CHRISTITE HANDBOOK

2020-21

LIGHT TO ENLIGHTEN

Christ College

PULIYANMALA, KATTAPPANA

IDUKKI DT. KERALA - 685 515

(AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM)

(AFFILIATION NO: 3521/1/14/AC A VII)

Tel. Office : 04868 270400, 297401
Mobile : 99 46 94 44 99 (Principal)
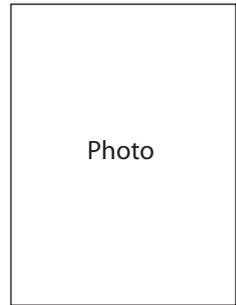
Website: www.christcollegekattappana.org
Email: christcollegekattappana@gmail.com

Rev. Dr. Alex Louis Thannippara CMI
Principal

Rev. Fr. Robins Jacob Kunnummalil CMI
Secretary, Carmel Vidya Peet

Rev. Fr. James Neendusseryil CMI
Manager & Director

STUDENT'S DATA

Name : ....

Course : ....

Admission No . UGCC - ....

Date of Birth: ....Blood Group: ....

Name of Father: ....

Occupation:...

Mobile No: ....Land line No:...

Email: ....

Name of Mother: ....Occupation: ....

Mobile No: ....Land line No :...

Email :..

Residential Address: ....

PIN code : ....

Name and address of the Local Guardian if any: ....

Signature:

        (Father)   (Mother)   (Guardian)

University Registration No: ....

Mode of Transport: Walk/College Bus/Route Bus/Two Wheeler/Four Wheeler/ Other

Distance from the residence to the college: ....

Is any of your sibling studying here: Yes / No

Name of the sibiling :...

Course: ....

CONTENTS

TIME SCHEDULE

Forenoon Session

1st Bell	-	09:15 a.m	
2nd Bell	-	09:20 a.m	- (Teachers' Prayer)
3rd Bell	-	09:22 a.m	- (Students' Prayer)
1st Hour	-	09:25 a.m	- 10:25 a.m
2nd Hour	-	10:30 a.m	- 11:30 a.m
3rd Hour	-	11:45 a.m	- 12:45 p.m
Lunch Break	-	12:45 p.m	- 01:20 p.m

Afternoon Session

1st Bell	-	01:15 p.m	
2nd Bell	-	01:17 p.m	
3rd Bell	-	01:19 p.m	
4th Hour	-	01:20 p.m	- 02:20 p.m
5th Hour	-	02:30 p.m	- 03:30 p.m

College Hours : 09:15 a.m to 03:30 p.m

Time to meet the Principal : 08:30 a.m to 10:30 a.m
12:45 p.m to 05:00 p.m

Contact Father Principal : 99 46 94 44 99

Mail to the Principal - www.christcollegekattappana.org

The Lord's Prayer

Our Father, in Heaven, holy be your name, Your Kingdom come, Your will be done, on earth as it is in heaven.
Give us today our daily bread. Forgive us our sins, as we forgive, those who sin against us.
Do not bring us to the test; but deliver us from evil. Amen

Teachers' Prayer

Hymn

This is my prayer to thee, my Lord -
strike, strike at the root of penury in my heart.
Give me the strength lightly
to bear my joys and sorrows. (This is ......)
Give me the strength
to make my life fruitful in service. (This is ......)

Prayer

Give me, Divine Master a sincere love for my students
and deep respect for each one's unique gifts.
Help me to be a faithful and dedicated teacher,
with my eyes on the good of those I serve.
May I impart knowledge humbly, listen attentively,
and seek the lasting good of those I teach.
May I be quick to understand,
slow to condemn,
eager to affirm and to forgive.
Give me the strength to admit my limitations,
the courage to start each day with hope,
and the patience and humour
I need in my teaching.
I accept each student from your hands.
I know that I have the opportunity
to bring light and hope
a sense of mission and purpose
to many young lives.
I seek your blessings
as I start another day.
I ask you to bless me and my students
my superiors and colleagues
and our dreams and hopes. Amen.

Students' Morning Hymn

God will make a way
Where there seems to be no way
He works in ways we cannot see
He will make a way for me
He will be my guide
Hold me closely to His side
With love and strength
For each new day
He will make a way
He will make a way
By a roadway in the wilderness
He'll lead me
And rivers in the desert will I see
Heaven and earth will fade
But His Word will still remain
He will do something new today

OR

O God our father dear
Before thee stand we children here
Help us with thy worth to heal
Draw us all to the need (2)
Give us all deep fear of God
Bring down on earth thy light O Lord
Shower upon us thy mercy sweet
That we make thy love praise in deep
We do adore thee
Do give glory to thee
With the worst that make us repeat
And all we do may be complete.

Students' Prayer

O, God, teach me / how to learn wisely and well
Help me to master the subjects I need to study, and never give
into despair or boredom; Help me to remember how fortunate
I am to be able to study, to grow in knowledge.
Give me wisdom / that I may treasure knowledge
and never forget how little I know.
Teach me to give each task its rightful place /
and use my talents / to the best of my ability.
Make me strong against temptations /
resolute before distractions /
humble before the truth /
and gracious to the less gifted.
Bless my teachers abundantly, guard their ways / for it is through
them / that I seek your light. Amen

Prayer of Peace - St. Francis of Assisi

Lord, make me an instrument of Your peace.
Where there is hatred, let me sow love.
Where there is injury, pardon,
Where there is doubt, faith,
Where there is despair, hope,
Where there is darkness, light,
And where there is sadness, joy.
O Divine Master, grant that I may not so
much seek to be consoled as to console;
To be understood, as to understand;
To be loved, as to love;
For it is in giving that we receive.
It is in pardoning that we are pardoned;
and it is in dying that we are born
to eternal life.

Prayer of Peace - St. Francis of Assisi

Make me a channel of your peace
Where there is hatred, let me bring your love
Where there is injury, your pardon Lord
And where there is doubt, true faith in you

Oh, Master, grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul

Make me a channel of your peace,
Where there's despair in life, let me bring hope,
Where there is darkness, Lord your shining light,
And where there's sadness, ever joy

Make me a channel of your peace,
It is in pardoning that we are pardoned
In giving to all men that we receive
And in dying that we're born to eternal life

Vande Mataram

Vande Mataram, Vande Mataram
Sujalam Suphalam Malayaja seethalam
Sasya Shyamalam Mataram (Vande Mataram)
Supra Jyothshana Pulahitha Yamini
Mullakusumitha drumathala Shobini
Suhasini Sumthura Bhashini
Sughadam Varadam Mataram (Vande Mataram)

Sare Jahan Se Achha

Sare Jahaan Se Achha
Hindustan Hamarah Hamarah
Sare Jahan Se Achha Hindustan Hamarah
Ham Bui Bulen Hain is ki
Ye Gulstan Hamarah Hamarah (Sare)
Parbat Wo Sab Se Ooncha
Ho Saya Asman Ka...
Wo Santary Hamarah
Wo paban Hamarah Hamarah (Sare)
Bhagavan! Mein Kheti Hain

Is Ki Hazaron nadiyan...
Gulshan hai Jinke Dam Se....
Rashkeh Jina Hamarah Hamarah (Sare)
Mozhab Naheen Sikhata
Apas Mein Bhair Rakna
Hindi Hainham Hindi Hainham
Hindi Hainham Waten Hai
Hindustan Hamarah Hamarah (Sare)

Asato Ma Sadh Gamaya

Asato ma sadh gamaya
Tamaso ma jyotir gamaya
Mrithyo ma amritam gamaya
Om Shanti, Shanti, Shanti

Pledge

India is my country. All Indians are / my brothers and sisters. I love my country / and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.
I shall give my parents, /teachers and all elders respect /and treat everyone with courtesy.
To my country and my people, / I pledge my devotion. / In their well being and
prosperity alone, / lies my happiness. Jai Hind.

National Anthem

Jana Gana Mana Adhinayaka Jaya He
Bharata Bhagya Vidhata
Punjab Sindhu Gujarata Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchchhala Jaladi Taranga
Tava Subha Name Jage
Tava Subha Ashisa Mage
Gahe Tava Jaya Gatha.
Jana Gana Mangala Dayaka, Jaya He
Bharata Bhagya Vidhata,
Jaya He, Jaya He, Jaya He,
Jaya, Jaya, Jaya, Jaya He

CHRIST COLLEGE

History

Christ College at Puliyanmala is yet another landmark in the history of St. Joseph Province of the Carmelities of Mary Immaculate (CMI). The inception of the college was based on the vision set by St Kuriakose Elias Chavara, an educationalist and social reformer of the nineteenth century in the state of Kerala. The college founded in 2014, is run by the Carmel Vidya Peet Trust, affiliated to Mahatma Gandhi University, Kottayam, Kerala.

Christ College is a centre for higher education, situated on the cardamom hills of Puliyanmala, Idukki. It is yet another milestone in the fabulous history of the CMI Congregation. The college has become one of the leading centres of higher education in Idukki district, in a flash of time. Christ College, Puliyanmala is remarkable for its extraordinarily eco-friendly campus blessed with cool fresh air and occasional thin layers of snowflakes. The infrastructure is well advanced. The cool premises are capable of filling young minds with refreshed energy ceaselessly.

The College had a noble beginning at Chavara Arcade , Kattappana in 2014 with 3 courses,78 students and 10 full time academic faculty. By the benevolence of the Almighty and an embedded team work in 2017 the college has reached to 7 courses, with 565 students and 36 academic scholars in the various Departments of Commerce, Management, Tourism, English, Economics, Computer Application, History, Mathematics, Malayalam & Hindi.

Vision

We are the blessed ones of God, gifted with manifold talents and abilities. We aim at reaching excellence in learning through diligence and service – service ot humanity for the glory of God and for the well being of all.

Christ is the light that enlightens our thoughts, words and deeds so that we may bring the light of God to each and every one around us.

Mission

Inspired by and carrying the legacy of the founder of the CMI religious Congregation, St. Kuriakose Elias Chavara, we are committed to the mission of education in order to realize his vision that calls for service to all: "Days on which you have not rendered any good to others will not be counted among the days of your life."

Motto : Light to Enlighten

The Motto of the College is Light to Enlighten – The management, staff and students of Christ College join in the task of lighting up this gloomy world with the light of wisdom and knowledge. Students eventually become the light that brightens up the world.

Goals and Aims

Christ College aims at the extraction of untapped, innate and God-gifted talents to help the aspirants reach the helm of learning.

The college also endeavors to energize learners to shoulder responsibilities, encounter challenges and tap opportunities of life under the guidance of our experienced and gifted faculty.

Christ College aims at bringing up holistic growth and development to seekers of knowledge and to lead them to the pinnacle of success.

Core Values

▶ Faith in God
▶ Embrace Diversity and Inclusion
▶ Integrity, Civility and Honesty
▶ Love of Fellow Beings
▶ Our Culture-Creativity, Inquiry and Scholarship

▶ Loyalty to Parents
▶ Moral Uprightness
▶ Pursuit of Excellence
▶ Social Responsibility

Policy Statement

We, the Carmelites of Mary Immaculate, following our founder Saint Kuriakose Elias Chavara, consider education as an integral formation of the human person for the fulfillment of one's individual and social responsibilities.

Our education endeavors aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and loving, truthful and peaceful in nature and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, culturally sensitive and who grow under the true vision of education.

We aspire towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony and national unity are upheld, and where the poor and the marginalized are specially taken care of.

We have to reach out to the families, primarily of the students, to assist them in their needs, to share their joys and sorrows, and to help them experience love and freedom so that the students will realize that our educational institutions are an extension of their homes.

Our institutions are open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. Our institutions are also open to the society at large by making our resources available for the ongoing education and growth.

For the realization of this CMI goal of education, we invite students, parents and teachers to share this vision and to cooperate with us wholeheartedly.

Christite

The Students of Christ College will be united under the title 'Christites' and will be called 'Christite'.

ADMINISTRATION
&
FACULTY

GENERAL ADMINISTRATORS

Prior General
Rev. Fr. Thomas Chathamparampil CMI   \

Vicar General,
General Councillor for Evangelization and Pastoral Ministry
Rev. Fr. Josey Thamarassery CMI

General Councillor for Education and Media Communication
Rev. Fr. Martin Mallath CMI

General Councillor for Social Apostolate
Rev. Fr. Biju Vadakel CMI

General Councillor for Finance and Agriculture
Rev. Fr. Paulson Paliakkara CMI

General Auditor
Rev. Fr. Babu Mattathil CMI

PROVINCIAL ADMINISTRATION

Provincial
Rev. Fr. George Edayadiyil CMI

Vicar Provincial (Councillor for Education and Communication Media)
Rev. Fr. Josekutty Aykaraparampil CMI

Councilor for Evangelization and Pastoral Ministry
Rev. Fr. Geo Kannankulam CMI

Councilor for Social Apostolate
Rev. Fr. Jose Antony Padinjarepparampil CMI

Councilor for Finance and Agriculture
Rev. Fr. Joby Manjakalayil CMI

Provincial Auditor
Rev. Fr. Dominic Kozhikothickal CMI

LOCAL ADMINISTRATION

Local Manager & Director
Rev. Fr. James Neendusseryil CMI

Secretary
Rev. Fr. Robins Jacob Kunnummalil CMI

Principal
Rev. Dr. Alex Louis Thannippara CMI

Vice Principal
Rev. Fr. Santhosh Chempakathumkal CMI

ACADEMIC ADMINISTRATION

Head of the Departments (HOD)

HOD, Management	-	Fr. Santhosh Chempakathumkal CMI
HOD, Commerce	-	Mr. Boban T. Augustine
HOD, Computer Science	-	Mrs. Jyothish Abraham
HOD, Economics	-	Ms. Ann Mary Augustine
HOD, English	-	Mrs. Sangeetha Soman

College Coordinator	-	Mr. Tony Mathews Panicker
Controller of the Examination	-	Mrs. C.S. Anithamol
Program Coordinator	-	Mrs. Swetha Sojan
IQAC/NAAC/Academic Audit	-	Dr. Prakash C.
		Dr. Emilda K. Joseph

TEACHING STAFF

Faculty of Commerce

Fr. Dr. Alex Louis CMI. M.Com, MBA, M.Phil, PhD   kuttyalext@yahoo.com
Mr. Boban T. Augustine M.Com, B.Ed, SET   bobantaugustine@gmail.com
Dr. C. Prakash M.Com, PhD   alssprakash@gmail.com
Mr. Thomson Mathew M.Com, M.Phil   thomsonmathew88@gmail.com
Ms. Anitta Thomas M.Com, M.Phil   anittatt@gmail.com
Ms. T.K. Thushara M.Com   thusharatkv@gmail.com
Ms. Ria Francis M.Com   riafrancis95@gmail.com
Ms. Chippy Francis M.Com   chippyfrancis95@gmail.com
Ms. Anju Paul M.Com   anjutreesapaul@gmail.com

Faculty of Management

Fr. Santhosh Chempakathumkal CMI. MBA, PGDGC   frsanthoshcmi@gmail.com
Mr. Binto Kurian MBA, M.Phil   bintos123@gmail.com
Mr. Davis Joseph M.Com, MBA   davisjoseph2018@gmail.com
Mrs. Reshmi Jose MBA   reshmirose@gmail.com
Ms. Sona Sebastian MBA, M.Phil   sonamariyasebastian@gmail.com

Faculty of Tourism

Dr. Emilda K. Joseph MTA, M.Phil, IATA, PhD   emildakj@gmail.com

Faculty of English

Mrs. Sangeetha Soman MA, B.Ed   sangisoman@gmail.com
Ms. P.T. Suryamol MA   suryamolpt@gmail.com
Ms. Swetha Sojan MA

Faculty of Economics

Mr. Akhil P. Varghese MA   akhilpvarghese@gmail.com
Ms. Ann Mary Augustine MA   annmaryvandanathu@gmail.com
Ms. Dhanya Mohanan MA   dhanyam1978@gmail.com

Faculty of Computer Science

Mr. Tony Mathews Panicker MCA, B.Ed   cxttonypanicker@gmail.com
Ms. Donamol Thomas MCA   donamol95@gmail.com
Mrs. Jyothish Abraham MCA   jyothi.abraham71@gmail.com
Mrs. Aparnamol C.D.   aparnamolcd6@gmail.com

Faculty of Mathematics & Statistics

Mrs. E.S. Sasikala M.Sc, B.Ed   sasikalasajeev2014@gmail.com
Mrs. Binu George M.Sc, B.Ed   binugeorge.m@gmail.com

Faculty of Malayalam

Mrs. C.S. Anithamol MA, B.Ed, NET   bijuabhinav2007@gmail.com
Mrs. Shamily George MA, B.Ed   shamily931990@gmail.com

Faculty of Hindi

Mr. P.V. Devasia MA, MPhil   devasiapuramchirayil678@gmail.com

Faculty of History

Mr. Bibinmon Varghese MA   mailthistobibin@gmail.com

Mrs. Tintu George MA, B.Ed   tintugeorgemadona@gmail.com

NON-TEACHING STAFF

Office Superintendent

Mr. C.T. Madusoodanan   ctmadhu58@gmail.com

Office of Information Technology

Mr. Melbin George   animatormelbin@gmail.com

Mr. Jobin Joy   jobin.jobinjoy1@gmail.com

Office of Information Processing and Management

Ms. Reeba Ebby B.Com   liyaebby@gmail.com

Office of Accounts

Ms. Surabhy Jose M.Com   surabhyjose007@gmail.com

Librarian

Mr. Anoop Scaria BA   asanoopscaria22@gmail.com

Ms. Silpa Jose   silpajose85@gmail.com

Electrician

Mr. Boby Varghese

Campus Technicians and Driver

Mr. Ajeesh Thomas

Ms. Bindhu Abhilash

Ms. Chithra Ganeshan

Ms. Reejitha Ratheesh

Ms. Reshmi Gireesh

Ms. Sindhu Philip

Office of Security

Mr. Devasia Varghese

Mr. Johny

Counselling

Mr. Tennis Antony MSW

 Mrs. Jeena Jose MSW

COMMITTEES AND COUNCIL

Academic Council	: Fr. Santhosh Chempakathumkal CMI
	Mr. Boban T. Augustine
	Mrs. Jyothish Abraham
	Ms. Ann Mary Augustine
	Mrs. Sangeetha Soman
	Mr. Tony Mathews Panicker
	Mrs. C.S. Anithamol

Department Coordinators

Commerce	: Mr. Thomson Mathew
Management	: Ms. Sona Sebastian

Batch Coordinators

I B.Com F&T	: Ms. Anupama Jacob
I B.Com CA	: Mrs. Thushara T K
I B.Com T&T	: Ms. Ria Francis
I BBA	: Ms. Sona Sebastian
I BCA	: Ms. Donamol Thomas
I BA English	: Ms. Suryamol P T
I BA Economics	: Mr. Akhil P Varghese
II B.Com F&T	: Ms. Chippy Francis
II B.Com CA	: Mr. Binto Kurian
II B.Com T&T	: Mrs. Anitta Thomas
II BBA	: Mrs. Reshmi Jose
II BCA	: Mrs. Aparnamol C D
II BA English	: Mrs. Sangeetha Soman
II BA Economics	: Ms. Dhanya Mohanan
III B.Com F&T	: Dr. Prakash C
III B.Com CA	: Fr. Santhosh Chempakathumkal CMI
III B.Com T&T	: Mr. Bibinmon Varghese
III BBA	: Mr. Davis Joseph
III BCA	: Mrs. Jyothish Abraham
III BA English	: Mr. Abin K George
III BA Economics	: Ms. Ann Mary Augustine
I M.Com	: Mr. Thomson Mathew
II M.Com	: Mr. Boban T Augustine

Program (Extracurricular) Coordinator

	: Mrs. Swetha Sojan

IQAC/NAAC/Academic Audit

	: Dr. Prakash C
	Mrs. Emilda K Joseph

Staff Secretaries	:	Mr. Davis Joseph
		Mrs. Anitta Thomas
National Service Scheme (NSS)	:	Mr. Bibinmon Varghese
Add-On/Certificate Program	:	Mr. Abin K George
		Mrs. Reshmi Jose
Admission	:	Fr. Santhosh Chempakathumkal CMI
		Mr. Boban T. Augustine
		Mrs. Jyothish Abraham
		Ms. Ann Mary Augustine
		Mrs. Sangeetha Soman
Alumni Association	:	Ms. Ria Francis
		Ms. Anju Paul
Anti-Ragging	:	Mrs. Sasikala E S
Campus Radio (Christ Talky)	:	Mrs. Dayana Mathew
Charity	:	Mrs. Thushara T K
College Choir & Jesus Youth	:	Ms. Anupama Jacob
Green Environment	:	Suryamol P T
Grievances Redressal	:	Mrs. Aparnamol C D
Internal Complaints	:	Mrs. Binu George
Media Club	:	Mr. Abin K George
Medical Aid	:	Ms. Minna Sabu
Mentoring	:	Ms. Chippy Francis
Moral & Value Education	:	Mr. Akhil P Varghese
Placement/Students Welfare Committee		
	:	Mr. Binto Kurian
		Ms. Dhanya Mohanan
Parent Teacher Association (PTA)	:	Mr. Devasia P V
Publication	:	Mrs. Shamily George
Students Council/General Discipline/SC-ST Harassment Cell		
	:	Mr. Devasia P V
Technical Assistance	:	Ms. Donamol Thomas
		Mrs. Aparnamol C D
Women's Cell	:	Mrs. Tintu George

ACADEMIC DETAILS

Christ College Puliyanmala was granted provisional affiliation by the Mahatma Gandhi University on 08-07-2014. (Affiliation No 3521/1/14/Ac. A VII dated 08- 07- 2014).

The College started functioning on 30-7-2014 at Chavara Arcade Kattappana.

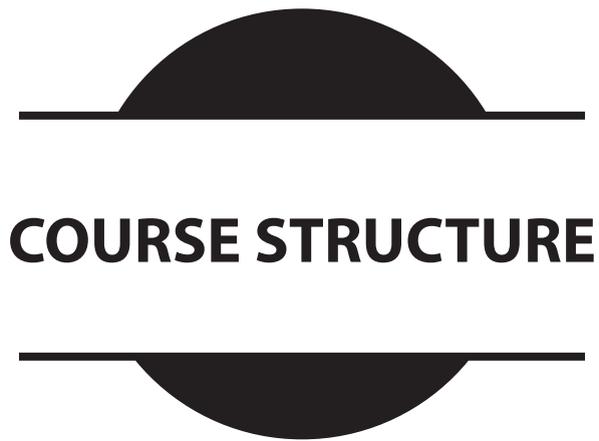## Courses Offered

UG Courses

- B.Com Finance & Taxation
- B.Com Computer Application
- B.Com Travel & Tourism
- BA Economics
- BA English
- BBA (Bachelor of Business Administrator)
- BCA (Bachelor of Computer Application)

PG Courses

- M.Com
- MA English

COURSE STRUCTURE

Semester- 1

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	4
		TOTAL	**20**	**25**

Semester- 2

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	4
		TOTAL	**21**	**25**

Semester 3

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	3
2	CO3CRT07	Corporate Accounts I	4	5
3	CO3CRT08	Quantitative Techniques for Business- 1	4	5
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional - 1		
	CO3OCT01	Finance and Taxation-Goods and Services Tax	4	5
	CO3OCT02	Computer Application- Information Technology for Business (Theory)	3	3
		Information Technology for Business (Practical)- Exam in semester 4 only	-	2

Sl No	Course Code	Course Name	Credit	Hours per week
	CO3OCT03	Co-operation- Basics of Co-operation	4	5
	CO3OCT04	Travel and Tourism - Fundamentals of Tourism	4	5
	CO3OCT05	Marketing-Customer Relationship Management	4	5
		TOTAL for streams other than Computer Application	21	25
		TOTAL for Computer Application Stream	20	25

Semester- 4

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	3
2	CO4CRT11	Corporate Accounts II	4	6
3	CO4CRT12	Quantitative Techniques for Business- II	4	6
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5	CO4	Optional - 2 -	4	5
	CO4OCT01	Finance and Taxation- Financial Services	4	5
	CO4OCT02	Computer Application- Information Technology for Office (Theory)	3	3
		Information Technology for Office (Practical) -		2
	CO34OCP01	Computer Application Practical Examination for Information Technology for Office and Information technology for Business	2	NA
	CO4OCT03	Co-operation- Management of Co-operative Enterprises	4	5
	CO4OCT04	Travel and Tourism- Travel and Tourism Infrastructure	4	5
	CO4OCT05	Marketing- Services Marketing	4	5
		TOTAL for streams other than Computer Application	19	25
		TOTAL for Computer Application Stream	20	25

Semester- 5

Sl No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment Management and Human Rights	4	5

Sl No	Course Code	Course Name	Credit	Hours per week
3	CO5CRT16	Financial Management	4	5
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	5
	CO5OCT02	Computer Application-	3	3
8		Computerised Accounting(Theory)		
		Computerised Accounting (Practical)-		
		Examination in 6th Semester only	-	2
	CO5OCT03	Co-operation- Co-operative Legal System	4	5
	CO5OCT04	Travel and Tourism-		
		Hospitality Management	4	5
	CO5OCT05	Marketing-Marketing Research	4	5
5		Open Course	3	4
		TOTAL for streams other than		
		Computer Application	19	25
		TOTAL for Computer Application stream	18	25

Semester- 6

Sl No	Course Code	Course Name	Credit	Hours per week
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CRT19	Auditing and Assurance	4	5
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4	4	5
	CO6OCT01	Finance and Taxation- Income Tax- II	4	5
	CO6OCT02	Computer Application-		
		Software for Business and Research (Theory)	3	3
		Software for Business and Research (Practical)	-	2
	CO56OCP01	Computer Application-		
		Practical Examination –		
		Computerised Accounting and Software for		
		Business and Research	2	NA
	CO6OCT03	Co-operation-		
		Accounting for Co-operative Societies	4	5
	CO6OCT04	Travel and Tourism-		
		Tourism and Cultural Heritage of India	4	5
	CO6OCT05	Marketing-International Marketing	4	5
6	CO6PR01	Project and Viva 1 -		
		TOTAL for streams other than		
		Computer Application	20	25
		TOTAL for Computer Application Stream	21	25

B.COM TRAVEL & TOURISM (Model - II)

Semester- 1

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	3
		TOTAL	20	25

Semester- 2

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	3
		TOTAL	21	25

Semester 3

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business- 1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional - 1		
	CO3OCT01	Finance and Taxation-Goods and Services Tax	4	5
	CO3OCT02	Computer Application- Information Technology for Business (Theory)	3	3
7		Information Technology for Business (Practical)- Exam in semester 4 only	-	2
	CO3OCT04	Travel and Tourism Fundamentals of Tourism	4	5
	CO3OCT05	Marketing Customer Relationship Management	4	5
	CO3OCT06	Logistics Management Introduction to Logistics Management	4	5
		TOTAL for streams other than Computer Application	21	25
		TOTAL for Computer Application Stream	20	25

Semester- 4

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business- II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Optional - 2 -	4	5
	CO4OCT01	Finance and Taxation- Financial Services	4	5
	CO4OCT02	Computer Application-		
		Information Technology for Office (Theory)	3	3
		Information Technology for Office (Practical)	-	2
	CO34OCP01	Computer Application Practical Examination for Information Technology for Office and Information technology for Business	2	NA
	CO4OCT04	Travel and Tourism		
		Travel and Tourism Infrastructure	4	5
	CO4OCT05	Marketing Services Marketing	4	5
	C04OCT06	Logistics Management		
		Principles of Logistics Information	4	5
		TOTAL for streams other than Computer Application	19	25
		TOTAL for Computer Application Stream	20	25

Semester- 5

Sl No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment Management and Human Rights	4	5
3	CO5CMT07	Complementary Course		
		Finance and Taxation- E- Commerce	4	5
	CO5CMT08	Computer Application-		
		Programming in 'C' (Theory)	3	3
		Programming in 'C' (Practical)- Examination in sem 6 only	-	2
	CO5CMT07	Travel and Tourism E Commerce	4	5
	CO5CMT07	Marketing E Commerce	4	5
	CO5CMT07	Logistics Management- E Commerce	4	5
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	5
	CO5OCT02	Computer Application-		
		Computerised Accounting(Theory)	3	3
		Computerised Accounting (Practical)- Examination in 6th Semester only	-	2
	CO5OCT04	Travel and Tourism Hospitality Management	4	5

	CO5OCT05	Marketing Marketing Research	4	5
	CO5OCT06	Logistics Management		
		Air Cargo Logistics Management	4	5
5		Open Course	3	4
		TOTAL for streams other than Computer Application	19	25
		TOTAL for Computer Application stream	17	25

Semester- 6

Sl No	Course Code	Course Name	Credit	Hours per week
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CMT09	Complementary Course Finance and Taxation		
		Income Tax- Assessment and Planning	4	5
	CO6CMT10	Computer Application-		
		Database Management System	3	3
		Database Management System (Practical)	-	2
	CO56CMP01	Computer Application		
		Practical Examination for Programming in C and Data Base Management System	2	NA
	CO6CMT11	Travel and Tourism		
		Tourism Environment and Ecology	4	5
	CO6CMT12	Marketing Consumer Behaviour	4	5
	CO6CMT12	Logistics Management- Consumer Behaviour	4	5
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4	4	5
	CO6OCT01	Finance and Taxation- Income Tax- II	4	5
	CO6OCT02	Computer Application-		
		Software for Business and Research (Theory)	3	3
		Software for Business and Research(Practical)	-	2
	CO56OCP01	Computer Application- Practical Examination Computerised Accounting and Software for Business and Research	2	NA
	CO6OCT04	Travel and Tourism		
		Tourism and Cultural Heritage of India	4	5
	CO6OCT05	Marketing International Marketing	4	5
	CO6OCT06	Logistics Management Shipping and Ocean Freight Logistics Management	4	5
6	CO6PR01	Project and Viva 1 -		
		TOTAL for streams other than Computer Application	20	25
		TOTAL for Computer Application Stream	22	25

BA ECONOMICS

Sem.	Core Papers	Course Code	Exam	T.H*	Cr.*	Total marks-100 Int.*	Ext.*
S1	Perspectives and Methodology of Economics	EC1CRT01	S1	6	4	20	80
	Complementary 1	EC1CMT01	S1	6	4	20	80
S2	Core 2- Micro Economic Analysis 1	EC2CRT02	S2	6	5	20	80
	Complementary 2	EC2CMT02	S2	6	4	20	80
S3	Core 3- Micro Economic Analysis- II	EC3CRT03	S3	4	4	20	80
	Core 4-Economics of Growth & Development	EC3CRT04	S3	5	4	20	80
	Complementary 3	EC3CMT01	S3	6	4	20	80
S4	Core 5-Macro Economics-I	EC4CRT05	S4	5	4	20	80
	Core 6-Public Economics	EC4CRT06	S4	4	4	20	80
	Complementary4	EC4CMT02	S4	6	4	20	80
S5	Core 7-Quantitative Techniques	EC5CRT07	S5	6	4	20	80
	Core 8-Macro Economics-II	EC5CRT08	S5	6	5	20	80
	Open course	EC5OPT01/2/3	S5	4	3	20	80
	Core9-Enviornmental Economics	EC5CRT09	S5	5	4	20	80
	Core10- Introductory Econometrics	EC5CRT10	S5	4	4	20	80
S6	Core 11 –Quantitative Methods	EC6CRT11	S6	6	4	20	80
	Core 12-International Economics	EC6CRT12	S6	5	4	20	80
	Choice based Elective	EC6CBT1/2/3	S6	4	3	20	80
	Core-13 Money & Financial markets	EC6CRT13	S6	5	4	20	80
	Core-14 Indian Economy	EC6CRT14	S6	5	4	20	80
	Project	EC6PR01			2	20	80

Broad Title of Courses *T.H- Teaching Hours per week, Cr.-Credits, Int.-Internal Evaluation and Ext.-External Examination

BA ENGLISH

Sem.	Title	Course Category/Code	Hours Per Week	Credits	Internal Assessment	External Exam
1	Fine-tune Your English	Common Course-1 EN1CC01	5	4	20	80
1	Pearls from the Deep	Common Course -2 EN1CC02	4	3	20	80
1	Second Language	Common Course	4	4	20	80
1	Methodology of Literary Studies	Core Course-1 EN1CR01	6	4	20	80
1	History/Political Science/ Sociology/ Psychology	Complementary Course	6	4	20	80
2	Issues that Matter	Common Course -3 EN2CC03	5	4	20	80
2	Savouring the Classics	Common Course -4 EN2CC04	4	3	20	80
2	Introducing Language and Literature	Core Course -2 EN2CR02	6	4	20	80
2	Second Language	Common Course	4	4	20	80
2	History /Political Science / Sociology/ Psychology	Complementary Course	6	4	20	80
3	Literature and/as Identity	Common Course -5 EN3CC05	5	4	20	80
3	Second Language	Common Course	5	4	20	80
3	Harmony of Prose	Core Course -3 EN3CR03	4	4	20	80
3	Symphony of Verse	Core Course -4 EN3CR04	5	4	20	80
3	Evolution of Literary Movements: the Shapers of Destiny	Complementary Course 3 EN3CM03	6	4	20	80
4	Illuminations	Common Course -6 EN4CC06	5	4	20	80
4	Second Language	Common Course	5	4	20	80

Sem	Title	Course				
4	Modes of Fiction	Core Course -5 EN4CR05	4	4	20	80
4	Language and Linguistics	Core Course -6 EN4CR06	5	4	20	80
4	Evolution of Literary Movements: the Cross Currents of Change	Complementary Course 4 EN4CM04	6	4	20	80
5	Open Course	EN5CROP01 Appreciating Films EN5CROP02 Theatre Studies EN5CROP03 English for Careers	4	3	20	80
5	Acts on the Stage	Core Course -7 EN5CR07	6	5	20	80
5	Literary Criticism and Theory	Core Course -8 EN5CR08	5	4	20	80
5	Indian Writing in English	Core Course -9 EN5CR09	5	4	20	80
5	Environmental Science and Human Rights	Core Course EN5CREN01	5	4	20	80
6	Choice Based Course	EN6CB01 Comparative Literature EN6CB02 Modern Malayalam Literature in Translation EN6CB03 Regional Literatures in Translation EN6CB04 Voices from the Margins	4	4	20	80
6	Postcolonial Literatures	Core Course -10 EN6CR10	5	4	20	80
6	Women Writing	Core Course -11 EN6CR11	5	4	20	80
6	American Literature	Core Course -12 EN6CR12	5	4	20	80
6	Modern World Literature	Core Course -13 EN6CR13	5	4	20	80
6	Project	EN6PR01	1	2	20	80

Sem.	Title	Course/Code	Credit	Hours/week

BBA

Sem.	Title	Course/Code	Credit	Hours/week
1	Principles and Methodology of Management	BA1CRT01 Core	4	6
	Business Accounting	BA1CRT02 Core	4	6
	Fundamentals of Business Mathematics Complementary	BA1CMT03	4	4
	Fundamentals of Business Statistics	BA1CMT04 Complementary	4	4
	English Paper –I	BA1CCT05 Common	4	5
2	Cost and Management Accounting	BA2CRT06 Core	4	6
	Business Communication	BA2CRT07 Core	4	6
	Mathematics for Management	BA2CMT08 Complementary	4	4
	Statistics for Management	BA2CMT09 Complementary	4	4
	English Paper –II	BA2CCT10 Common	4	5
3	Human Resource Management	BA3CRT11 Core	4	5
	Marketing Management	BA3CRT12 Core	4	5
	Research Methodology	BA3CRT13 Core	4	5
	Business Laws	BA3CMT14 Complementary	4	5
	Personality Development and Management Skills (Minor Project)	BA3PRP15 Core	4	5

4	Financial Management	BA4CRT16 Core	4	5
	Managerial Economics	BA4CRT17 Core	4	5
	Entrepreneurship	BA4CRT18 Core	4	5
	Basic informatics for Management	BA4CMT19 Complementary	4	5
	Corporate Law	BA4CMT20 Complementary	4	5
5	Organisational Behaviour	BA5CRT21 Core	4	6
	Open Course	BA5OPT22 Open	3	4
	Environment Science and Human Rights	BA5CRT23 Core	4	5
	Intellectual Property Rights and Industrial Laws	BA5CMT24 Complementary	4	5
	Operations Management	BA5CRT25 Core	2	2
	Industrial Relations	BA5CRT26 Core	3	3
6	Optional-I	BA6OCT27 Optional (Core)	4	5
	Optional-II	BA6OCT28 Optional (Core)	4	5
	Strategic Management	BA6CRT29 Core	4	5
	Communication Skills and Personality development	BA6CRT30 Core	4	5
	Management Project	BA6PRP31 Core	4	5
	Grand Total		**120**	**150**

Sem.	Title with Course Code	Course Category	Hours per week	Credit	Intl	Extl	Total

		BCA					
Sem.	**Title with Course Code**	**Course Category**	**Hours per week**	**Credit**	**Marks Intl**	**Extl**	**Total**
I	English-I	Common	5	4	20	80	100
	Mathematics	Complementary	4	4	20	80	100
	Basic Statistics	Complementary	4	4	20	80	100
	CA1CRT01 -Computer Fundamentals and Digital Principles	Core	4	4	20	80	100
	CA1CRT02-Methodology of Programming and C Language	Core	4	3	20	80	100
	CA1CRP01-Software Lab I (Core)	Core	4	2	20	80	100
II	English-II	Common	5	4	20	80	100
	Discrete Mathematics	Complementary	4	4	20	80	100
	CA2CRT03 -Data Base Management Systems	Core	4	3	20	80	100
	CA2CRT04-Computer Organization and Architecture	Core	4	4	20	80	100
	CA2CRT05-Object oriented programming using C++	Core	3	4	20	80	100
	CA2CRP02-Software Lab- II	Core	5	2	20	80	100
III	Advanced Statistical Methods	Complementary	4	4	20	80	100
	CA3CRT06-Computer Graphics	Core	4	4	20	80	100
	CA3CRT07-Microprocessor and PC Hardware	Core	3	4	20	80	100
	CA3CRT08-Operating Systems	Core	4	4	20	80	100
	CA3CRT09-Data Structure using C++	Core	4	3	20	80	100
	CA3CRP03-Software Lab III	Core	6	2	20	80	100

Sem	Course	Type					
IV	Operational Research	Complementary	4	4	20	80	100
	CA4CRT10-Design and Analysis of Algorithms	Core	4	4	20	80	100
	CA4CRT11- System Analysis & Software Engineering	Core	4	4	20	80	100
	CA4CRT12-Linux Administration	Core	4	4	20	80	100
	CA4CRT13-Web Programming using PHP	Core	3	3	20	80	100
	CA4CRP04-Software Lab IV	Core	6	2	20	80	100
V	CA5CRT14-Computer Networks	Core	3	4	20	80	100
	CA5CRT15-IT and Environment	Core	4	4	20	80	100
	CA5CRT16-Java Programming using Linux	Core	3	3	20	80	100
	CA5OPT-- Open Course	Core	4	3	20	80	100
	CA5CRP05 -Software Lab V	Core	5	2	20	80	100
	CA5CRP06-Software Development Lab I (Mini Project in PHP)	Core	6	2	20	80	100
VI	CA6CRT17 -Cloud Computing CA6CRT18 -Mobile Application	Core	4	4	20	80	100
	Development- Android	Core	4	4	20	80	100
	CA6PET-- -Elective	Core	4	4	20	80	100
	CA6CRP07 –Software Lab VI & Seminar	Core	6	2	100	-	100
	CA6CRP08 -Software Development Lab II (Main Project)	Core	7	3	20	80	100
	CA6VVT01-Viva Voce	Core		1	-	100	100

Open Course(OP): CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office. Electives (PE): CA6PET01: Data Mining, CA6PET02: Digital Image Processing, CA6PET03: Soft Computing Techniques.

Although Christ College is a Christian-Catholic minority institution the College admits all students irrespective of their religion, caste, creed or place of birth. They are welcomed as they are and are helped to grow in their own cultural, social and religious tradition. Students are selected on the basis of merit, provided that should have good conduct and character.

1 ADMISSION RULES

1.1 Application for admission to the merit seats (50 percent) for the under graduate programme in Arts and Science Colleges affiliated to Mahatma Gandhi University are through Centralized Allotment Process (CAP). (For more details visit www.mgu.ac.in)

1.2 Application forms for Management quota, Community quota, Cultural, Sports and Physically Handicapped quota is available in the College office.

1.3 Defective Application forms in any respect will be summarily rejected.

1.4 The selected applicant has to report to the Principal for interview on the date fixed and produce the documents called for, accompanied by parent or guardian.

1.5 The following documents have to be produced at the time of admission:

   i. Higher secondary mark list along with one attested true copy of the same

   ii. Transfer certificate.

   iii. Course and conduct certificate from the head of the institution last attended.

   iv. Three passport size colour photos.

   v. Identity proof - Aadhar / PAN / Voters ID / Driving License

1.6 Mark list of the qualifying examination and other certificates once filed in the college office will not be returned to the student unless in case of discontinuation or completion of course. The students are advised to keep in their hands attested copies of these documents. Fees once remitted will not be refunded.

1.7 For the wellbeing of the institution and for the sake of discipline, the Principal is entitled to refuse admission to any applicant.

2 FEES REGULATIONS:

2.1 The selected students will be admitted on payment of first installment of fees.

2.2 The fees for each semester must be paid in the beginning (on or before June 30th and November 30th) of the semester as per the instructions from the office of accounts in one installment. There will be a penalty if fee is not paid

on the due date.

2.3   All the students are expected to keep the cash receipts for all the fees paid.

2.4   If the fees of a semester is not paid before the due date specified, the name of the student will be removed from the college roll.

2.5   If the student is to be readmitted he/she should remit all the arrears of fees with fine. The readmitted students will get the benefit of attendance only from the date of re-admission.

2.6   The names of defaulters of fees will be published on the notice board after the expiry of the last date fixed for payment.

2.7   Every student shall be liable to pay the semester fees even if they were not in the college rolls for the whole term.

2.8   Absence with/without intimation to the college shall not be an excuse for nonpayment of fees on the prescribed date.

2.9   A student desiring to obtain a Transfer Certificate, Course Certificate, Conduct Certificate etc. shall apply to the Principal stating the year of study, course name and roll number. Each application shall be submitted along with a fee of Rs. 50/-

2.10   A student who leaves the college before the completion of the academic year or semester has to pay the full fees before getting back their certificates; only then will the Transfer Certificate (TC) be issued.

2.11   A student joining the college after the commencement of the academic year will have to pay full fees of the year.

3. ACADEMIC RULES

3.1 Rules Related to Academics

i.   Students are expected to read notices put up on the notice boards. Ignorance of any notice will not be accepted as an excuse for failing to comply with it.

ii.   Every student should bring to the class required textbooks, notebooks, pen etc. This also stresses that each student should maintain notebooks for each subject and it will be evaluated by heads of the departments and the principal.

iii.   The attendance certificate on behalf of student will be sent to the University only if he/she has secured minimum 85% of the attendance prescribed by the college for a semester.

iv.   Students will be permitted to appear for the University examination only if their progress in studies and conduct are satisfactory.

v.   The Principal reserves the right to issue T.C. to any student at any time in the course of the academic year and compel him/her to leave the college for reason of indiscipline, lack of progress in studies, non-payment of fees to the college or hostel, and illness considered contagious.

(The declaration form should be submitted to the Principal after signing (both by student and parent)

3.2 Rules Related to Exam

3.2.1   Continuous Evaluation

As per the latest University regulations, all students are granted 20 marks, as internal marks, for each paper which is added up with the 80 marks of their theory paper. These marks are allotted based on certain norms such as **Attendance, Internal Exams, Model Exam, Seminar and Assignments.** If any student absents himself/herself from the above said norms, they will fail in the internals. The aggregate of above said norms will be taken as Internal Marks.

Sl.No.	Components	Marks
1	Attendance	5
2	Internal Examinations (One Internal + One Model)	10
3	Project/Assignment/Seminar/Lecture Note	5

Marks for Attendance will be distributed in the manner stated below

% of Attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
76 - 79	2
75	1

3.2.1   GUIDELINES OF CONTINUOUS EVALUATION (CE)

A. Internal and Model Examination

i.   A minimum of 85% of attendance is advisable and mandatory for appearing for internal and model examination.

ii.   Before appearing for the internal and model examination, students are expected to complete and submit the required assignments, projects, seminar etc. Completion and submission of assignments on time is mandatory.

iii. Both Internal and Model exams are compulsory and they will be conducted during odd and even semesters. No remedial measures are considered for exam

defaulters. In the event of any genuine case (Medical/Emergency situation), the parents are obliged to meet the Principal along with their wards.

iv. Students have to consider all internal and model exams as equal to university exams.

v. It is the obligation of every student to score a minimum of 80% of internal marks (16 out of 20) in every subject. This level is highly recommended and defaulters are expected to meet the Principal within 3 days immediately after the publication of internal marks.

vi. Students are requested to visit the college website to know their academic performance (www.christcollegekattappana.org).

vii. Grievances on internal marks (Written format) can be forwarded to the controller of the examination after getting the signature from the HOD and subject teacher/s concerned

viii. Strict action will be taken against those who absent themselves from tests and fail to submit their assignments in time. In case of any absence or malpractice, the students have to meet the respective HOD for the further procedures.

ix. Any kind of malpractice during examinations will be treated as a serious offense.

B. For Final Years

i. **Fifth Semester** - As per the latest University regulations each Student of Final year U.G courses should present a seminar session for all subjects with the aid of latest technology. Marks will be awarded based on the performance and these marks will be considered for the Internals. The medium of presentation must be English and the duration of the session can be 10 to15 mins.

ii. **Sixth Semester** - As per the latest University regulations each Student of final year U.G. courses should appear for a Viva-Voce for each subject.

iii. **Projects** – The final year students are bound to present their projects individually or in group during their last semester of course. The students should select their topics and area of research with the consent of the guides. The duplicate copies have to be presented to the college as where the original should be presented before the external examiner.

3.3 Attendance and Leave

i. Attendance will be marked at the beginning of each period.

ii. All working days irrespective of the number of periods shall be considered as full working days.

iii. Late comers should not enter the class nor should any student leave the class without the permission of the teacher concerned / HOD / Vice Principal/ Fr. Principal.

iv. Students are not permitted to absent themselves without leave letter for the whole or part of a day.

v. Absence without leave letter for one period or session will be considered as half day absence from the class.

vi. A student who absents himself/herself for a day or more may be granted leave on submission of application for leave. The leave letter should be submitted to the class teacher after getting the consent of the HOD. Leave application should be written by the parent or guardian of the student. Leave will be sanctioned on genuine grounds. (Refer the leave letter format).

vii. Absence without leave letter from any class test, composition or practical work shall be taken seriously and shall be reported to the principal by the class teachers.

viii. Annual certificate of attendance and progress required for admission to university examination as well as promotion shall not be given unless the applicant has attended at least 85 percent per subject, of the working days of the academic year and the Principal is satisfied with the student's progress and conduct.

ix. Application for sick leave for more than five days should be supported by a reliable medical certificate.

x. Leaving from the campus on any ground will be informed to the parents.

xi. Late arrival and early departure and leave/s will be properly recorded and signed in the respective page of the handbook.

3.4 Principal's Award to the best outgoing student of the year

Winning the Principal's Award is an honour, a matter of pride and achievement. All Christites are expected to strive for the award. This will be decided by considering the following criteria

1. University results
2. Internal marks
3. Percentage of Attendance
4. Participation in curricular and extra- curricular activities
5. Language Proficiency

3.5 Time to meet the Principal

The Principal is at your disposal to hear and listen to you at any time.

If the students have any complaints or grievances, they are welcome to present their case either individually or through their proper representatives to the Principal. For better administration follow the given time schedule.

08:30 AM to 10:30 AM, 12:45 PM to 05:00 PM

4 General Rules & Regulations

4.1 Participation in party politics or student party politics is strictly banned in the campus. (to be quoted the high court order)

i.   Strikes are strictly prohibited in the college campus.

ii.   The students are forbidden to organize or attend any meeting within the college campus or collect money for any purpose or to circulate any notice or petition among the students or paste it on the walls of the class rooms or on the college notice board

iii.   Nobody shall instigate the students to organize strikes or take part in any strike inside the campus.

iv.   On such days, the management is bound to execute the decision of parents meeting. Exceptions will be granted only after availing permission from the PTA.

v.   For maintaining discipline in the campus the Principal is empowered to suspend, dismiss, remove from the rolls or take any punitive action on any student for his/her misconduct.

4.2 Ragging – Meaning:

Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student, teasing, abusing or playing pranks on or causing hurt to any student, asking a student to do any act or perform something which such student is not willingly do, whoever commits, participates in acts or propagates ragging will be punished.

Ragging-Govt. Ordinance: Students are advised to note the Ordinance passed by Kerala Government banning ragging in and outside the College Campus.

THE KERALA PROHIBITION OF RAGGING ACT, 1998* (Act 10 of 1998) An Act to Prohibit ragging in educational institutions in the State of Kerala.

4.2.1   Punishment: Rigorous Imprisonment (RI) for a period of two years with a penalty of Rs. 10,000/- and immediate expulsion from the educational institution without any enquiry and with no provision for joining any other institution.

i.   Ragging is strictly prohibited in the campus.

ii.   An Anti–Ragging cell is formed in the college to address the grievances of the student.

iii.   The decision of the Principal is final.

4.3 Rules Related to Time

4.3.1   Each working day is divided into two sessions: the morning and afternoon session consisting of three periods.

4.3.2   The class time of the College will be from 09:15 AM to 03:30 PM. For time schedule refer page 6.

4.3.3 Every student must attend the college regularly and punctually. All students are expected to be in their respective class rooms on or before 9:15 am so that they will be able to attend the Morning Prayer scheduled at 9:20 am. Students must make sure that they are present in their respective classes before the Morning Prayer. Wandering in the campus during the prayer time is strictly prohibited. Unfortunately if somebody is not present in their respective class room during the prayer, he/she is expected to remain in standing position in the campus during the prayer time.

4.3.4 Late coming and irregular attendance should be avoided. If a student is absent for three consecutive working days without any leave letter, his/her name will be removed from the rolls, unless the Principal is satisfied that the failure to obtain leave was unavoidable.

4.4 Discipline

A sense of discipline and respect for rules has to be inculcated and cultivated among the Students in their college days so that they may grow into disciplined citizens of the country. Strict observance of the rules and regulations of the college helps them in this regard hence the rules and regulation of the college have to be looked upon not as restrictions imposed on them but as guidelines that help them in the formation of genuine character.

4.4.1 The Principal is the ultimate disciplinary authority in the College.

4.4.2 The Students shall pay special attention to behave in a disciplined manner in the college campus.

   a) A student who is persistently insubordinate, who is repeatedly or willfully mischievous shall be given compulsory transfer certificate and removed from the rolls.

Miss Conduct shall include:

i.   Staying away from classes without sufficient reason.

ii.   Disturbing the classes during class time.

iii.   Disrespectful behavior towards staff, persuading the students to abstain from classes or participating in strikes.

iv.   Disorderly behavior in the class & violation of dress code in the campus.

b)   Spitting, littering paper and waste materials in public place or making college premises dirty is forbidden and is a punishable offense with fine.

c)   Uses of chewing gum, tobacco, Pan Masala, Pan Parag substance above or smoking are strictly prohibited in the college campus. Students found guilty will be duly

punished.

4.4.3 No one shall engage in conducting any activity which is detrimental to the reputation and interacts of the institution.

    a) The students are forbidden to organize or attend any meeting within the college campus or collect money for any purpose or to circulate any notice or petition among the students or paste it on the walls of the class rooms or on the college notice board without the permission of the principal.

4.4.4 The students should respectfully follow the instructions issued by the Principal and other competent authorities.

4.4.5 Students must bring their Identity cards and wear it while they are in the campus.

4.4.6 Under any emergency situation, if any student needs to come to the college without uniform he/she has to get the written permission from the Principal

4.4.7 Before the commencement of class in each period there will be a silent prayer.

4.4.8 No student shall enter the class room or leave the class without the permission of the teacher concerned.

a) The students are permitted to enter other class rooms other than his/her own only when combined classes are arranged.

4.4.9 No student is permitted to leave the College during working hours without the permission of the Principal.

    a) The application for leave of absence for participation in non-Co-curricular activities (Prior permission has to be obtained) must carry the signature of the respective HOD

4.4.10 Participation of students in all programmes is necessary so that it helps develop their talents in all fields.

4.4.11 The students shall greet their faculty members (teachers) on the occasion of first meeting with them for the day within the college premises and whenever they meet them in public.

4.4.12 If the teacher has not turned up, the students should wait for him/her for five minutes. Any one of the class representatives can go to the department room and get instruction from the HOD concerned.

4.4.13 Relationships between the students should be in a friendly and healthy manner and should not exceed permitted limits.

4.4.14 Only permanently enrolled students are allowed to enter the college campus.

    a) Bringing outsiders into the college campus without the permission of the principal or involve in any other type of indiscipline or misconduct are

strictly prohibited.

4.4.15 In the college the students have to learn and acquire civilized behavior or culture. The students have to learn to take care of property whether public or private and refrain from causing any damage to it: this is a part of the civilized culture.

a) The students should utilize college property with great care and consideration. Do not disfigure the walls, doors, windows, furniture etc. of the college. Causing any damage to the property or furniture of the college will be treated as a serious offence. The students who are causing damage to the college property or furniture have to compensate for the loss incurred or will be punished individually or collectively as situation demands.

4.5 Dress Code and Grooming Instructions

During the last academic year 2017-18, it has been observed and noted well that the Christites are interpreting the Uniform Code of Conduct in the way they like. Both parents and students should note that it is mandatory for every Christite to be in proper and perfect uniform, once he/she is in the college campus not only during lecture timings but in all other occasions like functions, special classes, office visits and examination days. Exceptions will be announced well in advance. Thus all the Christites are requested to make a note about the following.

Why the Uniform?

Since the students have to be moulded as professionals, the time demands the youngsters to be in neat and well groomed appearance fit for the best opportunity available. It must also be devoid of dress competition and no such word as 'finical' do you mean 'financial' burden.

Policy Enforcement

Dress code and grooming instructions are not to harm but to improve the personality of Christites. Thus all the parents and the students are expected to 'sole' means 'only' duty no other duties support it. It is the bounden duty of the parent to ensure that their wards come to the college in prescribed uniform.

4.5.1   Instructions

i. Students must bring their Identity cards and wear it while they are in the campus.

a) ID Card should be worn over the neck whenever they are in the campus. It should not be worn inside the uniform.

ii. Wearing the uniform shall be compulsory as specified by the college. The specifications are as follows

a) 3rd year: Executive Light Violet Chambery full sleeved shirting, Executive Bond

Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for men.

b) 3rd year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue half coat, Executive Bond Navy Blue Suiting, and navy blue tie with lining resting under the shirt collar and knotted at the throat for women.

c) 2rd year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for men.

d) 2rd year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue half coat, Executive Bond Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for women.

e) 1st year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for men (excluding BBA & B.Com TT).

f) 1st year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue half coat, Executive Bond Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for women(excluding BBA & B.Com TT).

g) 1st year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue Suiting and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for men of BBA & B.Com TT.

h) 1st year: Executive Light Violet Chambery full sleeved shirting, Executive Bond Navy Blue half coat/Executive Bond Navy Blue Blazer Executive Bond Navy Blue Suiting, and navy blue tie with lining tie resting under the shirt collar and knotted at the throat for women of BBA & B.Com TT.

iii. Tuck-in is compulsory and jackets and coats with writings is strictly prohibited. Students can wear jackets in non- neon colors (Blue/Black/Ash/Brown) without any writings or designs, if necessary.

iv. Students are not permitted to make any alterations, additions or omissions to their uniform.

v. Low waist and pencil fit pants are strictly prohibited in the campus.

vi. Christites must wear black polished formal shoes irrespective of their schedules. During the heavy rainy season, the students are allowed to wear black sandals. All other foot wear patterns are strictly prohibited.

vii. Male students must be well groomed, that is with short and trimmed hair and can either be bearded, moustachioed or clean shaven. Long hair and other fashionable hair styles are strictly prohibited.

viii. Under any emergency situation, if any student needs to come to the college without uniform he/she has to get the written permission from the Principal

ix. Any negligence or non-compliance will be treated as a serious offence, misconduct and breach of consent made at the time of admission under the code of conduct and will attract penalties and may lead to forfeiture of attendance.

4.6 Language

For holistic growth and excellence, English language is inevitable. Vernacular language is therefore strictly prohibited in the campus.

Policy regarding Mobile Phone Use

Realizing the importance of communication and the vital role of mobile phones, the college has arrived at the following guidelines:

i. Christites are not permitted to use mobile phones within the campus.

    a) If anybody has bought the mobile phone, to the campus with the permission of parents, they have to surrender the same at the office counter (the designated place) on or before 9:00 A.M the classes commences and get it back the same after 03:50 P.M when they leave for home. (This facility has been provided to meet unforeseen contingencies while they are travelling. The student can call their parents in emergency situations.)

ii. Students are not permitted to deposit mobile phones in vehicles which are parked in the campus premises.

iii. The students are not permitted to bring any type of mobile phones, camera, CDs, USB drives and other electronic devices to the college. In case of any power point presentation the respective student has to mail the matter to the college's Gmail ID so that they can access it from the College Lab.

iv. All the staff members are empowered to confiscate mobile phones found with the students within the campus.

v. If student (without surrendering the phone at the counter) takes it into the class room, the phone may be seized and will not be returned to the student. The confiscated mobile phones will be returned to students only after the completion of their course.

vi. Faculty members are allowed to use the mobile phones either in their respective staff rooms or outside the building.

vii. Violation of the above said rules may also lead to penalty.

4.7 Parking Instructions and Regulations

The parking instructions and regulations are set forth to assist the vehicle commuters. Any Christite using a vehicle as a means of transportation to the college is subjected to

follow the instructions and regulations given below with utmost care and respect and to bear in mind that it is their duty.

i.   Parking is an amenity and at any time, this privilege can be denied, suspended, revoked or even modified if needed.

ii. The 'Student Motor Vehicle Parking Permission Form' has to be downloaded from the college website (www.christcollegekattappana.org) and should be submitted to the Principal by the parent with the signature of the parent and the student after filling the required columns of the above said form.

iii. The college assumes no risk or liability for any damage to or loss of vehicle or its parts when parked in the allotted place in the campus.

iv. Discretion to control the vehicle utility of the Christites are bestowed only upon the college authorities.

v.   Registered students vehicles should be parked in the allotted place on or before 09:15 a.m

vi. Vehicle commuters have to ensure that their vehicles are not becoming an amenity to store any belongings like mobiles, laptops etc., of other students.

vii. The parking permission will be granted only to the loyal and well-disciplined students with driving license.

viii. Any complaints from public, neighbors, faculty members or other students may be treated as violation of the policies of the college

ix. Any vehicles violating any of the college policies will be towed, immobilized, seized or booted 'boot' is not used in this sense. And may lead to the cancellation of parking permission. Once the permission is cancelled, the defaulter may not get another chance to regain it.

x.   If unregistered vehicles are found in the premises of the college, it will be immediately intimated to the local authorities.

xi. Permission will be considered and allotted only for II and III year students of the college.

xii. In case any violation of the above said rules and policies are observed, it will result in the immediate cancellation of parking permission.

5 FACILITIES AND SERVICES OFFERED

5.1 Transportation Facilities

College bus facility will be available for students on request from Erattayar junction. Those students, who choose bike or their personal vehicles as mode of transport to college, should be present in the campus before the first bell and should park their vehicles in the parking area and are not allowed to use it until the college disperses

after the classes.

Private Vehicle commuters have to register their name in the college office.

5.2 Library

The College provides a well-equipped library. The purpose of the library is to provide a wide range of books and multimedia resources to support teaching and learning throughout the key stages and foster reading and information culture that promotes independent motivated readers and learners for life.

Library & Reading Room:

i. Hours of Work:

The library will be kept open on all working days from 8:15A.M. to 5:15P.M. On holidays, the library will remain closed.

Students are encouraged to use the library during their free time and after regular class hours.

In case of any damage or wear and tear reported, regarding any of the library books, replacement with a new book or the price of the book should be remitted in the office as fine.

ii. Membership:

All the students and faculty members are members of the library.

iii. Section:

The library consists of the following sections.

(I) Reference

(ii) Lending

iv. Reference Section:

It consists of Encyclopedias and latest version of Dictionaries, Year books, Atlases, Art collections, Bound Volumes of periodicals and works which are rare and in constant demand for consultation. They are placed in this section and are to be referred within the library itself.

v. For Faculty Members:

In exceptional circumstances, books from the reference section may be lent to members of the teaching faculty for overnight use only.

vi. Lending Section:

1. All books and other works except those kept under the reference section belong to the lending section.

2. Books borrowed from the library are to be returned on any working day before 4:30 p.m Students must return, the books borrowed five days before the semester ends. Books issued to them for terminal holidays shall be returned within three days from the date of re-opening of the succeeding semester.

3. Students appearing for the University examinations shall return all books before getting Hall Tickets. Thereafter library books shall not be issued to them.

4. Transfer Certificate or Conduct Certificate shall not be issued to a student who fails to return all the books lent to him/her.

5. A book may be issued for a further period if there is no other applicant.

6. Ordinarily three consecutive renewals alone are allowed for the same book.

vii. Reading Room:

1. The latest newspapers, magazines and other periodicals will be placed on the table in the reading room.

2. They shall not be removed from the reading room or from the places assigned to each one of them.

3. Strict silence, discipline, and decorum should be observed in the library and reading room.

viii. Library working hours for Borrowing and Returning

Issue of Books

Morning: 8:15- 9:15 AM., Evening: 3:30 - 5:15 PM.

Return / Renewal

Morning: 8:15- 9:15 AM., Evening: 3:30 - 5:15 PM. During all intervals

5.3 Hostel Facility

Hostel Facility is available for both men and women under the direct control of CMI Fathers and CMC Sisters respectively. Even though the college provides hostel facility, it is left to the decision of the parents to get their children accommodated in the best place and should be responsible for it.

5.4 Computer Lab

A well-furnished and well-equipped ultra modern computer lab is available.

5.5 Internship

The college provides Internship facilities for students in their final year, collaborating with our Sister concern Institution KristuJayanti College, Bengaluru, aiming at better exposure in academics and career.

5.6 Guidelines For The Conduct Of Student Tour Programme

i.   Students' Industrial visit/tour programme is permitted only in the second and final year

ii.   Second year students are permitted to conduct only a single day Industrial visit programme

iii. Third year students are permitted to conduct 3 to 5 days tour programme, except B.Com TT students.

iv.   Third year BCom TT students are permitted to conduct maximum 7 days tour programme.

v.   It will be the responsibility of the class teacher to organize the tour programme well in advance and should submit the tour itinerary in the prescribed format available in the college office before three working days to the Principal so as to obtain final permission for the tour programme.

vi.   Students are not permitted to avail accommodation in Navadarshana Gram under any circumstances.

vii. Students and class teachers are not permitted to stay back in college premises between 10 PM and 5 AM in connection with the Industrial/ tour programmes.

viii. The class teachers are directed to plan the student's tour programmes in accordance with the above said guidelines.

ix.   Two parents (1 Male/1 Female) and two faculty (1 Male/1 Female) members are compulsory for any tour programme.

x.   Submission of log book and report is a mandatory requirement for the second year and third year B.Com TT students.

5.7   Placement Cell

A well-groomed placement cell works under the guidance of efficient faculty.

5.8   Holy Mass, Moral Classes, Confession and Counselling

i.   A divine section of holy mass will be conducted for all catholic students on first Fridays of every month.

ii.   At the same time moral classes will be organized for students of other religions under the guidance of teachers and resource persons from outside.

iii. Confession will be arranged for all catholic students on first Thursday of every month.

iv.   The counselling to students is an inevitable element in the formation of youngsters. Keeping this fact in mind, the college has made the following arrangements for the students as well as parents:-

v.   Interested students and parents have to register their names in the college office.

vi. Counselling time: 11:00 a.m - 12:30 p.m

5.9 Center for the Counselling Services

Mr. Tennis Antony

Ms. Jeena Jose

5.10 Add on Programmes / Communication Skills and Presentation Skills

The college encourages students to develop their general awareness as well as communication skills in ample ways. English being the global language the students must option it as their means of communication and it will be seriously monitored. This section will be conducted on every working day. All students are expected to attend this without fail.

DECLARATION

I ....hereby do declare that I have read all the above rules and regulations of the college and agree to abide them and all decisions of the college without fail.

Parent's Signature / Guardian's signature / Student's signature

Assignments/ Projects			
Date	Subject/ Specification	Date of Submission	Signature of Teacher

Assignments/ Projects			
Date	Subject/ Specification	Date of Submission	Signature of Teacher

Leave Record						
Date	No. of Days	Reasons	Parent Sign	Teacher Sign	HOD Sign	Principal Sign

Leave Record						
Date	No. of Days	Reasons	Parent Sign	Teacher Sign	HOD Sign	Principal Sign

Library Hours					
Semester........			**Semester........**		
Hour	Signature of Librarian	Signature of Principal	Hour	Teacher Sign	HOD Sign

Library Hours					
Semester........			Semester........		
Hour	Signature of Librarian	Signature of Principal	Hour	Teacher Sign	HOD Sign

Late Attendance

The date will be circled and initialled by Principal/ Vice Principal

June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
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10	10	10	10	10	10	10	10	10	10	10
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30	30	30	30	30	30	30	30		30	30
	31	31		31		31	31		31	

Early Departure

The date will be circled and initialled by Principal/ Vice Principal

June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
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	31	31		31		31	31		31	

Application for Late Arrival & Early Departure					
Date	Reason Late (in minutes) / Early (in period)	Parent Sign	Teacher Sign	HOD Sign	Principal Sign

Share'n Care

It is a highly recommended and promoted that every Christite can personally meet the subject teachers, HOD concerned, Councillor, Fathers, Principal atleast once in every semester and record it.

Date	Subject teachers, HOD concerned, Councillor, Fathers, Principal	Signature of Subject Teachers, HOD concerned, Councillor, Fathers, Principal

COLLEGE CALENDAR 2020 - 21

June 2020		
Date	**Day**	**Particulars**
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	First Friday / World Environment Day
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	World Day against Child Labour
13	Sat	Second Saturday
14	Sun	World Blood Donor Day
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	International Drug Abuse Day
27	Sat	
28	Sun	Holiday
29	Mon	National Statistics Day
30	Tue	

July 2020		
Date	**Day**	**Particulars**
1	Wed	Holiday - Doctors Day
2	Thu	
3	Fri	First Friday /St. Thomas Day
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	World Day of International Justice
18	Sat	
19	Sun	Holiday
20	Mon	Karkadaka Vavu
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	Id-ul-Ad'ha (Bakrid)

August 2020		
Date	**Day**	**Particulars**
1	Sat	
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	First Friday
8	Sat	Second Saturday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	iIndependence Day
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Sreekrishna Jayanthi
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	Birthday of Ayyankali
29	Sat	Muharram / St. Euphrasia Day
30	Sun	First Onam / National Sports Day
31	Mon	Thiruvonam / Small Industry Day

September 2020		
Date	**Day**	**Particulars**
1	Tue	Holiday - Third Onam
2	Wed	Sree Narayana Guru Jayanthi / Fourth Onam
3	Thu	
4	Fri	First Friday
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	Sreekrishna Jayanthi
11	Fri	
12	Sat	Second Saturday
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	Sree Narayana Guru Samadhi Day
22	Tue	
23	Wed	
24	Thu	
25	Fri	Social Justice Day
26	Sat	
27	Sun	Holiday /World Tourism Day
28	Mon	
29	Tue	Holiday - Navarathri
30	Wed	

October 2020		
Date	**Day**	**Particulars**
1	Thu	
2	Fri	First Friday /Gandhi Jayanthi
3	Sat	World Nature Day
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	World Food Day (Food Fest)
17	Sat	International Poverty Day
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	Police Day
22	Thu	
23	Fri	
24	Sat	Mahanavami
25	Sun	Holiday
26	Mon	Vijayadasami
27	Tue	
28	Wed	
29	Thu	Holiday - Birthday of Prophet Muhammed
30	Fri	
31	Sat	

Date	Day	Particulars
1	Sun	Kerala Piravi / First Friday
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	Second Saturday
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Dewali / Children's Day
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	
26	Thu	Constitution Day (India)
27	Fri	
28	Sat	
29	Sun	Holiday
30	Mon	

December 2020		
Date	**Day**	**Particulars**
1	Tue	World AIDS Day
2	Wed	
3	Thu	
4	Fri	First Friday
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Christmas
26	Sat	
27	Sun	Holiday
28	Mon	
29	Tue	
30	Wed	
31	Thu	

January 2021		
Date	**Day**	**Particulars**
1	Fri	First Friday
2	Sat	Mannam Jayanthi
3	Sun	Founders Day / Holiday
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	Holiday - Republic Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	Holiday

February 2021		
Date	**Day**	**Particulars**
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	First Friday
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday / National Science Day

March 2021		
Date	**Day**	**Particulars**
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	First Friday
6	Sat	
7	Sun	Holiday
8	Mon	Holiday - International Women's Day
9	Tue	
10	Wed	
11	Thu	Maha Shivaratri
12	Fri	
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	World Consumer Day
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	World Day of Water
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	Holi
30	Tue	
31	Wed	

April 2021		
Date	**Day**	**Particulars**
1	Thu	Maundy Thursday
2	Fri	Good Friday
3	Sat	
4	Sun	Easter
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	Dr. Ambedkar Jayanti
15	Thu	Vishu
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	World Books Day
24	Sat	
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

**May 2021**		
Date	**Day**	**Particulars**
1	Sat	International Workers Day
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	First Friday
8	Sat	Second Saturday / International Red Cross Day
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	Idul Fitr
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Anti Terrorism Day
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday
31	Mon	

Notes

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