle Supervisor*
Ms. Daisy George	*Housekeeping Supervisor*
Ms. Ligy Kuriakose	*Attender*
Mr. Bennychan M.J	*Cafeteria Assistant*
Ms. Benzy Joseph P.J	*Cafeteria Assistant*
Mr. Siril Thomas	*Electrical Assistant*
Ms. Mary Antony	*Housekeeping Staff*
Ms. Reji P.K	*Housekeeping Staff*
Ms. Latha N.O	*Housekeeping Staff*
Ms. Vasanthi	*Housekeeping Staff*
Ms. Lindamol	*Housekeeping Staff*
Ms. Omana	*Housekeeping Staff*
Mr. Thomas John	*Housekeeping Staff*
Mr. Thomas C M	*Housekeeping Staff*
Ms. Mini Benny	*Kitchen Assistant*
Mr. Jayan P.T	*Security Guard*
Mr. Manoj N.S	*Security Guard*
Mr. Job C.A	*Driver*
Mr. Aji K D	*Driver*

ACADEMIC PROGRAMMES

Naipunnya School of Management offers 10 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		

25

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

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
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

Semester	Course Code	Title of Course	Hours/ Week	Credits
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
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
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

Semester	Course Code	Title of Course	Hours/ Week	Credits
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
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

Semester	Course Code	Title of Course	Hours/Week	Credits
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
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

Semester	Course Code	Title of Course	Hours/Week	Credits
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

Semester	Course Code	Title of Course	Hours/ Week	Credits
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
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

35

Semester	Course Code	Title of Course	Hours/ Week	Credits
6	CS1642	Internet of Things (IoT)	4	4
6	CS1643	Cyber Security	4	4
6	CS1661.1 CS1661.2 CS1661.3	**<u>Elective</u>** 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
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

Semester	Course Code	Title of Course	Hours/Week	Credits
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
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 Pattisserie I	4	3
1	BH 1143	Food and Beverage Service I	4	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
1	BH 1144	Fundamentals of House Keeping	4	3
1	BH 1145	Front Office Operations Practical	2	1
1	BH 1146	Food Production and Pattisserie 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 Pattisserie 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 Pattisserie II Practical	2	1
2	BH 1248	Food and Beverage Service II Practical	2	1
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 Pattisserie 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 Pattisserie III Practical	2	1
3	BH 1348	Food and Beverage Service III Practical	2	1
4	BH 1441	Hotel Accounting	4	3

Semester	Course Code	Title of Course	Hours/ Week	Credits
4	BH 1442	Food Production and Pattisserie IV	4	3
4	BH 1443	Food and Beverage Service IV	4	3
4	BH 1444	Accommodation Operation & Management	4	3
4	BH 1446	Research Methodology	3	2
4	BH 1433	Marketing Management	3	3
4	BH 1447	Food Production and Pattisserie 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 Pattisserie 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
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
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

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	--

MA English Language and Literature under CBCS

Semester	Course Code	Title of Course	Hours/Week
1	EL 511	British Literature I	6
1	EL 512	British Literature II	6
1	EL 513	Shakespeare Studies	6
1	EL 514	Language Studies	7
2	EL 521	World Literature I	6
2	EL 522	Literatures of India	6
2	EL 523	Gender Studies	6
2	EL 524	Critical Studies I	7
3	EL 531	World Literatures II	6
3	EL 532	Critical Studies II	7
3	EL 533	American Literature	4
3	EL 534	African and Caribbean Literature	4
3	EL 535	Content Writing	4
4	EL 541	Kerala Culture and Literature	6
4	EL 542	English Language Teaching: Theory and Practice	7
4	EL 543	Cultural Studies	6
4	EL 544	Theorizing Sexualities	4
4	EL 545	Project and Project based Viva Voce	2

COLLEGE FACILITIES

Bodhi - 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 three 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.

Language Lab

The objectives of the language lab are to Introduce listening and speaking skills in addition to reading and writing skills in schools. It also helps to practice and assess speech in language. It helps in listening to model pronunciation, repeat and record the same and do self-assessment and correction.

Placement Cell

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

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 court 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 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 counsellling centre serves to provide support and guidance to students.

Academic Counselling Centre

Academic counsellling centre serves to provide support and guidance to students who have trouble in academics.

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 COMMITEES

Women's Cell – Against Sexual Harassment of Girls and Women
(womencell@naipunnyacollege.ac.in)

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 -(Cell Director)
- Ms. Amulia P M - CSA- Convener
- Ms. Resmi Devi S R - HM
- Ms. Lima Sabu - PGDE

Ethics Committee (ethics.cm@naipunnyacollege.ac.in)

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 - (Cell Director)
- Ms. Neeraja S- PGDCM- Convener

- Mr. Pavin Johnson- HM
- Ms. Anna Stain – PGDE

Grievance Redressal Cell (grievance@naipunnyacollege.ac.in**)**

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 through email or college website
Members of the Cell:

- Ms. Amulia P M - CSA- (Chairperson)
- Ms. Girly Antony- CSA
- Mr. Gopakumar C G- HM
- Ms. Simi A- PGDCM
- Mr. Binoj T T- PGDE
- Ms. Anagha Anil - Student Representative - PGDCM

Vimukthi -Anti-Drug Cell (vimukthi@naipunnyacollege.ac.in**)**

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

- Rev. Fr. Chacko Kilukkan – Asst Executive Director - (Cell Director)
- Mr. Joel Joseph- CSA – Convener
- Mr. Akhil Manohar- HM
- Ms. Roshan Bruce- PGDCM

Health and Fitness Club (healthclub@naipunnyacollege.ac.in**)**

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

- Lt. Jinnat Mathew - PEd.- HoD - Convener
- Mr. Broncelee George - HM
- Mr. Prince P - PGDCM

IPR CELL (iprcell@naipunnyacollege.ac.in**)**

The stated Intellectual Property Rights (IPR) policy of Naipunnya School of Management endeavours to facilitate the protection and upliftment of intellectual property generated during the pursuit (of knowledge/ resource) in the institute and offer scope for inventiveness and commercialization. It targets the provision of unbiased mediation between the various interests involved.

Members of the Cell:
- Rev. Fr. Baiju George Ponthempilly – Principal - (Cell Director)
- Ms. Saranyamol V R - PGDCM - Convener
- Mr. Akhil Manohar - HM
- Ms. Mary Joseph- CSA
- Ms. Haripriya J- PGDE

UNION ADVISER (pgde.anilsurya@naipunnyacollege.ac.in**)**

TThe college has a democratically elected student union, which looks after student welfare through its various programmes.

Union Adviser:
- Mr. Anil Surya M S- PGDE

FACULTY DEVELOPMENT CELL

The Faculty Development Programmes (FDP) are structured to assist in quality research and teaching skills that are required in present-day education in India.

Members of the Cell:
- Ms. Lalamy T K - PGDCM - Convener
- Mr. Jophy Jose - HM
- Ms. Gayathri A - CSA
- Ms. Arathy Saji - PGDE

ALUMNI ASSOCIATION (NAAM)

TNAAM is registered under the Societies' Travancore Cochin Registration Act. Its mission is 'to build a Society/ network of Naipunnya Alumni and to contribute to the personal and career development of the present and passed out students'.

Members of the Cell:
- Mr. Renju Chandran V R - PGDCM - Convener

- Mr. John A Melvin - HM
- Ms. Gayathri A - CSA
- Ms. Sreelakshmi K P - PGDE
- Ms. Nidhy S Ravi - CSA
- Ms. Roshan Bruce - PGDCM

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.
Members of the Cell:

- Mr. Joel Joseph - CSA - Convener
- Mr. Manu M U - HM
- Mr. Prince P - PGDCM
- Mr. Abraham K - PGDCM

Examination Cell (examcell@naipunnyacollege.ac.in)

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

- Rev. Fr. Baiju George Ponthempilly – Principal - (Cell Director)
- Ms. Pushpa John - Vice Principal - Convener
- Dr. Prasanth Kumar M- PGDCM - HOD
- Mr. Harikrishnan R- HM - HOD
- Mr. Vinod Chandran- CSA - HOD
- Ms. Shema Prakash- PGDE - HOD

Equal Opportunity Cell (eqop.club@naipunnyacollege.ac.in)

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:

- Ms. Pushpa John - Vice Principal - Convener
- Dr. Prasanth Kumar M- PGDCM - HOD
- Mr. Harikrishnan R- HM - HOD
- Mr. Vinod Chandran- CSA - HOD
- Ms. Shema Prakash- PGDE - HOD

Discipline & Code of Conduct Monitoring Committee

Discipline committee aims to maintain student discipline and the proper code of conduct in the campus. Any complaints may be registered here.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly – Principal - (Cell Director)
- Ms. Pushpa John - Vice Principal
- Lt. Jinnat Mathew - HoD - DPE- - Convener
- Ms. Mareena Antony- PGDE
- Mr. Harikrishnan R - HoD - HM
- Ms. Lalamy T K - PGDCM
- Mr. Renju Chandran - PGDCM
- Ms. Girly Antony - CSA
- Mr. Denny David - CSA
- Ms. Reshmi Devi S R - HM
- Mr. Anil Surya M S - PGDE

Rithu/ Bhoomitra Sena (rithu@naipunnyacollege.ac.in)

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

Members of the Cell:

- Mr. Renju Chandran, PGDCM   Convener
- Ms. Mary Joseph, Member   Member

Naipunnya Research Forum (nrf@naipunnyacollege.ac.in)

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

Members of the Cell:

- Dr. Prasanth Kumar M - HoD, PGDCM - Cell Director
- Ms. Chinnu Mohan - PGDCM- Convener
- Mr. Abhinand C S - PGDCM
- Mr. Jophy Jose- HM
- Ms. Lima Sabu- PGDE
- Ms. Amulia P M - CSA

Anti-Ragging Cell (antiraggingcell@naipunnyacollege.ac.in**)**

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

- Rev. Fr. Chacko Kilukkan – Asst Executive Director- (Cell Director)
- Ms. Vidhya P Nair- PGDCM - Convener
- Ms. Shema Prakash- HoD, PGDE
- Ms. Nidhy S Ravi- CSA
- Mr. Nixon Nepoleon- PGDCM

Scholarship Support Cell (scholarship@naipunnyacollege.ac.in**)**

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

- Rev. Fr. Baiju George Ponthempilly – Principal - (Cell Director)
- Ms. Anupa Treesa - PGDCM – Convener
- Ms. Liji Joseph – Finance Manager
- Ms. Nimmy Mathew – Administrative Office staff

Addon Course Committee

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.
Coordinators:

- Mr. Abhinand C S - IQAC Coordinator - PGDCM
- Mr. Denny David - CSA
- Ms. Simi A - PGDCM
- Ms. Anna Stain - PGDE
- Mr. Gopakumar C G - HM

PTA   (pta@naipunnyacollege.ac.in**)**

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.
Members of the Cell:

- Ms. Sreelatha Nair- PGDCM - Convener

- Mr. Vivek S Varma- CSA
- Ms. Saranyamol V R- PGDCM
- Mr. Mathew Joseph- HM
- Ms. Sreelakshmi K P- PGDE

Brain Skill (brainskillclub@naipunnyacollege.ac.in)

The brain skill centre is a forum for the overall development of the students. It organizes competitive programs and seminars. Members of the Cell:
- Rev. Fr. Chacko Kilukkan – Asst Executive Director - (Club Director)
- Ms. Sheeja S- PGDCM – Convener
- Mr. Pavin Johnson- HM
- Ms. Amulia P M- CSA
- Ms. Anna Stain- PGDE

Sargavedi (sargavedi@naipunnyacollege.ac.in)

A forum for literary creativity and the appreciation of arts, Sargave-di serves as a platform to nurture literary interests and talents among students. Students can interact with people of similar interests. Members of the Cell:
- Ms. Sreelekshmi P P- PGDCM – Convener
- Mr. Aravind G Nair- PGDCM
- Mr. Anil Surya M S- PGDE
- Mr. Jithin Babu- CSA
- Mr. Nixon Nepoleon- PGDCM
- Ms. Chinnu Mohan- PGDCM
- Mr. Akhil Manohar- HM
- Mr. Saran Joseph Alexnder- PGDE
- Ms. Vishnupriya K V- CSA

Red Ribbon Club (redribbon@naipunnyacollege.ac.in)

Red Ribbon Club is a Government of India initiative for colleges to spread awareness about HIV / AIDS.
Members of the Cell:
- Rev. Fr. Chacko Kilukkan – Asst Executive Director - (Club Director)
- Mr. Binoj T T- PGDE – Convener
- Ms. Deepa P S- PGDE
- Ms. Swapna V I- PGDCM

51

- Mr. Nixon Nepoleon- PGDCM

Electoral Literacy Club (electoralclub@naipunnyacollege.ac.in**)**

Electoral Literacy Club aims to develop awareness about civic education and electoral rights among the students in the country. Members of the Cell:
- Rev. Fr. Chacko Kilukkan – Asst Exe. Director – (Club Director)
- Mr. Binoj T T- PGDE – Convener
- Ms. Vidya S Mony- CSA
- Ms. Kala P- PGDCM
- Ms. Arathy Saji- CSA
- Mr. Preeju Scaria- HM

Tourism Club (tourismclub@naipunnyacollege.ac.in**)**

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.
Members of the Cell:
- Mr. Bicku Raju- PGDCM – Convener
- Mr. Aravind G Nair- PGDCM
- Mr. Abraham K - PGDCM

Media Club (mediaclub@naipunnyacollege.ac.in**)**

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. Members of the Cell:
- Rev. Fr. Anil Kilyelikudi – Academic Coordinator – (Club Director)
- Mr. Deepak M- CSA – Convener
- Ms. Priyanka G (In-charge-College Radio)- CSA
- Mr. John A Melvin- HM
- Ms. Resmi Xavier- PGDE
- Mr. Abraham K- PGDCM

Entrepreneurial Development Club (edclub@naipunnyacollege.ac.in**)**

The club undertakes all activities that inculcate entrepreneurial attitude among students
Members of the Cell:

- Ms. Kala P- PGDCM – Convener
- Ms. Saranyamol V.R - PGDCM
- Ms. Swapna V I- PGDCM

Saheli - Women's Cell (saheliclub@naipunnyacollege.ac.in)

Saheli is a forum for the women students in the campus. It serves as a platform to express views and develop self-reliance. Members of the Cell:

- Ms. Priyanka G -CSA-- Convener
- Ms. Resmi Devi S R- HM
- Ms. Kavitha Santhosh- CSA
- Ms. Haripriya J- PGDE
- Ms. Vidhya P Nair- PGDCM

Centre for Gandhian Studies (cgs@naipunnyacollege.ac.in)

Centre for Gandhian Studies aims to inculcate Gandhian values in the students to create a prosperous and civilized society. Members of the Cell:

- Mr. Jithin Babu, CSA Convener
- Mr. Nubin Babu, PGDCM

Placement Cell (placements@naipunnyacollege.ac.in)

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

- Rev. Fr. Baiju George Ponthempilly – Principal – (Cell Director)
- Mr. Abhishek Mohan- PGDCM – Convener
- Mr. Aravind G Nair- PGDCM
- Mr. Bicku Raju- PGDCM
- Mr. Jithin Babu- CSA
- Mr. Broncelee George- HM
- Mr. Renju Chandran V R- PGDCM
- Mr. Vivek S Varma- CSA
- Ms. Deepa P S- PGDE

Internal Complaint Committee

The Internal Complaint Committee plays an integral role in preventing and addressing sexual harassment in the workplace. By promoting awareness, ensuring compliance, building competence, and creating safe and inclusive environments, well-trained committee members contribute significantly to fostering a workplace culture free from harassment. The Internal Committee is responsible for receiving complaints of sexual harassment in the workplace.

Members of the Cell:

- Ms. Sreelatha Nair - PGDCM - Convener
- Ms. Roshan Bruce - PGDCM
- Mr. Manu M U- HM
- Ms. Ligy Kuriakose - Administration
- Ms. Sherin Joseph
- Student Representatives
- NGO Representative

UNNATH BHARATH ABHIYAN

The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural areas in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth.

Members of the Cell:

- Mr. Nixon Nepoleon - PGDCM - Convener
- Mr. Prince P - PGDCM

NAIPUNNYA INCUBATION CENTRE

Incubation Centre is a platform focused towards fostering & promoting the entrepreneurial spirit of start-up enthusiasts by providing a healthy ecosystem to promote their ideas, start-ups and research into successful entrepreneurial ventures. It is a space for new-age entrepreneurs and young minds to transform their innovative ideas into viable business propositions.

Members of the Cell:

- Rev. Fr. Baiju George Ponthempilly, - Principal - Director

- Mr. Abhishek Mohan - PGDCM – Convener
- Mr. Denny David - CSA
- Ms. Vidya S Mony - CSA
- Mr. Preeju Scaria - HM
- Mr. Prince P - PGDCM

Teachers' Club (ACHARYA)

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

- Mr. Manu M U- HM – Convener
- Ms. Sreelekshmi P P- PGDCM
- Mr. Abhinand C S- IQAC
- Ms. Sheeja S- PGDCM
- Mr. Denny David - CSA
- Mr. Saran Joseph Alexander- PGDE

College Magazine - Drisyata (magazine@naipunnyacollege.ac.in)

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

- Rev. Fr. Chacko Kilukkan – Asst Executive Director
- Ms. Sreelakshmi K P- PGDE - Convener
- Ms. Deepa P S- PGDE - Drishyatha (in charge)
- Ms. Kavitha Santhosh - CSA
- Ms. Arathy Shaji- PGDE
- Ms. Anupa Treesa - PGDCM
- Mr. Manu M U - HM
- Magazine Editor – College Union
- Dept. Student Representatives

'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.
Members of the Cell:

- Ms. Girly Antony- CSA – Convener

- Sr. Sandra – Counsellor
- Ms. Anjana Mahesan- Counsellor

National Service Scheme (NSS) nsskl07116a@naipunnyacollege.ac.in

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. Nubin Babu- PGDCM - Convener
- Ms. Reshmi Xavier- PGDE
- Ms. Vidya S Mony- CSA

NSS Advisory Board

- Rev. Fr. Baiju George Ponthempilly – Principal
- Rev. Fr. Chacko Kilukkan – Asst Executive Director
- Ms. Pushpa John, Vice principal
- Mr. Abhinand C S- IQAC

Internal Quality Assurance Cell (IQAC)
iqac@naipunnyacollege.ac.in

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.

- Rev. Fr. Baiju George Ponthempilly,Principal   Chairman
- Mr. Abhinand C S   Coordinator
- Ms. Mareena Antony   Joint Coordinator
- Mr. Deepak M   Teacher representative
- Ms. Mary P K   Teacher representative
- Ms. Soumya K Tomy   Teacher representative
- Mr. Sreelakshmi P. P   Teacher representative
- Ms. Lalamy T. K   Teacher representative
- Mr. Gayathri A   Teacher representative
- Mr. Resmidevi S. R   Teacher representative
- Rev. Fr. Chacko Kilukkan   Member from the Management
- Ms. Pushpa John   Administrative Staff
- Ms. Liji Joseph   Administrative Staff
- Dr. Prasanth Kumar M   Administrative Staff
- Mr. Harikrishnan R   Administrative Staff

- Lt. Jinnat Mathew   Administrative Staff
- Rev. Fr. Dr. Anto Cheramthuruthy Nominee From Local Society
- Mr. Sangeeth S   Nominee From Student Alumni
- Mr. Athul Varghese   Nominee From Students
- Mr. Mathew Joseph   Nominee From Industry

IQAC Core team

- Rev. Fr. Baiju George Ponthempilly, Principal-Chairman
- Mr. Abhinand C S   Coordinator
- Mr. Deepak M   Teacher representative
- Mr. Mary P K   Teacher representative
- Ms. Soumya K Tomy   Teacher representative
- Mr. Sreelakshmi P. P   Teacher representative
- Ms. Lalamy T. K   Teacher representative
- Mr. Gayathri A   Teacher representative
- Mr. Resmidevi S. R   Teacher representative
- Rev. Fr. Chacko Kilukkan   Member from the Management
- Ms. Mareena Antony   Joint Coordinator, IQAC

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   Member
- Ms. Shema Prakash   Secretary
- Ms. Pushpa John, Vice Principal   Member
- Fr. Chacko Kilukkan, Asst. Executive Director   Member
- Lt. Jinnat Mathew   Member
- Ms. Shema Prakash   Member
- Dr. Prasanth Kumar M   Member
- Mr. Vinod Chandran   Member
- Mr. Harikrishnan R   Member
- Ms. Liji Joseph   Member

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

Department-wise Members:

Department of Computer Science:

- Mr. Vinod Chandran, HoD   Secretary
- Ms. Kavitha Santhosh   Member
- Ms. Priyanka G   Member

Postgraduate Department of Commerce and Management:

- Dr. Prasanth Kumar M, HoD   Secretary
- Mr. Abhishek Mohan   Member
- Mr. Renju Chandran V R.   Member

Postgraduate Department of English:

- Ms. Shema Prakash, HoD   Secretary
- Mr. Binoj T. T   Member
- Ms. Mareena Antony   Member

Department of Hotel Management:

- Mr. Harikrishnan R., HoD   Secretary
- Mr. Preeju Scaria   Member
- Mr. John A. Melvin   Member

Department of Physical Education:

- Lt. Jinnat Mathew, HoD

STUDENT SUPPORT SERVICES

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

Anti-Ragging Cell

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

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.

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.

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.

Health, Fitness Services and Sports ped@naipunnyacollege.ac.in

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: Dr. Prasanth Kumar M, Mr. Harikrishnan R

COLLEGE CLUBS

Rithu/ Bhoomitra sena

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

Brain Skill

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

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.

Red Ribbon Club

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

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.

Electoral Literacy Club

Electoral Literacy Club aims to develop awareness about civic education and electoral rights among the students in the country.

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.

Centre for Gandhian Studies

Centre for Gandhian Studies aims to inculcate Gandhian values in the students to create a prosperous and civilized society.

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.

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.

Management Club

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

Entrepreneurial Development Club

The club undertakes all activities that inculcate entrepreneurial attitude among students

Cycling & Health and Fitness 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

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.

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.

Grow with US

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

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.

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.

Remedial Coaching

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

'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.

Assembly

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

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

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.

'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. Mareena Antony and Ms. Reshmi Xavier

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 har-

mony and a sense of healthy competition through a set of literary events. 'Sperolit' is the brainchild of the Postgraduate Department of English.

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.

Mentoring System

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

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.

Drisyata

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

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.

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 Principal's 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 untill 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.

BODHI - LIBRARY
library@naipunnyacollege.ac.in

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
- Rev. Fr. Anil Kiliyelikkudy – Academic Coordinator
- Ms. Abimol P P – Librarian - Convener
- Ms. Neethu D - Librarian

73

- Mr. Mareena Antony- IQAC
- Mr. Pavin Johnson- HM
- Ms. Neeraja S- PGDCM
- Mr. Deepak M- CSA
- Ms. Haripriya J- PGDE

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 by scanning their ID card.
- 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 f ixed 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 - savio.hostel@naipunnyacollege.ac.in
ALPHONSA HOME - alphonsa.hostel@naipunnyacollege.ac.in)
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 should ensure that the light and fans are switched off when they leave their room.
- Electrical gadgets will not be allowed in the hostel.
- 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 വിദ്യാർത്ഥികളുടെ യും രക്ഷകർത്താക്കളുടെയും അറിവിലേയ്ക്കായി താഴെ കൊടുക്കുന്നു.

ഒരു വിദ്യാർത്ഥിയോട് ക്രമ വിരുദ്ധമായ പെരുമാറ്റം മൂലം വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസീകമോ ആയ പീഡനം ഉണ്ടാകുന്നതോ, ഉണ്ടാകാൻ സാധ്യതയുള്ളതോ അല്ലെ ങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാകുന്നതോ ആയ ഏതെങ്കിലും പ്രവർത്തി ചെയ്യൽ എന്നർത്ഥമാക്കും അതിൽ:

1. അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്നതോ, പരി ഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ അല്ലെങ്കിൽ

2. ഒരു വിദ്യാർത്ഥി സാധാരണ ഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെ ങ്കിലും പ്രവർത്തി ചെയ്യുന്നതിനോ നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾ പ്പെടുന്നതാകുന്നു.

3. റാഗിംഗ് നിരോധനം: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

4. റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ അഥവാ പുറത്തോ റാഗിംഗ് നടത്തുകയോ, റാഗിംഗിൽ പങ്കെടുക്കുകയോ, അതിനു പ്രേ രിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റസ്ഥാപനത്തിനുമേൽ, രണ്ടു വർഷം വരെയാകാവുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെയാകാവുന്ന പിഴ ശിക്ഷയ്ക്കും കൂടി വിധേയനാകേണ്ടതാണ്.

5. വിദ്യാർത്ഥിയെ പിരിച്ചുവിടൽ: 4 ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷി ക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയെയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചു വിടേണ്ടതും, അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെ ടുവിച്ച തീയതി മുതൽ മൂന്നുവർഷക്കാലത്തേക്ക്, മറ്റു യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപ നത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതാകുന്നു.

6. വിദ്യാർത്ഥിയെ സസ്പെൻഡു ചെയ്യൽ: മുൻ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാ തെ ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെ ങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതിപോലെ, മാതാപിതാക്കളോ, രക്ഷകർത്താ വോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാ മൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ചു ഏഴാം ദിവസത്തിനകം പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് ആധികാരികതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ചു കൊടുക്കേണ്ടതുമാണ്.

7. 1ാം ഉപ വകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാ മൂലം ലഭിക്കുകയും വിദ്യാ ഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

8. കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6 ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിങ്ങിനെക്കുറിച്ചുള്ള ഒരു പരാ തിമേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി എടുക്കാൻ അനാവസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ അങ്ങനെയുള്ള വ്യക്തി റാഗിങ് എന്ന കു റ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റസ്ഥാപനത്തിന്റെ മേൽ 4 ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

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

01/03/2005 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (സാധാ) നം.346/05/ഉ.വി.വ പ്രകാരം വിവര സാങ്കേതിക വിദ്യയുടെ ദുരുപയോഗം തടയുന്നതിന്റെ ഭാഗമായി ഈ സ്ഥാപന ത്തിൽ 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 bank only through online.
3. Students must pay semester fees on or before the notified date through online. 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 weekly 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 semesters. 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 submitted 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 Kaithottungal of the Archdiocese of Ernakulam-Angamaly.
- Manayampilly 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, Ambattumadom.
- 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.

ACADEMIC CALENDAR 2023 – '24

June 2023

Date	Day	Programme	Organised by
1	Thu	FDP	PGDE | PGDCM | HM | CSA
2	Fri	FDP	FDP Cell
3	Sat	VIHAAN - Retreat programme	IQAC
4	Sun		
5	Mon	Beat Plastic-World Environment Day Celebration	Nature club
6	Tue	World Environment Day Celebration | Amara - Poetry Reading Competition	Tourism Club | PGDE
7	Wed	Seminar on Food Safety Day | Escoffier Cafe Alfresco	HM
8	Thu	iCreate	HM
9	Fri	World Ocean Day- Extension Activities | Department Assembly	Nature club | HM
10	Sat		
11	Sun		
12	Mon	Chronicles of the Heart - Writing Competition | Technical Training- Robotics	PGDE | CSA
13	Tue	Yoga Day observation programme	Health club
14	Wed	Blood donation camp | World blood donor day programme | Used Medicine Bank | iCreate	Red Ribbon Club | Health Club | NSS | HM
15	Thu	Orientation on self defence	WEC
16	Fri	Awareness on abuse against elderly | Karuthal –Extension Activity	NSS | HM
17	Sat		
18	Sun		
19	Mon	Narrative Quest – Competition | Programme under scheme NAIPUNNYAM	PGDE | IQAC
20	Tue	An interactive session with a successful entrepreneur	ED Club
21	Wed	Gender Equality programme | Programme under scheme SAMUDRA | World music day celebration	CSA | HM | PGDCM

81

Date	Day	Programme	Organised by
22	Thu	Workshop | Poster Making Competition | iCreate	Brain Skill Club | PGDE | HM
23	Fri	Oreanttation programme | E-Colloquium - I | Session on IPR	UNARV | PGDE | PGDCM
24	Sat		
25	Sun		
26	Mon	Extension activity | Program under NAIPUNNYAM | Awareness programme on National Day against Drug Abuse & Illicit Trafficking	CSA | IQAC | PGDCM
27	Tue	Life Skill training- Meditation & Yoga programme | Mathews Muthabikh	PGDCM | HM
28	Wed	Eid al-Adha	Holiday
29	Thu	Speech competition | EVS Visit | Life Skill training- Extension activity	Media Club | HM | PGDCM
30	Fri	Gender Equality campaign - Break the Stereotype | Students Training - Dinning Etiquettes	PGDE | HM

July 2023

Date	Day	Programme	Organised by
1	Sat		
2	Sun		
3	Mon	International plastic bag free day, workshop & awareness class	Nature Club
4	Tue	Seminar on Self-defence for women | iCreate	NSS | HM
5	Wed	Inauguration of creative space and the NIC |	NIC
6	Thu	Reel Revival - Gender Equality initiative	PGDE
7	Fri	Students Training - Chocolate Carving	HM
8	Sat		
9	Sun		
10	Mon	iCreate | Program under NAIPUNNYAM	HM | IQAC
11	Tue	Escoffier Cafe Alfresco | Programme under scheme SAMUDRA	HM | PGDCM

Date	Day	Programme	Organised by
12	Wed	SPARK: Industry Interactions	PGDCM
13	Thu	World Population Day observation | Cultural visit	PGDCM | PGDE
14	Fri	ED Bazaar | EVS Trip	ED Club | CSA
15	Sat		
16	Sun		
17	Mon	Karkkidakavavu	Holiday
18	Tue	Orientation Programme | E-Colloquium - 2 - Webinar | iCreate | IT- Technical Workshop	WEC | PGDE | HM | CSA
19	Wed	Brochure design competition | National Seminar | A session on international laws & justice	Media Club | HM | PGDCM
20	Thu	Orientation class for parents | Industry Interaction Session | Seminar on Food production	UNARV | CSA | HM
21	Fri	Sreshta - A Talk with Entrepreneurs | Nattarivu- Poetry and Folktale competition	PGDCM | PGDE
22	Sat		
23	Sun		
24	Mon	Declamation on Constitutional Obligation | Program under NAIPUNNYAM	PGDE
25	Tue	FDP | Mathews Muthabikh	FDP Cell | HM
26	Wed	NIC- Opportunities for students and faculties | Karuthal – Social Extension Activity | Debate Competition	NIC | HM | CSA
27	Thu	Heritage tour | FDP	Tourism Club | CSA
28	Fri	Muharram	Holiday
29	Sat		
30	Sun		
31	Mon	International tiger day programme | SPARK: Industry Interactions | Quiz Competition	Nature Club | PGDCM | PGDE

August 2023

Date	Day	Programme	Organised by
1	Tue	E-Smart – Training Programme | Program under NAIPUNNYAM	CSA | CSA
2	Wed	Career orientation programme | Value Added programme	Placement Cell | PGDE
3	Thu	Seminar on Health and Hygiene | iCreate | Technical Training- Linux Administration	PGDCM | HM | CSA
4	Fri	Orientation - Drug abuse | Extension activity Bleed with Pride | Gender Equality programme	Anti-Drug Cell | PGDE | CSA
5	Sat		
6	Sun		
7	Mon	Vidyarambham	Sargavedi
8	Tue	Wings of success - Alumni interaction programme | Escoffier Cafe Alfresco | Orientation programme for newcomers	NAAM | HM | PGDE | PGDCM | CSA
9	Wed	New venture creation - entrepreneurial goals and choice of career venture - Experts talk series | Students Training - Veg Carving | iCreate | Programme under scheme SAMUDRA | Programme on world indigenous day	NIC | HM | CSA | PGDCM
10	Thu	Seminar on journalism career opportunities | Industrial Visit | Industrial visit	Media club | HM | CSA
11	Fri	Interactive session | Problem solving skill enhancement programme	Red Ribbon Cell | PGDCM
12	Sat		
13	Sun		
14	Mon	Orientation - Anti-Ragging Cell | Programme on World elephant day | Exhibition on "Unity in Diversity" | Seminar on F & B service	Anti-Ragging Cell | Nature club | CSA | HM
15	Tue	Independence Day (Holiday) | Flag hosting	NSS | NCC

Date	Day	Programme	Organised by
16	Wed	Skill enhancement programme | Karuthal – Social Extension Activity | CSA Association -'ACSA' Inauguration	PGDCM | HM | CSA
17	Thu	Nature camp at National Park or Wild life sanctuary | Digital Decorum | iCreate	Rithu - Nature club | PGDE | HM
18	Fri	Bodhika | Alumni engagement programme | IT- Technical Workshop	PGDCM | NAAM | CSA
19	Sat	Two Day International Virtual Conference on Artificial Intelligence	PGDE
20	Sun		
21	Mon	National level research conference & Paper presentation	NRF
22	Tue	Skill enhancement initiative | Mathews Muthabikh | Aptitude & Reasoning Training	Brain Skill Club | HM | PGDCM
23	Wed	Soft skill training programme | JAM - Talk show | Ecotourism destination visit	
	Saheli-WEC | PGDE | Tourism club	Grow with US – Dept. assembly (HM)	
24	Thu	NET/SET Training | Women equality day programme | Welfare Activity for Anganwadi	PGDCM | HM | CSA
25	Fri	Onam Celebration	
26	Sat	Onam holidays starts	
27	Sun		
28	Mon		
29	Tue		
30	Wed		
31	Thu		

85

September 2023

Date	Day	Programme	Organised by
1	Fri		
2	Sat		
3	Sun	Onam holidays ends	
4	Mon	Career counselling programme-I	iCreate		Placement Cell	HM
5	Tue	Volunteers' orientation	Maths Club Competition CSA	Teachers Day celebration	Red Ribbon Club	CSA
6	Wed	Sreekrishnajayanti	Holiday
7	Thu	Public speaking contest	Meet the expert	Financial literacy survey	WEC	NIC	PGDCM
8	Fri	Awareness on ragging	NELA - Association Inauguration	Eye Camp	World literacy day programmes	Anti-Ragging Cell	PGDE	CSA	PGDCM
9	Sat	Industrial Visit	PGDCM
10	Sun		
11	Mon	National seminar/Webinar	Workshop on use ICT Tool	Ethics Committee
12	Tue	Commerce & Management Association Inauguration	Escoffier Cafe Alfresco	iCreate	Programming Day Celebrations CSA	PGDCM	HM	CSA
13	Wed	Session on plastic disposal	EVS Visit	National Seminar	NSS	PGDCM	IPR Cell
14	Thu	Electoral Literacy Programme	Rights for All - Human rights Awareness programme	Electoral Club	PGDCM
15	Fri	Quiz competition	ED Bazaar	Comfiesta	National Seminar on HK	Brain Skill Club	ED Club	PGDCM	HM
16	Sat		
17	Sun		
18	Mon	World ozone day observation	Karuthal – Extension Activity	IT- Technical Workshop	Nature Club	HM	CSA

Date	Day	Programme	Organised by
19	Tue	Seminar on Cyber Security | iCreate | Programme under scheme SAMUDRA	PGDCM | HM | PGDE
20	Wed	Counselling programme | EVS Workshop | Gender Equity programme	UNARV | PGD-CM | HM
21	Thu	An interactive session with a successful entrepreneur | Program under NAIPUN-NYAM	ED Club
22	Fri	Sreenarayanaguru Samadhi	Holiday
23	Sat		
24	Sun		
25	Mon	FDP | Hindi Divas Samorah | Industry Interaction Session	FDP Cell | PGDE | CSA
26	Tue	Mental wellness Training | Mathews Muthabikh	PGDCM | HM
27	Wed	Nabidinam	Holiday
28	Thu	Alumni engagement activities | Students Training - Towel Art | World tourism day celebration	NAAM | HM | Tourism club
29	Fri	Workshop | Industrial exposure training | Debate Competition on Constitutional Obligations	ED Club | PGD-CM | PGDE
30	Sat		

October 2023

Date	Day	Programme	Organised by
1	Sun		
2	Mon	Gandhi Jayanthi	Holiday
3	Tue	Incubation Centre – Idea Generation | National voluntary blood donor day observance	PGDCM | Red Ribbon Cell
4	Wed	Placement training-I | iCreate | "EN-TRÉE" - Workshops	Placement Cell | HM | CSA
5	Thu	National wildlife week celebration | Teaching Practice | Students Training - Coffee Art	Tourism Club | PGDE | HM
6	Fri	Skill enhancement initiative – Agriculture | E-Colloquium - III	PGDCM | PGDE

Date	Day	Programme	Organised by
7	Sat	Commerce & management Department fest	
8	Sun		
9	Mon		
10	Tue	Mental health awareness programme | National postal day – Workshop | Escoffier Cafe Alfresco	NSS | PGDCM | HM
11	Wed	"Just remember that"- memory game | SPARK	Brain Skill Club | PGDCM
12	Thu	Workshops | Anchoring competition | iCreate	NAAM | Media Club | HM
13	Fri	IT for PSC/UPSC Training | Workshop on Income Tax Filing	CSA
14	Sat		
15	Sun		
16	Mon	Leadership skills workshop | Visit to Publishing Firm | Programme on World Food Day	WEC | PGDE | HM
17	Tue	Educatio | Karuthal – Social Extension Activity	PGDE | HM
18	Wed	Skill development initiative | Buds school visiting | Creative workshop	UNARV | NSS | NIC
19	Thu	Training on Photoshop and Social Media Marketing | iCreate | Programme under scheme SAMUDRA	PGDCM | HM | NSS
20	Fri	Workshop / Training programme | Beach cleaning- extension activities | Extension activity	ED Club | Nature Club | PGDCM
21	Sat		
22	Sun		
23	Mon	Mahanamavi	Holiday
24	Tue	Vijayadashami	Holiday
25	Wed	Electoral literacy campaign | Perspectives Unveiled - Competition | Mathews Muthabikh | Gender equality initiative for parents	ELC | PGDE | HM | PGDCM

Date	Day	Programme	Organised by
26	Thu	Dress Up Delight - Competition | Internet Day Celebrations | Extension activity – Gender equality	PGDE | CSA | PGDCM
27	Fri	Alumni engagement activities | IT Seminar	NAAM | CSA
28	Sat		
29	Sun		
30	Mon	Meet the Poet | Program under NAIPUNNYAM | Skill development training – Extension activity	PGDE | IQAC | PGDCM
31	Tue	SPARK: Industry Interactions | Constitutional Awareness programme	PGDCM | HM

November 2023

Date	Day	Programme	Organised by
1	Wed	Exhibition	NIC
2	Thu	Visit to Channel Studio	PGDE
3	Fri	SPARK: Industry Interactions | Outreach programme	PGDCM | PGDE
4	Sat		
5	Sun		
6	Mon	iCreate | Social Extension Activity	HM
7	Tue	Workshop in Interview Training	CSA
8	Wed	Drugs and internet addiction - Awareness campaign | Placement training - II | Karuthal –Extension Activity	UNARV | Placement cell | HM
9	Thu	Extension activity - RCC | IT- Technical Workshop CSA	PGDCM | CSA
10	Fri	ED Bazaar | Old age home visit – Extension activity	EDC | PGDCM
11	Sat		
12	Sun		
13	Mon	Extension activity - National Birds Day	Nature Club
14	Tue	iCreate | Social Extension Activity	HM
15	Wed	Poster making competition | Workshop on Yoga	Red Ribbon Cell | PGDE

Date	Day	Programme	Organised by
16	Thu	Third Space - An open forum	PGDE
17	Fri	TV channel visit	Old age home visit	World Students Day celebration	Media Club	NSS	PGDCM
18	Sat		
19	Sun		
20	Mon	Extension activity - Hand in Hand Project	Industry Interaction	Menadzer – Management fest	PGDE	HM	PGDCM
21	Tue	Students Training - Fruit Mixing	iCreate	E-Smart – Training Programme	HM	CSA
22	Wed	Tableau competition on cultural diversity	Escoffier Cafe Alfresco	PGDE	HM
23	Thu	Outreach programme	Street play	Mathews Muthabikh	Tourism Club	WEC	HM
24	Fri	International Research conference	Karma@4	EVS trip	NRF	HM	PGDE
25	Sat	Research conference	PGDCM
26	Sun		
27	Mon	Indian constitution day observance	Electoral Club
28	Tue	National Seminar on Front office	Program under NAIPUNNYAM	HM
29	Wed	Placement Training	Programme under scheme SAMUDRA	CSA	NCC
30	Thu	Quiz competition	Cyber Security Day programme	Brain Skill Club	CSA

December 2023

Date	Day	Programme	Organised by
1	Fri	World aids day observance street play and rally	Software Incubation Centre Project Training	Red Ribbon Cell	CSA
2	Sat		
3	Sun		
4	Mon	Career orientation programme – II	Placement Cell
5	Tue	Sramadanam	Computer Literacy Day Celebrations	NSS	CSA
6	Wed	Idea presentation	Street play	NIC	Vimukthi

Date	Day	Programme	Organised by
7	Thu	iCreate | Extension activity - Aadarav	HM | PGDCM
8	Fri	FDP |	PGDCM | PGDE | CSA
9	Sat		
10	Sun		
11	Mon	National Seminar | Program under NAI-PUNNYAM	CSA
12	Tue	Workshop on Research Methodology | Escoffier Cafe Alfresco | Workshop in Aptitude Training	PGDCM | HM | CSA
13	Wed	Workshop on baking | Karuthal – Social Extension Activity	WEC | HM
14	Thu	Ideation | Constitutional Awareness Class	PGDCM | HM
15	Fri	Paper presentation | Abhinaya 2023-24 | iCreate	NRF | PGDE | HM
16	Sat		
17	Sun		
18	Mon	Green Christmas day - extension activities | Food festival/exhibition	Nature Club | Tourism Club
19	Tue	Workshop in Resume Preparation Training | Students Training - Cake & Wine Making	CSA | HM
20	Wed	Workshop	CSA
21	Thu	Cartoon Competition on Anti- Racism and Anti - Discrimination | iCreate | Mathews Muthabikh	PGDE | HM
22	Fri	Christmas celebration	PGDCM
23	Sat	Christmas holidays starts	
24	Sun		
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
31	Sun		

January 2024

Date	Day	Programme	Organised by
1	Mon		
2	Tue	Christmas holidays ends	
3	Wed		
4	Thu		
5	Fri	Study tours	PGDCM
6	Sat		
7	Sun		
8	Mon	Extension activity	Outreach programme - "Art of Conversation"	iCreate	PGDCM	PGDE	HM
9	Tue	Placement training - III	Project submission	A class on Research Methodology	Placement Cell	NIC	PGDE
10	Wed	Workshop on tailoring	Video Editing Competition	WEC	CSA
11	Thu	Photography competition	Gender Equality initiative Skit/Story Telling for LP & UP Schools PGDCM	Media Club	PGDCM
12	Fri	National youth day observance	Mime	National youth day Activity	Students Training - Le Sommelier	Red Ribbon Club	NSS	Health club	PGDCM	HM
13	Sat		
14	Sun		
15	Mon	More Competent Everyday- Sex Education	Programme under scheme SAMUDRA	Self defence programme – Extension activity	PGDE	WEC	PGDCM
16	Tue	Career guidance	Workshop on SPSS	iCreate	Brain Skill Club	PGDCM	HM
17	Wed	Industrial Visits	National Tour (MTTM)	Escoffier Cafe Alfresco	PGDCM	PGDCM	HM
18	Thu	Training Programme to Unemployed Women	IT- Technical Workshop	PGDCM	CSA
19	Fri	Sports Day	Workshop on financial literacy	DPE	PGDCM

Date	Day	Programme	Organised by
20	Sat	Extension activity	NSS
21	Sun		
22	Mon	FDP on research paper writing	iCreate	FDP Cell	HM
23	Tue	Placement Training	National Voters Day-Awareness Programme	National voters day observance	PGDCM	CSA	ELC
24	Wed	Arts Day	Sargavedi
25	Thu	National tourism day celebration	National tourism day	Karuthal – Social Extension Activity	Tourism Club	PGDCM	HM
26	Fri	Republic day (Holiday)	Naipunnya Alumni Association Meet	NCC	NAAM
27	Sat		
28	Sun		
29	Mon	Wildlife photography competition	Workshop on Zumba	Industry Interaction	PGDCM	HM	PGDE	HM
30	Tue	Interaction with a successful entrepreneur	Computer hardware Training	Mathews Muthabikh		ED Club	CSA	HM
31	Wed	Brilliantsy- Career Guidance	Extension Activity - Gender equity	Awareness campaign on E-Fraud Activities	Programme under NAIPUNNYAM	PGDE	HM	CSA	IQAC

February 2024

Date	Day	Programme	Organised by
1	Thu	World wetlands day programme	Nature Club
2	Fri	College Day	Sargavedi
3	Sat		
4	Sun		
5	Mon	iCreate	Field Visit	Orientation programme		HM	PGDCM
6	Tue	Workshops on MS Office	Gender Equality initiatives	PGDCM	CSA
7	Wed	Career counselling programme	Digital Content Making Competition	Placement cell

93

Date	Day	Programme	Organised by
8	Thu	Field visit to blood bank	Red Ribbon Cell
9	Fri	Street play | ED bazaar | Annual tour programmes - All Depts |	NSS | ED Club
10	Sat		
11	Sun		
12	Mon	Training for Lower Primary students	PGDCM | CSA
13	Tue	Expande Amorem- Cultural Competitions | Escoffier Cafe Alfresco	PGDE | HM
14	Wed	Open Musical program | Programme under scheme SAMUDRA	Media Club | ED Club
15	Thu	Gender awareness | World Computer Day Celebrations	Saheli - WEC | CSA
16	Fri	Flash mob | Master Debater | iCreate	NSS | PGDCM | HM
17	Sat		
18	Sun		
19	Mon	Internship- Teaching practice | Industry Interaction Session	PGDE | CSA
20	Tue	Workshop on interview training | activities on world day for social justice	WEC | PGD-CM
21	Wed	Madhuramee Malayalam- Mother Tongue Day Celebration PGDE | Management day programmes	PGDE
22	Thu	Yoga Session | Mathews Muthabikh	Brain Skill Club | HM
23	Fri	Attempt to break Limca book of Records	PGDCM
24	Sat		
25	Sun		
26	Mon	Extension activity - Rise and Shine | Karuthal – Social Extension Activity	PGDE | HM
27	Tue	Awareness on usage of tobacco | IT Fest – Yantrika	Health Club | CSA
28	Wed	Outreach programme: Nature camp | Students Training - Flower Arrangement	Tourism Club | HM
29	Thu	Session on Ecotourism	HM

March 2024

Date	Day	Programme	Organised by
1	Fri		
2	Sat		
3	Sun		
4	Mon	iCreate | Program under NAIPUNNYAM	HM
5	Tue	Escoffier Cafe Alfresco | World wildlife day activities	HM | PGD-CM
6	Wed	Video making or editing training	Media Club
7	Thu	Women's day celebration | Social Extension - Women Empowerment	Saheli Women's Cell | HM
8	Fri		
9	Sat		
10	Sun		
11	Mon		
12	Tue	iCreate	HM
13	Wed	Food Donation | Students Training - Plate Presentation | Consumer awareness programme	NSS | HM | PGDCM
14	Thu	A Street Drama | Pie Day	PGDE | CSA
15	Fri	Consumer Rights Day programme	PGDCM
16	Sat		
17	Sun		
18	Mon	FDP | iCreate	FDP Cell | HM
19	Tue	Research Oriented Seminar	PGDCM
20	Wed	The Bookworm Battle- Literary Competitions	PGDE
21	Thu	Extension activities | Mathews Muthabikh	Nature Club Rithu | HM
22	Fri	Debate on Fundamental rights	CSA
23	Sat		
24	Sun		
25	Mon	Karuthal – Social Extension Activity	HM
26	Tue	Donate a medical kit/ equipment's | Programme under scheme SAMUDRA	NSS | RITHU
27	Wed	Responsible tourism initiatives	HM

95

Date	Day	Programme	Organised by
28	Thu		
29	Fri		
30	Sat		
31	Sun		

April 2024

Date	Day	Programme	Organised by
1	Mon	Social Extension Activity	HM
2	Tue	Food Festival -DEPT Fest	HM
3	Wed		
4	Thu	'Speak Like a Native'- Extension activity	PGDE
5	Fri		
6	Sat		
7	Sun		
8	Mon	World health day celebration	Health Club
9	Tue	Escoffier Cafe Alfresco	HM
10	Wed		
11	Thu	Internships	PGDCM
12	Fri	iCreate	HM
13	Sat		
14	Sun		
15	Mon	Seminar on Hospitality management	HM
16	Tue	iCreate	HM
17	Wed	Placement drive	Placement Cell
18	Thu	Cup of Life- Awareness class | Heritage site visit	PGDE | PGD-CM
19	Fri	Students Training - Gueridon Service	HM
20	Sat		
21	Sun		
22	Mon	World earth day - extension activities | World earth day observation	Nature Club | PGDCM
23	Tue	Karuthal – Social Extension Activity	HM
24	Wed	Opera - Online Short film competition	PGDE
25	Thu	Social Extension Outside - Gender Equity | Mathews Muthabikh	HM

Date	Day	Programme	Organised by
26	Fri	Placement drive	Placement Cell
27	Sat		
28	Sun		
29	Mon		
30	Tue	Programme under scheme SAMUDRA	

May 2024

Date	Day	Programme	Organised by
1	Wed	Internships & Projects	PGDCM
27	Mon	FDP	FDP Cell
29	Wed	VIHAAN – Annual retreat programme	IQAC
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 - S1,S3,S5

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

LATE LOG - S2,S4,S6

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

LEAVE LOG S1, S3, S5

Date(s) of Leave taken	Class	Reason	Teachers Remarks	Signature of Parent	Signature of Class Teacher	Signature of Principal

LEAVE LOG S2, S4, S6

Date(s) of Leave taken	Class	Reason	Teachers Remarks	Signature of Parent	Signature of Class Teacher	Signature of Principal

TIME TABLE S1, S3, S5

Day	9.30 am – 10.30 am	10.30 am – 11.30 am	Break 11.30 am - 11.45 am	11.45 am-12.45 pm	Lunch Break 12.45pm – 1.25 pm First Bell 1.25 pm Second Bell 1.30 pm	1.30 pm – 2.30 pm	2.30 pm – 3.30 pm
First Bell 9.15 am Second Bell 9.20 am Third Bell 9.30 am							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

TIME TABLE S2, S4, S6

Day	9.30 am – 10.30 am	10.30 am – 11.30 am	Break 11.30 am - 11.45 am	11.45 am - 12.45 pm	Lunch Break 12.45pm – 1.25 pm / First Bell 1.25 pm / Second Bell 1.30 pm	1.30 pm – 2.30 pm	2.30 pm – 3.30 pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

First Bell 9.15 am
Second Bell 9.20 am
Third Bell 9.30 am

NAIPUNNYA
SCHOOL OF MANAGEMENT CHERTHALA

(A PROJECT OF THE ARCHDIOCESE ERNAKULAM-ANGAMALY)
AFFILIATED TO THE UNIVERSITY OF KERALA
NAAC ACCREDITED WITH A GRADE (CGPA 3.08), ISO 9001-2015 CERTIFIED)

Cherthala, Alappuzha, Kerala - 688 524
+91 478 281 7476, +91 478 281 7478, +91 860 680 2255
info@naipunnya.in, www.naipunnyacollege-ac.in